



City of San Diego
 Planning Department

9485 Aero Drive, MS 413
 San Diego, CA 92123

Please submit completed form to: planning@sandiego.gov

Fee Refund Application

CUSTOMER / PROJECT INFORMATION

Application Date: _____ Project No.: _____ Invoice Date: _____ Invoice No.: _____

A refund in the amount of \$_____ is being requested for the following reason:

Permit/Approval Canceled Demo Credit Applied GPMF Refund for SC-WCF
 Change in Scope of Work Duplicate Permit/Approval. Permit/Approval No.: _____
 Other: (please explain briefly) _____

Requested by Name: (please print) _____ Telephone No.: _____ E-mail Address: _____

Signature: _____ Date: _____

Refundable Party Information: (Note: If different from that person/entity listed as the “refundable party” on the paid invoice, include a letter from the “refundable party” authorizing the refund to be released to the person/entity listed below.)

Name: _____ E-Mail Address: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

FOR DEPARTMENT USE ONLY

Approved \$: _____ Denied Reason: _____

Staff Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____

Special Instructions:

If submitting a refund with more than one project, complete one Fee Refund Application to include the total amount and attach a list to include the Project Numbers, Invoice Numbers, and corresponding Invoice Dates.

Refund Application Policy:

1. Refund of the Development Impact Fees are not granted where 90 days have elapsed since the payment of the invoice.
2. General Plan Maintenance Fee (GPMF) is not eligible for refund when any plan review has been performed, except for Small Cell-Wireless Communication Facilities (SC-WCF) projects.

For additional information, please visit our website at www.sandiego.gov/planning.

For questions, please contact (619) 533-4775.

Upon request, this information is available in alternative formats for persons with disabilities.