

# ENCROACHMENT PERMIT REFUND APPLICATION

Public Works – Engineering Division  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6740



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:	
Requested bond release refund amount:	

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

\_\_\_\_\_  
Date

Office use only	
Date received:	Refund processed by:
Refund reviewed and approved by:	Refund amount:
Approval status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date status letter mailed:
Notes:	