



APPLICATION

DEPARTMENT OF RECREATION AND PARKS
PARK FEE REFUND REQUEST FORM

THIS BOX FOR RECREATION AND PARKS STAFF USE ONLY

Case Number
Application Type REFUND REQUEST
Date Application Received Date Completed/Cancelled

RAP CASHIER NOTE

Table with 4 columns: Total Eligible Refund Amount, Amount Deposited to Admin Account, Total Refund Approved, Refund from Account/Park Fee W.O. No.

Provide all information requested. Missing, incomplete or inconsistent information will cause delays.

All terms in this document are applicable to the singular as well as the plural forms of such terms.

1. Type of Residential Development

SUBDIVISION

Tract/Parcel Map #: _____

NON-SUBDIVISION

Application/Permit #: _____

Related Zone Change Case #: _____

2. Project Location

Street Address1 _____ Zip Code _____

Legal Description2 (Lot, Block, Tract) _____

Assessor Parcel Number _____

Project Name (if applicable) _____

Existing Zone _____ Proposed/Future Zone (if applicable) _____

3. Refund Request Amount

4. Reason for Refund Request (Use supplementary sheets if necessary)

Blank lines for providing the reason for refund request.

1 Street Addresses must include all addresses on the subject/application site (as identified in ZIMAS—http://zimas.lacity.org)

2 Legal Description must include all contiguously owned properties (even if they are not a part of the proposed project site)

5. Applicant Information (Complete all applicable fields)

Applicant³ name (Original Payer) _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip Code _____

Telephone _____ E-mail _____

Agent/Representative name _____

Company/Firm _____

Address _____ Unit/Space Number _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Primary Contact for Refund Information Name _____ E-mail _____

Phone _____

6. Required Attachments

Copy of Receipt issued by the Department of Recreation and Parks for payment of Park Fees.



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³ An applicant is a person with a lasting interest in the completed project such as the property owner or a lessee/user of a project. An applicant is not someone filing the case on behalf of a client (i.e. usually not the agent/representative)
PF - 6001 [revised 01.11.2017]

APPLICANT INSTRUCTIONS

APPLICANT DECLARATION. A signature from the applicant, whether they are the property owner or not, attesting to the following, is required before the application can be accepted.

- A. I hereby certify that the information provided in this application, including plans and other attachments, is accurate and correct to the best of my knowledge. Furthermore, should the stated information be found false or insufficient to fulfill the requirements of the Department of Recreation and Parks, I agree to revise the information as appropriate and resubmit the application if required.
- B. I understand and agree that any report, study, map or other information submitted to the City in furtherance of this application will be treated by the City as public records which may be reviewed by any person and, if requested, that a copy will be provided by the City to any person upon the payment of its direct costs of duplication.
- C. I understand that the burden of proof to substantiate this request is the responsibility of the applicant.
- D. I understand that there is no guarantee, expressed or implied, that any application will be approved. I understand that each matter must be carefully evaluated and that the resulting recommendation or decision may be contrary to a position taken or implied in any preliminary discussions.
- E. I understand upon the Department of Recreation and Parks' determination, the fee payer may receive a refund, without interest, of the fees paid pursuant to this section; however, the portion of any fee revenue received by the City as reimbursement of its costs in administering the provisions of this section shall not be refunded. (LAMC 12.33, Section I.4)
- F. I understand that an application for a refund shall be submitted to the City within one year of payment and that failure to timely submit the required application for refund shall constitute an absolute waiver of any right to the refund. (LAMC 12.33, Section I.4)
- G. I understand that if Park Fees are paid prior to the completion of the recreational credit process, I am not entitled to a refund in Park Fees. (LAMC 12.33, Section H.4)
- H. I understand that if the Park Fee refund is approved the refund will be paid to the Applicant (Original Payer).
- I. By my signature below, I declare under penalty of perjury, under the laws of the State of California, that all the information provided in this application is true and correct to the best of my knowledge and belief.

Application Filing Process:

- a. In-person: Applications and additional attachments can be submitted at the Department Public Counter, located at 221 N. Figueroa Street, 4th Floor, Los Angeles, CA 90012.
- b. Via Mail: Applications and additional attachments can be mailed to the following address
 Department of Recreation and Parks
 ATTN: Park Fees
 221 N. Figueroa Street
 4th Floor, Suite 400
 Los Angeles, CA 90012.
- c. Electronically: Applications and additional attachments can be submitted electronically to rap.parkfees@lacity.org.

The City requires an original signature from the applicant. The applicant's signature below does not need to be notarized.

Signature: _____

Date: _____

Print Name: _____