



## REQUEST FOR REFUND OF FEES INSTRUCTIONS

Will County Land Use Department  
58 E. Clinton St., Suite 500 • Joliet, Illinois 60432  
Telephone (815) 727-3321 • Facsimile (815) 774-3384  
Internet Site - <http://www.willcountylanduse.com>

**Lawrence M. Walsh**  
County Executive

### **A. Introduction**

The information contained in these instructions is to help you become familiar with the various requirements for requesting a refund. Careful and proper preparation of your application is essential and, in the long run, you will save considerable time and effort for both yourself and the County. If you have any questions, please do not hesitate to contact the Will County Land Use Department at (815) 774-3321.

### **B. Before Filing the Application**

Before preparing and filing any request for refund, you are strongly urged to meet with or contact the staff of the appropriate Division at the Will County Land Use Department. Please be able to reference your permit number or zoning case number.

Please note that plan review fees associated with building permits are non-refundable. Building permit fees for work already performed by the County are considered non-refundable. When a zoning application is withdrawn after it has been published for public hearing, the application fee shall not be refunded. When a zoning application is withdrawn prior to the publication for the public hearing, all but two-hundred dollars (\$200) of the fee shall be administratively refunded.

### **C. Filing the Application**

The request for refund must be prepared in substantially the same format as the attached application. Please include with the application a copy of the canceled check(s) and receipt(s) issued by the Department. Please black out personal information on the checks, including the routing number. The application must address the reason for the refund request. If you need additional space for responses other than what is provided on the application form, you may include attachments. You or your representative must deliver your application in person to the Will County Land Use Department.

The Will County Land Use, Planning, Zoning, and Development Committee (LUPZDC), a Committee of the Will County Board, initially considers refunds that cannot be administratively refunded. The LUPZDC meets the second and fourth Tuesday of every month at 11:30 a.m. in the County Board Chambers and these meetings are open to the public. The Committee will then determine if the request will be forwarded to the Will County Board for consideration. The Will County Board meets the third Thursday of every month. If the request is forwarded to the Will County Board, the Board will take final action and either approve or deny the refund request. Both the LUPZDC and Will County Board meet in the County Board Chambers that are located at 302 North Chicago St., Joliet, Illinois, 60432.