



MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records
From: Sue Keyes
Date: April 8, 2026
Subject: Refund Request

Refund Request Information

Petitioner

HOMES BY WEST BAY
ATTN: NICKOLAUS WHITE
4065 CRESCENT PARK DR
RIVERVIEW, FL 33518

Reason for Request

Refund of paid Utility fees that were paid twice, once on old permit and once on new permit

Fee Description:

Water Direct Conn 401.0000000.343315, Water connect 401.0000000.343304, Water FIF fee 405.0000000.343310, Sewer FIF fee 406.0000000.343510, Reclaim Connect Fee 401.0000000.343531

Permit #	Invoice #	Receipt#	Amount
BLD2403-0566	566368	914617	1,738.00
BLD2403-0566	566368	914617	3,175.00
BLD2403-0566	566368	914617	300.00
BLD2403-0566	566368	914617	375.00

Refund Amount: \$5,588.00

Authorization

Alyssa Wetzel, Fiscal Services Manager

Sherise Nelson, Accounts Control Supervisor

Disclaimer: In an attempt to protect individual privacy and to adhere to Payment Card Industry security standards, backup information for this transaction has been omitted. You may request materials related to this transaction by making a Public Records request online at www.mymanatee.org/records or by calling (941) 742-5845.

cc: Alyssa Wetzel, Fiscal Services Manager – Utilities

Sherise Nelson, Accounts Control Supervisor, Sue Keyes, Accounting Specialist