

# ENCROACHMENT PERMIT REFUND APPLICATION

Public Works  
701 Laurel St., Menlo Park, CA 94025  
fax 650-330-3740



Customer information	
Project address:	Permit #:
Company name:	Contact person:
Phone:	Application date:
Mailing address:	
Original receipt attached: <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, please attach an alternate proof of payment)	
Refund details	
All refunds will be made to the original fee payee.	
Reason for refund:	

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

<b>OFFICE USE ONLY:</b> Refund processed by: Refund reviewed and approved by: Approval status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Notes:	Date received: Refund amount: Date status letter mailed:
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