



MEMORANDUM

To: Vicki Tessmer, Supervisor, Board Records

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

Through: Robert G. Wenzel III, Development Services Division Manager: Robert G. Wenzel III

Date: April 22, 2026

Subject: Refund Request for PLN2603-0026

Refund Request Information

Petitioner:

Pape Dawson

6901 Professional Pkwy E, Suite 103

Sarasota, FL 34240

Reason for Request:

The applicant submitted an incorrect application type-Preliminary Site Plan/Preliminary Plat/Final Site Plan (\$9,000) on March 4, 2026. On March 5, 2026, I notified the applicant via email that the Correct application type should be "Changes to Approved Site Plan" (\$3,000).

Fiscal adjusted the application fees, resulting in an overpayment of \$6,000. The Applicant is now requesting a refund for the \$6,000 overage.

Payment Information

Refund Amount: \$6,000.00

Fee Description: Planning Overage Fee

Date of Original Payment: March 4, 2026

Record/Invoice/Account #: PLN2603-0026/800036/1070000000389901

Prepared by: Morgan Sanchez

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☐	Withdrawn at BOCC Hearing	0	Refunded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 \$ 6,000.00

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

TOTAL REFUND DUE \$ 6,000.00

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☐	Withdrawn at Hearing Officer Meeting	0	Refunded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 \$6,000 overage for PLN2603-0026.

Other

Total Fee \$ 6,000.00

100 % Refunded

TOTAL REFUND DUE \$ 6,000.00

Creator: Morgan Sanchez

Date: 4/22/2026

Division Manager: Robert G. Wenzel III

Date: 04/22/2026

Director: Nicole M. Knapp

Date: 04/22/2026