



## DEVELOPMENT SERVICES DEPARTMENT

### Request for Release of Bond or Refund of Fees

(Not to be used for release of bonds for subdivisions,  
Contact Public Works Development Review Section)

Please provide as much information as possible in order to facilitate processing of the request. Please allow at least 30 days for response to the above request.

**Note:** Refund/Release of Bond can only be made to person or organization that originally paid fees or posed bond.

#### \*Required Information

Person Requesting Refund: \_\_\_\_\_

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

City/State: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*Planning Case File Number/Permit Number  
& Date of Permit: \_\_\_\_\_ (Attach copy of permit)

\*Subject Site Address: \_\_\_\_\_

\*Receipt Number: \_\_\_\_\_ (Attach copy of receipt)

Please explain circumstances for the release of bond/refund: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Public Works Inspection Required Prior To Release of Bond

---

For Office Use Only                       Approved                       Denied

Public Works Inspector Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Construction Engineer

\_\_\_\_\_  
Date