

COMMITTEE OF ADJUSTMENT REQUEST FOR REFUND



Making a Difference

It is the policy of the Guelph Committee of Adjustment that any request for refund of application fees be submitted to the Secretary-Treasurer in writing, for forwarding to the Committee of Adjustment for decision.

Please complete the following form outlining the details of your request. Please note that any refund will be issued to the original payee only.

1. Application number: _____

2. Date of hearing: _____

3. Name of owner: _____

4. Name of agent (if applicable): _____

5. Refund requested by: Owner Agent

6. Original payment type: Cash Cheque Credit Debit

7. Refund amount that is being requested: _____

8. Refund to be: Mailed Picked up at City Hall

9. Mailing address:

10. Reasons for request (please provide as much detail as possible. Any supporting documentation can be attached to this form):

Staff Use Only

Committee decision (circle one): Approve / Refuse

Date of decision:

Refund amount:

Date cheque requisition sent: