



# Planning Division Refund Policy

In accordance with Article 3, Chapter 1, Division 2 of the Torrance Municipal Code, a request for refund of permit application fees may be submitted to the Planning Division no later than 100 calendar days from the date of permit application filing. The request must be submitted in writing using the attached form and completed by the applicant that was identified on the permit application. Refunds are issued to the applicant that was identified on the permit application or to the payer that was identified on the original form of payment. Refunds are issued by the Finance Department in the form of a check and mailed within 30 calendar days of the request. Refunds are not issued when all work has been performed, nor deposit amounts that have been paid to a consultant or other third party for work performed. Refund amounts are based on the permit type and the number of calendar days from the date a permit application is filed and the amount of work performed. Incomplete applications are subject to the refund amounts listed based on the number of calendar days from the date a permit application is filed, not the amount of work performed. The final refund amount includes deductions for an administrative fee and refund processing fee. No refund is issued when the refund amount is less than the sum of the administrative fee and the refund processing fee.

## Discretionary Permits / Entitlement Review / Public Hearing Items

Timeline	Refund Amount	City Work Performed
≤30 Calendar Days	Filing Fee Minus Admin & Processing Fee	Application filed and initial review; application deemed complete; and status letter prepared.
31 to 60 Calendar Days	50% Filing Fee Minus Admin & Processing Fee	Project plans circulated for review; draft comments prepared; project assigned, and meeting scheduled.
61 to 100 Calendar Days	10% Filing Fee Minus Admin & Processing Fee	Public notices prepared; and draft staff report prepared.
>100 Calendar Days	No refund per Torrance Municipal Code Section 21.3.4	

## Ministerial Permits / Administrative Review / Miscellaneous Fees

Timeline	Refund Amount	City Work Performed
≤30 Calendar Days	Filing Fee Minus Admin & Processing Fee	Application filed and initial review; application deemed complete; and status letter prepared.
31 to 60 Calendar Days	10% Filing Fee Minus Admin & Processing Fee	Project plans circulated for review; draft comments prepared; and project assigned.
61 to 100 Calendar Days	No Refund	All work performed; staff report prepared and/or permit processed.
>100 Calendar Days	No refund per Torrance Municipal Code Section 21.3.4	



City of Torrance, Community Development Department, Planning Division  
 3031 Torrance Boulevard, Torrance, CA 90503, Telephone (310) 618-5990

# Planning Division Refund Request Form

## PROJECT INFORMATION

APPLICATION RECORD NUMBER(S)	ORIGINAL APPLICATION FILING DATE
PROJECT STREET ADDRESS OR LOCATION	ASSESSOR PARCEL NUMBER
PROJECT DESCRIPTION	

## APPLICANT INFORMATION

NAME OF APPLICANT			
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	EMAIL ADDRESS		
AMOUNT PAID AND FORM OF PAYMENT			
\$ _____ <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD			
REASON FOR REFUND REQUEST			

## PAY TO THE ORDER OF (IF DIFFERENT FROM ABOVE)

PAY TO THE ORDER OF			
STREET ADDRESS	CITY	STATE	ZIP CODE

## FOR STAFF USE ONLY – DO NOT COMPLETE BELOW

REVIEW COMPLETED BY	REVIEW COMPLETED DATE	DATE STAMP RECEIVED
ORIGINAL PAYMENT AMOUNT	ELIGIBLE REFUND AMOUNT	
REFUND REQUEST DETERMINATION <input type="checkbox"/> REFUND APPROVED <input type="checkbox"/> REFUND DENIED	PERMIT APPLICATION WITHDRAWN (ACCELA) <input type="checkbox"/> YES <input type="checkbox"/> NO	