

**BOARD POLICY – SECTION NUMBER: 03.04.01.06**

**SUBJECT:** REFUND OF IMPACT FEES

**EFFECTIVE DATE:** MAY 19, 2010

**SUPERCEDES:** JULY 12, 2000

**PURPOSE:**

The purpose of this policy is to establish guidelines under which staff can administratively authorize and process refunds of impact fees assessed pursuant to the Hillsborough County Consolidated Impact Assessment Program Ordinance, 96-29, as amended (the Ordinance), without approval by the Board of County Commissioners (BOCC).

**POLICY:**

It is the policy of the BOCC to expedite the refund of impact fees by delegating the authority to approve such refunds to the administration. The appropriate Department Director (County Administrator designee) is authorized to approve the refund of impact fees based on any one of the following three criteria:

1. The impact fees were paid in error.
2. The party applying for a refund paid impact fees in cash for a project; **and** an improvement that generated an impact fee offset account was constructed for the same project. Under these limited circumstances, a party may seek a refund of the impact fees paid for that project only. Refund requests under this provision must be submitted within one calendar year of impact fee payment or within one calendar year of the establishment of the offset account.
3. An independent fee calculation study, as described in the Ordinance, determines that the impact fees paid are more than the revised impact fees calculated by the accepted study. Requests for refunds under this provision must be submitted within one calendar year of impact fee payment.

**RESPONSIBILITIES:**

It is the responsibility of the Planning & Infrastructure Services Administrator to implement this policy.

Approved By: Board of County Commissioners  
Approval Date: MAY 19, 2010