

COUNTY OF MONTEREY

HOUSING AND COMMUNITY DEVELOPMENT



Planning - Building - Housing
 1441 Schilling Place, South 2nd Floor
 Salinas, California 93901-4527
 (831)755-5025

Request For Refund Of County Fees / Bonds

Payers' Name: _____		Date: _____
Payers' Address: _____		
Phone: _____	Email: _____	
Job Address/Park Name: _____		
File ID No (Permit/PLN/Other): _____	APN: _____	
Amount Req. to be Refunded: _____	Receipt/Confirmation #: _____	
Refund Type <input type="checkbox"/> Bond (List Bond Type): _____	<input type="checkbox"/> Permit Fees	<input type="checkbox"/> Parks Fees
Reason for Refund Request: _____		
Requestor's Signature _____	Print Name _____	Date _____

Refund will be addressed and mailed to the party that originally paid unless otherwise documented in writing by said party.

Department Use Only

Reviewed by: _____	_____	_____
Staff Signature	Print Name	Date
<input type="checkbox"/> Copy of Original Receipt Attached	<input type="checkbox"/> Detailed Calculation of Refund Amount Attached	
Request Approved <input type="checkbox"/>	Request Denied <input type="checkbox"/>	
Refund Approved for \$ _____	Reason if different from above: _____	
_____	_____	_____
Services Manager Approval	Print Name	Date
Director/Deputy Director Approval	Print Name	Date
Received by Secretary	Print Name	Date