

LEWIS COUNTY PUBLIC WORKS
2025 NE Kresky Ave., Chehalis, WA 98532
360-740-1123, Ext. 1123

Refund Request Form

Date: _____ **Staff member taking the request:** _____

Person Requesting Refund: _____ **Phone#:** _____

Address & Email: _____

Permit #(s) _____ **Application Date:** _____ **Issue Date** _____

Refund amount requested: \$ _____ **Amount allowed: \$** _____

Requesting refund because:

Signature: _____

Date fee was received: _____ **Receipt #: PW** _____ **Account Code:** _____

Transaction Type: ___ **Cash** ___ **Check** ___ **Other** _____

Refund Approved by: _____ **Amount: \$** _____ **Date:** _____

Director/Manager Comments:

FISCAL: Remit refund to: ___ Person requesting the refund (above) or to:

Name & Address: _____

Phone #: _____ **Email Address:** _____

Refund Check # _____ **Date Refund Mailed** _____ **By:** _____

(Initials)

Refund Policy for Public Works Department fees:

- Refund requests must be submitted within 1 year of application submittal; 6 months of permit issuance; or 6 months of letter of completeness or incompleteness.
- For any application that has been reviewed and granted approval (preliminary to final), there will be no refund if the application is withdrawn by the applicant.
- If an application has been reviewed and denied, none of the fees will be refunded.
- If an application requires legal publication and legal notice has been published prior to an applicant requesting application withdrawal, no fees associated with the publication will be refunded.
- If a SEPA Determination has been made in conjunction with an application prior to an applicant requesting application withdrawal, no fees associated with SEPA will be refunded.
- If an applicant requests a refund prior to approval (preliminary or final), and the application has been reviewed by staff, the maximum allowable refund will be 50% of the fee.
- The maximum allowable refund for any submitted application will be 80%.