



**Fee Refund Request**

**Please read Fee Refund Request Information and Instructions on page 2 before completion.**

The **original** permittee must make written application no later than 180 days after the date of the fee payment.

Payor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Email Address \_\_\_\_\_

Plan/Permit or Plan Web Application #: \_\_\_\_\_

Project # (if applicable) \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ (last 4 digits only\*\*) Expiration Date: \_\_\_\_\_

**\*\*NOTE** If original payment was made by credit card, provide last four digits of credit card # only. PDD staff will contact applicant by phone to obtain the full credit card number in order to process the refund when application is approved.

Please provide reason for refund: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am the original permittee or representative acting on the owner's behalf for the Plan/Permit/Application Number as noted above. I hereby make request for a refund of the refundable fees relating to the Plan / Permit less application refund processing charges.

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

**----- Finance Staff Use Only -----**

**At completion of each step please sign off, date and return to PDD Financial Services**

Application received and logged in: By: \_\_\_\_\_ Date: \_\_\_\_\_  
 PlanWeb  KIVA

Disposition approved/disapproved: By: \_\_\_\_\_ Date: \_\_\_\_\_

County Records updated for Voided Permit: By: \_\_\_\_\_ Date: \_\_\_\_\_

Log Closed: By: \_\_\_\_\_ Date: \_\_\_\_\_

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**FEE REFUND REQUEST INFORMATION AND INSTRUCTIONS**

The refund will be paid to the payee of record, unless written direction from the payee states otherwise. Refunds may be written jointly to the applicant and payee if it is unclear who should receive the payment.

For assistance or questions regarding completion of the application, or the status of a refund application, please call 602-262-7811. For details about specific fees, see items below.

**Return Requests via:**

**Mail:** City of Phoenix, Planning & Development Department      **Fax #:** 602-534-1810  
Financial Services – Refund Processing  
200 West Washington St., 3<sup>rd</sup> Floor  
Phoenix, AZ 85003

**In person:** City of Phoenix, Planning & Development Department  
200 West Washington, 2<sup>nd</sup> Floor – Payments and Submittals Counter

**Please allow six to eight weeks for refund request processing.**

**Development and Building Safety Fees**

The **original** permittee must make written application **no later than 180 days** after the date of the fee payment.

Include a reason for the refund in the application. Attach a copy of the permit, payment receipt, and any other documentation that will aid in the decision. The refund of permit and/or plan review fees will be disallowed if plan review or inspection services have been performed by the city. Certain water services, development and impact fees may still be refundable.

An administrative fee will be applied to each refund as applicable. Per Phoenix City Construction Code, the fee is the greater of 20% of the Planning & Development fees being refunded or one hour of staff time. The staff hourly rate is referenced in the Planning & Development Department Fee Schedule or, Chapter 9, Appendix A.2 of the Phoenix City Code. The administrative fee will not be applied if the refund is due to staff error.

The above general information is taken from the Phoenix City Construction Code. Please consult the code for specific application to your request. Some exceptions to this fee refund request policy may be approved by the Planning & Development Department Director.

**Planning Fees**

1. **General Plan Amendment** – An applicant may receive up to a 75% refund prior to enhanced notification, up to a 50% refund prior to posting and no refunds once posted.
2. **Rezoning and Special Permit** – A 50% refund may be granted if the request for withdrawal and refund is made up to one week after the post application meeting and no refunds one week after the post application meeting. A minimum \$150 administration fee will be retained from any refund to cover the cost of processing the application.
3. **Zoning Adjustment and Planning Hearing Officer** – A 50% refund may be granted if the request for withdrawal and refund is made prior to advertising the request and at least one day prior to posting the site and no refund once the property is advertised or posted. A minimum \$75 administration fee will be retained from any refund to cover the cost of processing the application.
4. **Zoning Verification Letter, Informal Interpretation and Text Amendments** – No refunds will be granted.