

Refund Policy

The City of Coos Bay will allow a claim for refund of fees that were paid in error or are in excess of the fee resolution at the time of payment. All claims shall be filed with the corresponding department within 12 months from the date of payment. The refund shall be 100% of the difference paid, less the fees paid by the City (VISA, nonsufficient funds, debit card, etc.) and what should have been paid. Fee refunds will be processed 30 days after first receipt of the funds to ensure the funds have cleared the financial institutions involved. A completed Reimbursement Request form with appropriate back-up material is to be submitted to the Finance Department to issue a check. The form is located: G:/citywide/forms/8 Refund Reimbursement Request Form (attached).

Insofar as the provisions of this section are in conflict with the provisions of City resolutions or the Coos Bay Municipal Code, the language of this section shall be construed to control and supersede the language of said sections as to any such conflict.