

TOWN OF LOXAHATCHEE GROVES

155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: Town Council

FROM: Jacek Tomasik, Building Official

VIA: Francine Ramaglia, Town Manager

DATE: September 3, 2024

SUBJECT: *Resolution No. 2024-61 – Approval of Building Department Permit Refund Policy*

Background:

The policy is to establish Refund amounts for Permit and Plan Review Fees and ensure transparency, consistency, and efficiency in managing refund requests while aligning with the town's financial and statutory regulatory objectives.

- The policy establishes the procedure for request, process and approval or denial of the refund
- The policy applies to building and other permits applied for where full or partial payment was received and the department received requested for permit to be cancelled.
- The policy establishes three (3) levels of refunds based on the status of the permit or permit application
- The policy establishes the maximum amount of the fees to be retained by the Town.

Recommendations: Move that Town Council adopt *Resolution No. 2024-61* approving the Permit Refund Policy for the Building Department.