



## Partial Permit Refund Request

I hereby request fees from the following permit to be refunded. I am requesting a refund of the permit fees less any expenses or processing fees incurred by the City of Laguna Hills.

Permit # \_\_\_\_\_

\_\_\_\_\_ Applicant Signature

Fee(s) I am requesting to be refunded:

Fee: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Fee: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Fee: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Reason for Refund: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**Make refund payable to:** ☐ Applicant ☐ Other (fill out section below)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

↓ City Use Only ↓      ↓ City Use Only ↓      ↓ City Use Only ↓

Issuance Date: \_\_\_\_\_ Revised Date: \_\_\_\_\_

Original Paid Fee Amount: \_\_\_\_\_

Less City Incurred Expenses: \_\_\_\_\_

**Total Refund:** \$ \_\_\_\_\_

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date