

## **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:

- \$86 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 5<sup>th</sup> Street, McMinnville, OR 97128 or by email to [katie.land@mcminnvilleoregon.gov](mailto: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