



## APPLICATION FOR REFUND OF FEES TO THE CITY CONTROLLER OF THE CITY OF PASADENA

In accordance with the provisions of the Pasadena Administrative Code and/or Pasadena Municipal Code, an application is hereby made for a refund of fees paid to the City of Pasadena as follows:

Project Address: \_\_\_\_\_

Date Fee Paid: \_\_\_\_\_ Date of this Application: \_\_\_\_\_

**Check the appropriate statement:**

The City Controller may refund any fee paid hereunder, which was erroneously paid or collected.

- Building Permit No. and Type of Fees: \_\_\_\_\_ Reason: \_\_\_\_\_
- Code Compliance Inspection No. \_\_\_\_\_ Reason: Property Sale was not completed. Refund Sidewalk Repair Fee.
- Public Works Permit No. \_\_\_\_\_ Reason: No work or inspection was performed.
- Public Works Permit No. \_\_\_\_\_ Reason: Sidewalk Repair Fee paid to the City but construction was completed by authorized Contractor.
- City Hall Courtyard/Rotunda Rental: Date of Event \_\_\_\_\_ Reason: \_\_\_\_\_

The original applicant must file this application no later than 180 days after the date of fee payment, with proof of original receipt(s).

**\* PLEASE PRINT CLEARLY \***

**REFUND PAYABLE TO (ORIGINATOR OF CHECK):** \_\_\_\_\_

Telephone: [        ] \_\_\_\_\_ Fax: [        ] \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SIGNATURE OF ORIGINAL APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**\* TO BE COMPLETED BY CITY STAFF \***

DIVISIONAL RECORDS INDICATE THAT THE FOLLOWING FEES HAVE BEEN PAID:

Residential Impact Fee	\$ _____
Sewer Facility Charge	\$ _____
Code Compliance Certificate	\$ _____
Public Works Permit Fee	\$ _____
Sidewalk Repair Fee	\$ _____
City Hall Courtyard/Rotunda Rental	\$ _____
Other: _____	\$ _____
_____	\$ _____

**TOTAL FEES PAID** \$ \_\_\_\_\_

**I RECOMMEND THAT A REFUND OF:** \$ \_\_\_\_\_  
**BE PAID TO THE APPLICANT NAMED ABOVE.**

**SUBMITTED BY <Principal Engineer> (SIGNATURE):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REVIEWED BY <Finance and Management Services Division> (SIGNATURE):** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DEPARTMENT APPROVAL <City Engineer> (SIGNATURE):** \_\_\_\_\_ **DATE:** \_\_\_\_\_