

# CANCELLATION AND/OR REFUND REQUEST FORM

For **POSSE** projects.

## APPLICANT INFORMATION

Applicant Name:

Who or what company should the refund cheque be issued to:

Contact Phone Number:

Address

City:

Province:

Postal Code:

## REQUEST DETAILS

Project Number:

Municipal Address:

*Provide detailed information for the following three sections below.*

1. This request is for:

- Cancellation
- Refund
- Cancellation & Refund

2. I am the:

- Registered owner of the noted property
- Business Licence Owner
- Applicant/Authorized Agent and have permission from the registered owner of the noted property to cancel this application and request fee refund
- City of Edmonton Staff

3. Reason for request:

The applicant certifies the information provided on this application is accurate and complete.

Applicant Signature:

Signature Date:

### **Cancellation & Refund Form | 10.06.2023**

The personal information collected on this form is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). It will be used to process your Cancellation & Refund Form. If you have questions or concerns about the collection, use, disclosure or destruction of the personal information collected on this form, please contact Service Advisor, Edmonton Service Centre, 2nd floor, 10111 - 104 Avenue NW, Edmonton, AB, T5J0J4, 780-442-5054.

### **WHERE TO APPLY**

Edmonton Service Centre  
2nd floor, 10111 - 104 Avenue NW  
Edmonton, AB T5J 0J4  
Monday - Friday, 8:00 to 4:30 pm

### **QUESTIONS?**

Phone: **311** or if outside of Edmonton  
780-442-5311  
Email: [developmentsservices@edmonton.ca](mailto:developmentsservices@edmonton.ca)

**DO NOT COMPLETE – FOR STAFF USE ONLY**

Justification and Refund Recommendation (Based on Administration Fees):

Employee Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

| COST ELEMENT | COST CENTRE | TAX CODE | DESCRIPTION                             | (GL CODE) | REFUND AMOUNT |
|--------------|-------------|----------|---|-----------|---------------|
| 800295       | 171914      | PE       | Development Application Fee             | (4811)    | \$_____       |
| 800260       | 171914      | PE       | Development Permit Inspection Fee       | (4891)    | \$_____       |
| 800190       | 171921      | PT       | Development Pre-Application Meeting Fee | (4920)    | \$_____       |
| 800295       | 172108      | PE       | Curb Crossing Permit Fee                | (4833)    | \$_____       |
| 800295       | 171919      | PE       | Notification Fee                        | (4813)    | \$_____       |
| 800295       | 171910      | PE       | Sign Building Permit (**\$)             | (4807)    | \$_____       |
| 800295       | 171913      | PE       | Building Permit Fee (**\$)              | (4810)    | \$_____       |
| 800195       | 093255      | PE       | Hoarding Agreement Rental Fee (**\$)    | (4802)    | \$_____       |
| 800295       | 171905      | PE       | Electrical Permit Fee (**\$)            | (4829)    | \$_____       |
| 800295       | 171901      | PE       | Gas Permit Fee (**\$)                   | (4800)    | \$_____       |
| 800295       | 171912      | PE       | Heat & Vent. (HVAC) Permit Fee (**\$)   | (4809)    | \$_____       |
| 800295       | 171911      | PE       | Plumbing Permit Fee (**\$)              | (4808)    | \$_____       |
| 800295       | 178502      | PE       | Lot Grading Fee                         | (4830)    | \$_____       |
| 800295       | 171904      | PE       | Sewer Permit Fee (**\$) (100%)          | (4803)    | \$_____       |
| 800811       | 175245      | NT       | Sanitary Sewer (Single/Duplex) Fee      | (4836)    | \$_____       |
| 800811       | 175245      | NT       | Sanitary Sewer (Multi-Family) Fee       | (4835)    | \$_____       |
| 204715       | BA 17       | PE       | Water Usage Fee (100%)                  | (4805)    | \$_____       |
| 262630       | BA 17       | PE       | Safety Codes Fee (100%)                 | (4834)    | \$_____       |
| 800200       | 707311      | PE       | Fire Business Inspection Fee            | (4812)    | \$_____       |
| 800200       | 707311      | PE       | Fire Safety Code Fee (100%)             | (4817)    | \$_____       |
| 800295       | 93265       | PE       | Business Licence Fee: Year 1            | (4828)    | \$_____       |
| 265010       | BA 09       | PE       | Business Licence Fee: Year 2            | (4909)    | \$_____       |
| 800200       | BA 09       | GST      | GST Fire Inspection                     | (4882)    | \$_____       |
| 800295       | 604110      | PE       | Vehicle For Hire                        | (4999)    | \$_____       |
| 800295       | 660391      | PE       | Vendor – Street                         | (4856)    | \$_____       |
| 800295       | 241545      | PE       | Pet Licence Fee                         | (4904)    | \$_____       |
| 800295       | 172002      | PT       | Search of File                          | (4821)    | \$_____       |
| 800295       | 172104      | PE       | Compliance Certificate                  | (4824)    | \$_____       |
| 800195       | 171104      | PT       | Encroachment Application Fee            | (4859)    | \$_____       |
| 800195       | 093255      | PT       | Encroachment Agreement                  | (4822)    | \$_____       |
| 262170       | BA 17       | PT       | GST (J17MU)                             | (4880)    | \$_____       |
| 800295       | 178401      | PE       | Subdivision Application Fee             | (4841)    | \$_____       |
| 800295       | 178402      | PE       | Endorsement Fee                         | (4842)    | \$_____       |
| 800195       | 178403      | PT       | Ad Fees – Rezoning                      | (4843)    | \$_____       |
| 800295       | 178404      | PE       | Rezoning Application Fee                | (4844)    | \$_____       |
| 800295       | 178407      | PE       | ASP/NSP Fee                             | (4847)    | \$_____       |
| 800195       | 178408      | PT       | Ad Fees – Plan                          | (4848)    | \$_____       |
| 800295       | 178409      | PE       | Road Closure Fee                        | (4849)    | \$_____       |
| 800295       | 178413      | PE       | Land Development Application Fee        | (4853)    | \$_____       |
| 800195       | 447379      | PT       | Building Pre-Application Meeting Fee    | (4857)    | \$_____       |

