



## **IMPACT FEE REFUND AFFIDAVIT**



## **DUPAGE COUNTY**

### **IMPACT FEE REFUND PROCEDURES**

#### **Impact Fee Payer:**

Refund of Impact Fees may be granted for several reasons, including:

- You may have paid a fee then changed the use of the structure
- You may have changed the number of units being constructed or the size of the structure
- You may never have constructed your project
- You may have built a new structure prior to demolishing an existing structure
- You may have received an incorrect assessment

**If construction has not commenced**, the fee payer should fill out the Affidavit attached to this document and include documentation as directed in the Affidavit form. The Affidavit should include the amount paid in the original impact fee application. A statement must be provided establishing the reason for non-commencement and must be accompanied by a letter from the municipal or County Director of Building Services or Community Development affirming that no building action has been taken nor will be undertaken by the applicant. The County will review the refund request and will determine the validity of the claim and the amount to be refunded. If the claim is deemed to be complete and valid, the County Engineer will approve the proposed refund and will notify the claimant within fifteen (15) working days. From the time of notification, the County shall have no more than thirty (30) days with which to refund the amount due the claimant.

**If construction has commenced or has been completed**, fill out the Affidavit and include the details of the revision(s) to the property for which you are seeking a refund. Details must include the following:

- As Built Plans (if change in size or area)
- A Certificate of Occupancy and a letter from the Municipal or County Building Department attesting to a change in planned use
- A valid demolition permit issued by the Municipal or County permitting agency (if demolition accomplished after completion of new structure)
- A completed Affidavit (attached) if an incorrect assessment

As partial refunds are not granted, the refund claimant must submit a check for the correct amount, made payable to the DUPAGE COUNTY TREASURER, as determined by the claimant and the County Engineer. The County shall then refund the full amount of the original fee paid. If the claim is deemed to be complete and valid, the County Engineer will approve the proposed refund and will notify the claimant within fifteen (15) working days. From the time of notification, the County shall have no more than thirty (30) days with which to refund the amount due the claimant.

In cases where refunds are being sought for multiple properties or applications, Affidavits must be completed for each application.

If, for any reason, you have questions about the form or the information requested, or the process of refunds, please contact the DuPage County Impact Fee Administrator at 630.407.6700.

**DUPAGE COUNTY  
IMPACT FEE REFUND  
AFFIDAVIT**

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Fee Payer: \_\_\_\_\_

Petitioner (if different from above): \_\_\_\_\_

Address of Fee Payer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Address of Property for which Refund is sought: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parcel Number of Property: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DuPage County Impact Fee Application Number: \_\_\_\_\_

Amount of Impact Fee Paid: \$ \_\_\_\_\_

***(Please attach a copy of the DuPage County Impact Fee Application and Receipt)***

\_\_\_\_\_

Refund is sought for the following reason(s):

- Non-commencement of building
- Change of use
- Reduction in number of units or size of structure built
- Structure built ***before*** demolition of creditable structure
- Overpayment of fee/Incorrect Assessment
- Other: \_\_\_\_\_

\_\_\_\_\_

For Staff Use Only:

Received By: \_\_\_\_\_

Revised Fee: \$ \_\_\_\_\_ Recommended Refund: \$ \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

**IMPACT FEE REFUND  
AFFIDAVIT  
STATEMENT OF ENTITLEMENT**

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Reason For Refund Request:

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I, the undersigned, on oath swear and affirm, as fee payer and remitter of the referenced impact fee, that I am entitled to an Impact Fee refund on the property as referenced and for the reasons set forth in Affidavit attached hereto. I agree to indemnify, hold harmless and defend the DuPage County Division of Transportation against any and all claims or damages that may result from the refund of the impact fee.

**Signature of Refund Petitioner:** \_\_\_\_\_

**Notary**

**State of:** \_\_\_\_\_ **County Of:** \_\_\_\_\_

**Signed and sworn before me on (print date)** \_\_\_\_\_, **by**

**Notary Seal:**

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**Notary Signature**