

How to Apply for a Refund Request

The Refund Request submission is done through our [VIP Portal](#) and you will need to upload the required files listed on page 4 of this document.

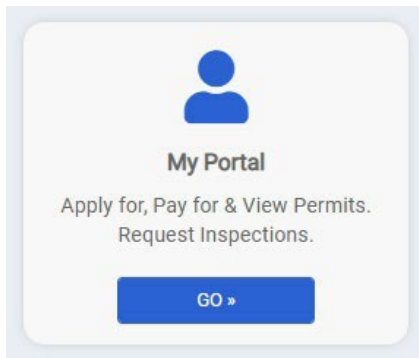
Once your application is submitted, processing time is 2-4 weeks.

**Note: Plan review turnaround times are estimates and may change due to size of submittal, workload, and staffing considerations. Maricopa City Hall is open Monday through Thursday, 7AM – 6PM. A permit that is received on Friday will not be marked received until the following Monday. **

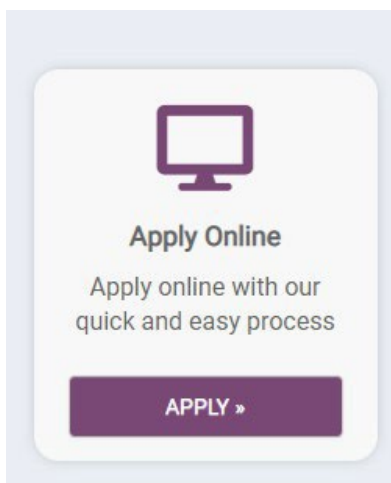
SUBMISSION DETAILS:

Please use the [link](#) to log-in or create a portal account if you don't already have one. Once your account has been created, follow the steps listed below:

1. Log-in and click “My Portal”



2. “Apply Online”



3. The category type will be **Refund Request**.

*NOTE: CONSTRUCTION WORK MAY NOT REQUIRE A BUILDING PERMIT, BUT IT IS NOT ALWAYS EXEMPT FROM PLANNING AND ZONING OR OTHER PUBLIC AGENCY REQUIREMENTS.

Select a category to view your options

REFUND REQUEST

REFUND REQUEST

4. Enter the parcel number or an address and click 'Next' at the bottom of the page:

Where is your project located?

For Pre-Applications and Right of Way Permits: If the address is not available please enter the closest intersection. (E.G. Honeycutt & Porter Rd.)

Changing description to: Closest Intersection (E.G. Honeycutt & Porter Rd.)

I want to [enter a parcel #](#) instead.

Address:

City:

State:

Zip Code:

AZ

5. Follow the steps and fill in the required relevant to your project:
 - a. “Give your project a name”.
 - b. “Describe the purpose of the project”. Please use one sentence to describe your project.

Give your project a name *

Max of 255 characters. Remaining characters : 251

Describe the purpose of the project *

Max of 4000 characters. Remaining characters : 4000

SAVE

CANCEL

6. Complete items in each drop-down list where the status is ‘Not Complete’:

<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Related Applications i Additional applications identified for your project </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Contacts ✔ Done </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Contractors i Not Complete </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Details i Not Complete </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Submittals i Not Complete </div> <p style="font-size: small; text-align: center; margin: 0;">At least 1 file must be uploaded for each submittal requirement</p>
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Parcels ✔ Done </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Conditions ✔ Done </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Fees Estimated Fees \$0.00 </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Inspections There are 31 required inspections for this application </div>
<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Approval Steps Follow the approval process </div>

7. Items marked with an asterisk * are required for submittal.
 - a. All documents must be flattened and uploaded as a PDF.
 - b. Avoid using special characters, and too many numbers in the naming convention.
 - i. (example: Narrative.pdf; Site Plan.pdf).

▲ Submittals At least 1 file must be uploaded for each submittal requirement ⓘ Not Complete

All files must be submitted in PDF format only.

To complete this section, at least one PDF document must be uploaded for each required submittal line item.

To avoid delays with your project please check to ensure you have included all the information requested.

Click [Here](#) for a guide on how to access markup files/redlines.

***Please follow this file naming format when submitting plans for review: (Plan Type) – (Project Name) – (Submittal #)**

Example: Landscape Plan – The Lofts on Edison – 2nd Submittal

* Required for Application
⊖ Required before application can be closed

Submittal Name	Received	Version	Status	
PLEASE EXPLAIN THE REASON FOR THE REFUND REQUEST- PDF DOCUMENTS ONLY *	--	1	Pending	Upload
PLEASE UPLOAD A COPY OF YOUR RECEIPT-PDF DOCUMENTS ONLY *	--	1	Pending	Upload
INTERNAL ONLY (REQUIRED SUBMITTALS RECEIVED AND ROUTED FOR REVIEW)	--	1	Pending	0 Files

8. Once submitted items are uploaded, press the blue “submit application” button, and it’s complete.

SUBMIT APPLICATION