



**City of Beverly Hills**

Permitting  
 455 N. Rexford Drive Beverly Hills, CA 90210  
 Tel. (310) 285-1141  
 buildingandsafetyinfo@beverlyhills.org

**Request for Refund of Development-Related Fees**

<b>PROJECT ADDRESS</b>			Activity/Permit # *	
<b>Type of Fee:</b>	<input type="checkbox"/> Plan Review	<input type="checkbox"/> Planning Application	Amount Paid:	Date of Fee Payment:
	<input type="checkbox"/> Permit	<input type="checkbox"/> Other _____		
<b>PETITIONER INFORMATION</b>				
Petitioner's Name (Must be payee):**		Phone:	Email:	
Petitioner's Title:		<b>LLC Owner?</b> Articles of Incorporation copies provided. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Street Address		City	State	Zip Code
Description of Circumstances Which Justify Refund of Fees:				
Petitioner's Signature:			Date:	
<b>FOR STAFF USE ONLY</b>				
<b>Action: <u>Approve Refund Request</u></b>		<b><u>Deny Request for Refund</u></b>		
<input type="checkbox"/> Approve Refund		<input type="checkbox"/> Conditions have not been complied with.		
In Amount of \$ _____		<input type="checkbox"/> Permit is not Final Approved		
<input type="checkbox"/> Not all fees are refundable		<input type="checkbox"/> Project is not completed		
		<input type="checkbox"/> Refund Applicant is not applicant of record		
Notes:				
<b>Authorized Supervisor/Manager</b>	Name	Signature		Date: / /
<input type="checkbox"/> Routed to Finance	Date: / /	<input type="checkbox"/> Petitioner Notified	Date: / /	

\* One activity/permit per request form.

\*\* Include proof of payment (copy of check, credit card statement, cash receipt) with this form.