

**GILPIN COUNTY BOARD OF HEALTH  
101 Norton Drive  
Black Hawk CO 80422**

**POLICY ON THE REFUND OF APPLICATION FEES**

**ADOPTED: May 10, 2011  
EFFECTIVE: June 10, 2011**

**PURPOSE**

To establish criteria for refunding fees paid for individual sewage disposal system and use permit applications as required by the individual sewage disposal system Regulation Section 3.01.C.

**RATIONALE**

Applicants should be able to withdraw an application prior to permitting and receive a refund of fees commensurate with the amount of work that had already been done.

**STATEMENT OF POLICY**

IT IS THE POLICY OF THE GILPIN COUNTY BOARD OF HEALTH that the following guidelines shall apply to the refund of fees paid to apply for individual sewage disposal system permits.

**GUIDELINES**

- Requests to withdraw an application must be made in writing by the applicant.
- For applications withdrawn PRIOR to processing of the check, the check may be returned to the applicant and the application voided.
- For applications withdrawn AFTER the check has been deposited but PRIOR to any field inspections the Agency shall refund the fee minus a \$20 processing charge (this would apply to cash payments as well, since they are deposited when received).
- For applications withdrawn AFTER the initial field inspection, but PRIOR to permitting, the Agency shall refund the fee minus a \$150 inspection charge and a \$20 processing charge.
- Once an application has been approved and permitted, or once an application has expired, no fees shall be refunded.
- Refunds shall only be made to the person who paid the fee as shown on the receipt or cancelled check.