

Denver Permitting Office		
Subject: 180 Day Refund Policy	Date: May 14, 2025 Approved on: May 29, 2025	Pages: 2

### **A. Purpose**

Per Executive Order 151, the Denver Permitting Office is authorized to issue policies and procedures, subject to approval by the Executive Permitting Committee. To ensure accountability with the City's commitment to the maximum of 180 days of city review time, a partial refund of certain fees may be authorized.

### **B. Criteria**

For any project that has exceeded the 180 days of city review time, the DPO Director shall consider the customer's possession time, quality of design submittals, responsiveness to City comments, compliance with review comments, as well as the relevance, timeliness, and consistency of City comments and responsiveness. This report shall be provided to the Executive Permitting Committee (EPC) within 14 days of the 180 days of city review time being exceeded.

The EPC shall review the provided information, determine what needs to be resolved, and provide a timeframe for such resolution. Additionally, the EPC shall review the findings for why the 180 days was exceeded, and if it was found that the delay was attributable to the city due to things such as internal city processes or city review time, then the DPO Director shall work with Community Planning and Development to issue a refund of applicable fees per Section C below if the project is not approvable following the specified timeframe provided by the EPC.

### **C. Refund**

The refund shall be authorized in conjunction with Community Planning and Development's (CPD) Building Official and Zoning Administrator based on the specific process for which the 180 days was exceeded via a separate refund form that the DPO shall provide to CPD. The refund shall be based on the actual amount of fees paid. Only the following fees are eligible for a refund.

- Site Development Plan fees
  - The fee of \$500 for a project of one acre or less, or
  - If the site is more than one acre, the fee that may be refunded is up to no more than \$5000 based on the actual fees paid based on size of the property

- Building permit plan review fees
  - Up to 5% of the building permit plan review fee paid, but no more than \$5000

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Approved by: Executive Permitting Committee