



MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records

Approved by: Nicole M. Knapp, Director of Development Services

Through: Denise Greer, Development Services Deputy Director: Denise Greer

Date: April 13, 2026

Subject: Refund Request for PLN2510-0222

Refund Request Information

Petitioner:

Michael Kyzer
6606 14th St W
Bradenton, FL 34207

Reason for Request:

The applicant applied for a Final Site Plan on October 28, 2025. The Application was changed by recommendation from Planner on December 9, 2025, to an Off-Street Parking plan which created an overage on the account for \$4,500.

Payment Information

Refund Amount: \$4,500.00

Fee Description: Planning Overage Fee

Date of Original Payment: October 28, 2025

Record/Invoice/Account #: PLN2510-0222/1073597/1070000000389901

Prepared by: Morgan Sanchez, Zoning Tech

Approved by: Nicole M. Knapp

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.



REFUND WORKSHEET

Applications Requiring BOCC Approval

Total Fee \$ _____

☐	Prior to Routing	95%	Refunded
☐	Prior to Staff Report	30%	Refunded
☐	Prior to Planning Commission Hearing	15%	Refunded
☐	Prior to BOCC Hearing	5%	Refunded
☐	Withdrawn at BOCC Hearing	0	Refunded

TOTAL REFUND DUE \$ _____

Applications Requiring Administrative Approval

Total Fee \$ 4,500.00

☐	Prior to Routing	95%	Refunded
☐	Prior to Being Deemed Complete	50%	Refunded
☐	After Being Deemed Complete	0	Refunded

TOTAL REFUND DUE \$ 4,500.00

Applications Requiring Hearing Officer Approval

Total Fee \$ _____

☐	Prior to Routing	95%	Refunded
☐	Prior to Staff Report	30%	Refunded
☐	Prior to Hearing Officer Meeting	15%	Refunded
☐	Withdrawn at Hearing Officer Meeting	0	Refunded

TOTAL REFUND DUE \$ _____

The Director may modify the amount of refund based on extenuating circumstances. Please advise:

Please refund overage on PLN2510-0222. The applicant originally applied for a Final Site Plan but instead required an Off-Street Parking Plan, which resulted in an overage.

Creator: Morgan Sanchez

Date: April, 13, 2026

Deputy Director: Denise Gaur

Date: 04/17/2026

Director: Nicole M. Knapp

Date: 04/21/2026