(\*\*\$) Refund Safety Codes Fees in the Safety Codes Fee line (CC 262630 GL 4834)

AUTHORIZED REFUND: \$ \_\_\_\_\_

AUTHORIZED BY: (TWO SIGNATURES REQUIRED)

INITIATOR: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Date: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVAL: [EXPENDITURE APPROVAL PROXY OFFICERS (UP TO \$10,000), DIRECTORS (UP TO \$100,000), BRANCH MANAGER (OVER \$100,000)]

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Date: \_\_\_\_\_

# ADMINISTRATION FEES

**In cases where a permit has been incorrectly applied for and work has NOT commenced, the full fee amount (without application of the administration fee) may be transferred or refunded.**

## DEVELOPMENT APPLICATION FEES

1. No refunds will be granted for development applications if circulation has commenced or if a decision has been made.
2. Where circulation has not commenced, \$115.00 or 20% of the development permit fee (whichever is greater) will be retained for administration costs.
3. To request cancellation of an Approved Development Permit, the Landowner must provide a written request to the Development Officer.

## PRE-APPLICATION MEETINGS FOR MAJOR DEVELOPMENT PERMIT MEETING REQUEST FEE

1. Meeting request cancelled the same day as application will receive a full refund.
2. Meeting requests for jobs that are not in scope, or that do not have the required information, will be cancelled automatically and \$53.00 (plus GST) will be retained for administration costs.
3. Where circulation has not commenced, and when the cancellation request is submitted 2 weeks before the scheduled meeting date, \$115.00 (plus GST) will be retained for administrative costs.
4. Cancellation requests that occur after circulation has commenced, or within 2 weeks of the scheduled meeting date, will not be eligible for a refund.

## BUILDING PERMIT FEES

1. Refunds will only be considered if received within 90 days of the permit being issued and if no construction has occurred.
2. \$115.00 or 20% of the permit fee (whichever is greater) will be retained for administration costs.

## ELECTRICAL PERMIT FEES

1. Refunds will only be considered if received within 90 days of the permit being issued and if no construction has occurred.
2. \$115.00 or 20% of the Electrical permit fees (whichever is greater) will be retained for administration costs.

## PLUMBING, GAS & SEWER PERMIT FEES

1. Refunds will only be considered if received within 90 days of the permit being issued and if no construction has occurred.
2. \$115.00 or 20% of the Plumbing & Gas permit fees (whichever is greater) will be retained for administration costs.

## HEATING & VENTILATION PERMIT FEES

1. Refunds will only be considered if received within 90 days of the permit being issued and if no construction has occurred.
2. \$115.00 or 20% of the Heating & Ventilation permit fees (whichever is greater) will be retained for administration costs.

## SAFETY CODE FEES / WATER USAGE FEES / SANITARY SEWER TRUNK CHARGE FEES / FIRE SAFETY CODE FEES

1. Any of these types of fees collected during the permit process will be refunded 100% if a permit is cancelled.

## LOT GRADING FEES

1. Where a Lot Grading Plan has not been processed, a full refund of the lot grading fee will be granted.
2. Where a Lot Grading Plan has been processed, 20% of the lot grading fee will be retained for administrative costs.
3. Where a decision has been made on a Lot Grading Plan, no lot grading fee refund will be granted.

## LICENCE FEES

1. Licence fees, non-resident licence fees, consultation fees and service fees are NON-refundable. The only exceptions are if a licence is NOT issued, or if the City Manager (or delegate) approves a refund of the licence or non-resident fee. A service fee will be retained for administration costs, unless otherwise determined by the licence manager.
2. Dog and Cat Licences may only be refunded upon approval by the licence inspector (refer to Director, Animal Services).

## COMPLIANCE CERTIFICATE FEES

1. No refunds

## ENCROACHMENT AGREEMENT APPLICATION FEES

1. Where circulation has not commenced, \$115.00 will be retained for administration costs.
2. Once circulation has commenced, the application fee plus the applicable GST will be retained for administrative costs,

## WHERE TO APPLY

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## QUESTIONS?

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