

City of McMinnville - Community Development Center Refund Policy

Refund requests must be made in writing within 180 days of fee payment and the following rules apply:

- \$92 Refund Processing Fee applies and will be deducted from any fee refunded.
- If no City inspection has occurred, permit fees may be refunded, less a Refund Processing Fee.
- If no City plan review has occurred, review fees may be refunded, less a Refund Processing Fee.
- If no City work has occurred, land use application fees may be refunded, less a Refund Processing Fee.
- Construction Excise Tax refunds must be submitted to the McMinnville School District.
- System Development Charges may be fully refunded if no work has occurred, less the Refund Processing Fee.
- Refund will be issued to the payer of the fee.
- If initial payment was by credit card, the refund will be applied to the same card.

Refunds may take up to 30 days to ensure funds initially cleared the financial institution.

Please provide the following information in writing when requesting a refund. Request may be submitted to the City of McMinnville - Community Development Center, 231 NE 5th Street, McMinnville, OR 97128 or by email to katie.land@mcminnvilleoregon.gov

Date of request
Date fee was paid to City
Job address or other property identifier
Permit or application file number
Person requesting refund
Contact phone number
Email address
Mailing address
Details of request