



DEVELOPMENT SERVICES

TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN # 301**
Refund Policy for DSD Surcharge Fees

DATE: Immediately

CREATED BY: Land Development Division

Purpose:

As a customer service initiative, the Development Services Department (DSD) created this Information Bulletin (*IB*) to inform our customers of the department policy for refunds of DSD-relates surcharges.

Scope:

Development Services Department charges a 3% Technology Surcharge Fee and a 3% Development Services Surcharge Fee on various records, in accordance with Ordinance 88492, dated September 17, 1998 (Technology Fee) and Ordinance 90490, dated September 16, 1999, and later amended by Ordinance 2007-05-17-0540, dated May 17, 2007 (Development Services Fee).

These surcharges are not refundable unless the initial fee, and payment thereof, was assessed in error by department staff. This applies to all records for which surcharges are applied throughout Development Services Department.

Summary:

This IB is for informational purposes only.

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