Development Services Department
Administration Division
9000 Town Center Parkway, Lakewood Ranch, FL 34202
(941) 748-4501

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: September 10, 2026
Subject: Refund Request for PLN2606-0118

APPROVED in Open Session
10/8/2026
Manatee County Board of County Commissioners

Refund Request Information

Petitioner:
Alterra Property Investors, LLC
2 Town Place Suite 220
Bryn Mawr, PA 19010-3419

Reason for Request:
The Applicant applied for a Final Site Plan PLN2606-0118 on June 23, 2026. The application was awaiting required documents and was never routed for review.

The Applicant subsequently applied for another Final Site Plan for the same project under PLN2608-0062 on August 14, 2026, which is currently in review.

On August 24, 2026, the Applicant emailed requesting to withdraw PLN2606-0118 because it was a duplicate application and requested a refund of the fees paid.

Payment Information

Refund Amount: $6,000.00

Fee Description: Final Site Plan

Date of Original Payment:06/23/2026

Record/Invoice/Account #: PLN2606-0118/828647/1070000000329008

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☐	Withdrawn at BOCC Hearing	0	Refunded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☐	Withdrawn at Hearing Officer Meeting	0	Refunded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 PLN2606-0018. This is a duplicate application for the project, and the Final Site Plan currently under review is PLN2608-0062.

Other **Total Fee $ 6,000.00**

100 % Refunded

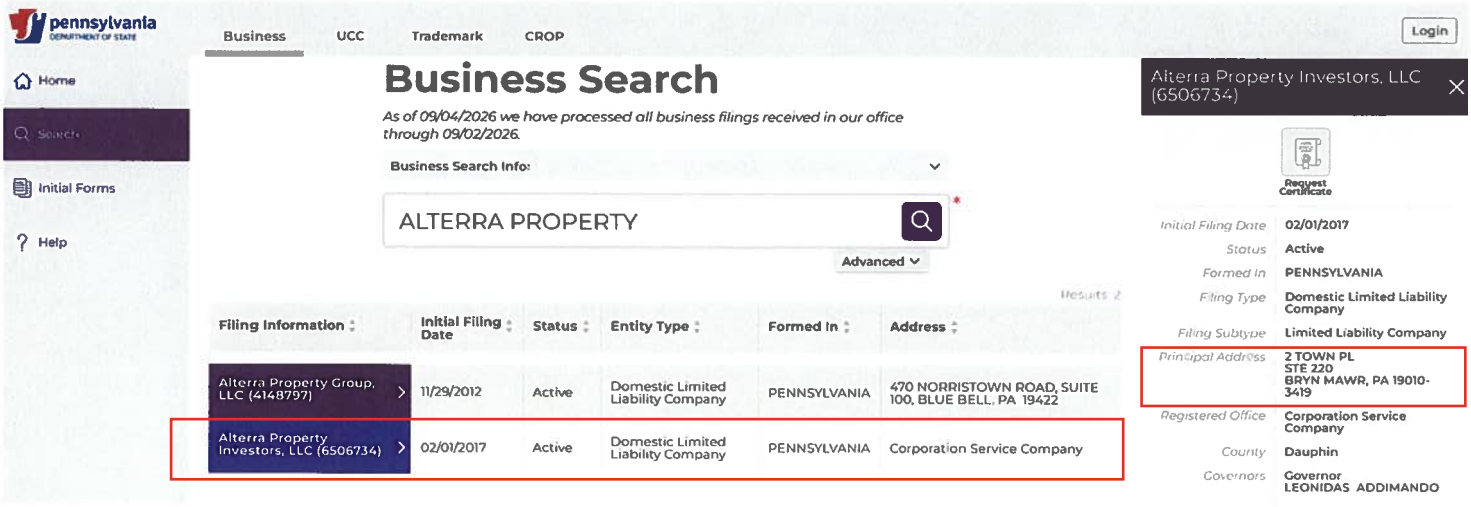
TOTAL REFUND DUE $ 6,000.00

Creator: Morgan Sanchez Date: 09/10/2026

Division Manager: Robert G. Wenzel AICP Date: 09/10/2026

Director: Nicole M. Knapp Date: 09/10/2026

Revised 12/1/2025


pennsylvania
DEPARTMENT OF STATE
Business
UCC
Trademark
CROP
Login
Home
Search
Initial Forms
Help
Business Search
As of 09/04/2026 we have processed all business filings received in our office through 09/02/2026.
Business Search Info:
ALTERRA PROPERTY
Advanced
Results: 2
Filing Information
Initial Filing Date
Status
Entity Type
Formed In
Address
Alterra Property Group, LLC (4148797)
11/29/2012
Active
Domestic Limited Liability Company
PENNSYLVANIA
470 NORRISTOWN ROAD, SUITE 100, BLUE BELL, PA 19422
Alterra Property Investors, LLC (6506734)
02/01/2017
Active
Domestic Limited Liability Company
PENNSYLVANIA
Corporation Service Company
Alterra Property Investors, LLC (6506734)
Request Certificate
Initial Filing Date 02/01/2017
Status Active
Formed In PENNSYLVANIA
Filing Type Domestic Limited Liability Company
Filing Subtype Limited Liability Company
Principal Address 2 TOWN PL STE 220 BRYN MAWR, PA 19010-3419
Registered Office Corporation Service Company
County Dauphin
Governors Governor LEONIDAS ADDIMANDO