

5.8. SUBSTANTIAL MODIFICATION

If an applicant submits substantial modification to a pending application, the date of application receipt shall be the date of receipt of the substantial modification for determining the processing time described in Sections 5.3 and 5.5.

5.9. WITHDRAWN APPLICATIONS

Applicants may withdraw an application at any time prior to final action of the application by delivering a written statement of withdrawal to the Executive Director or by making a statement on the record at an APC or Board meeting.

5.10. APPLICATION REFUND

5.10.1. If the application is withdrawn by written request by the applicant or by TRPA in accordance with Section 5.7, the Executive Director shall refund the application fee according to the schedule below.

APPLICATION REFUND SCHEDULE	
Task Completed	Refund Amount Due
If there are no actions other than the application is stamped "Received – TRPA," dated, and signed by the TRPA employee authorized to receive it pursuant to Section 5.3	90%
30-day review complete per Section 5.3	75%
If an "incomplete" application is made "complete," or more than one incomplete letter or time extension is issued	65% (less 10% for each additional incomplete letter or time extension issued)
If TRPA review of a "complete" application is less than 50% finished	45%, (but no more than the amount calculated above)
If TRPA review of a "complete" application is more than 50% finished	10%
If final action is taken on a "complete" application by TRPA (other than withdrawal)	No refund

5.10.2. An application fee shall be forfeited if a refund is not requested in writing by the applicant within one year from the date the application is withdrawn.

5.11. STAFF SUMMARY FOR BOARD PROJECT REVIEW

Prior to a Governing Board hearing on a project application, the Executive Director shall prepare a staff summary of the project.

5.11.1. Mailing of Staff Summary

A copy of the staff summary shall be mailed to the applicant and included in the Board packet at least seven calendar days before the Board meeting at which the application is