



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.
- City Hall Courtyard/Rotunda Rental: Date of Event _____ Reason: _____
- No work or inspection was performed under the Public Works Permit No. _____
- Sidewalk Repair Fee paid to the City but construction was completed by authorized Contractor under PW permit No. _____

The original applicant must file this application no later than 180 days after the date of fee payment.

*** 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	\$ _____
Sidewalk Repair Fee	\$ _____
Code Compliance Certificate	\$ _____
Public Works Permit 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: _____ **DATE:** _____