



Planning & Development Services

October 2013

www.cityofgainesville.org

Phone 352-334-5022

INFORMATION RELATED TO ENVIRONMENTAL REVIEW FEE PAYMENTS/REFUNDS

Pursuant to Gainesville Code Section 30-250(c)(5), environmental review fees as set forth in Appendix A, Schedule of Fees, Rates and Charges, shall be paid within five (5) City working days of the date of written notice from the City that a review fee is required. Failure to timely pay the review fees shall result in the application being deemed incomplete and returned to the applicant. Written notice will normally be provided by the Environmental Coordinator through electronic mail or hard copy letter, with the received date of the correspondence marking the start of the five (5) City working day period. City working days are Monday through Thursday of each week, excluding holidays as observed by the City planning staff. Return of an incomplete application due to non-receipt of the review fee shall normally be conducted by electronic mail notice, with the applicant/agent responsible for the retrieval of plans and application form(s), as applicable. Only completed applications will be accepted in the technical review process in accordance with the deadlines of the published meeting schedule. Receipt of fees is required no later than 11 AM Wednesday of the week following the Application Cut-off & Corrected Plans date, for inclusion on the TRC agenda for that period.

Review fees must be made payable to the City of Gainesville by credit card or by check. Please notify the Planning desk on the 1st Floor of Thomas Center B, or the Environmental Coordinator, John Hendrix, by email at hendrixjw@cityofgainesville.org, or phone 352/393-8347, when fee payment has been made to allow for verification of a complete application for TRC scheduling purposes. Full or partial refund of fees will be required occasionally and is to be expected, due to changes in project scope and design during the review process. **Refund of fee payments made by credit card is a simple and speedy one-step return process. Refund of payments made by check requires that the City issue an Electronic Fund Transfer (EFT). This process may become protracted as the customer must submit a completed Vendor packet with a voided check, after which the City processes the refund request through its accounts payable system and issues an EFT directly to the customer's bank account.**