39700 West Civic Center Plaza
Maricopa, AZ 85138
(520) 568-9098
Maricopa-AZ.gov

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.

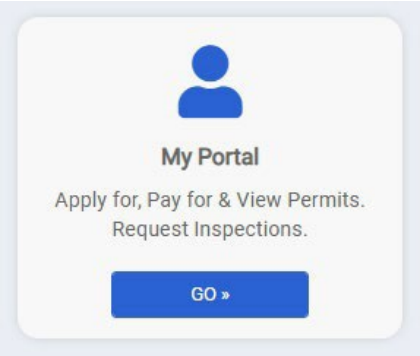
Once your application is submitted, processing time is 2-4 weeks.

**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. **

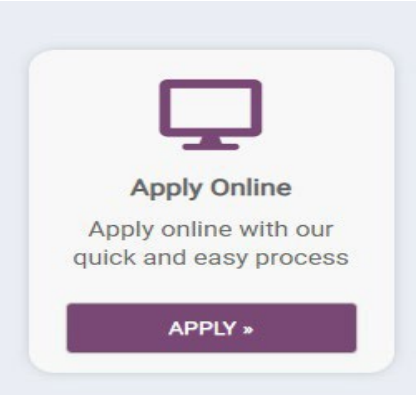
SUBMISSION DETAILS:

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"

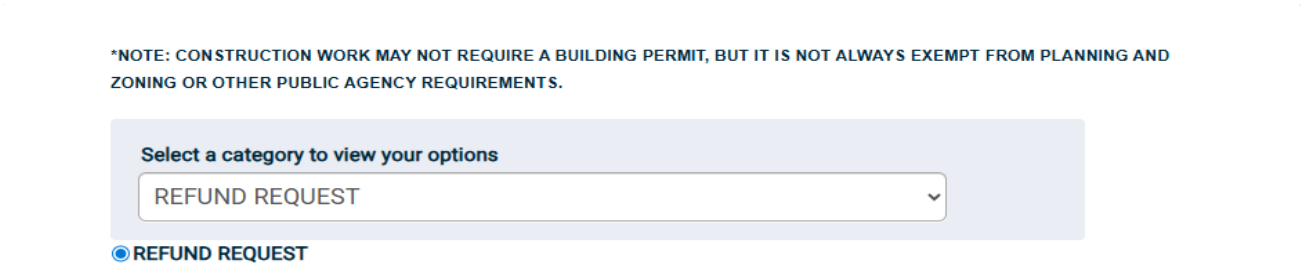


2. "Apply Online"

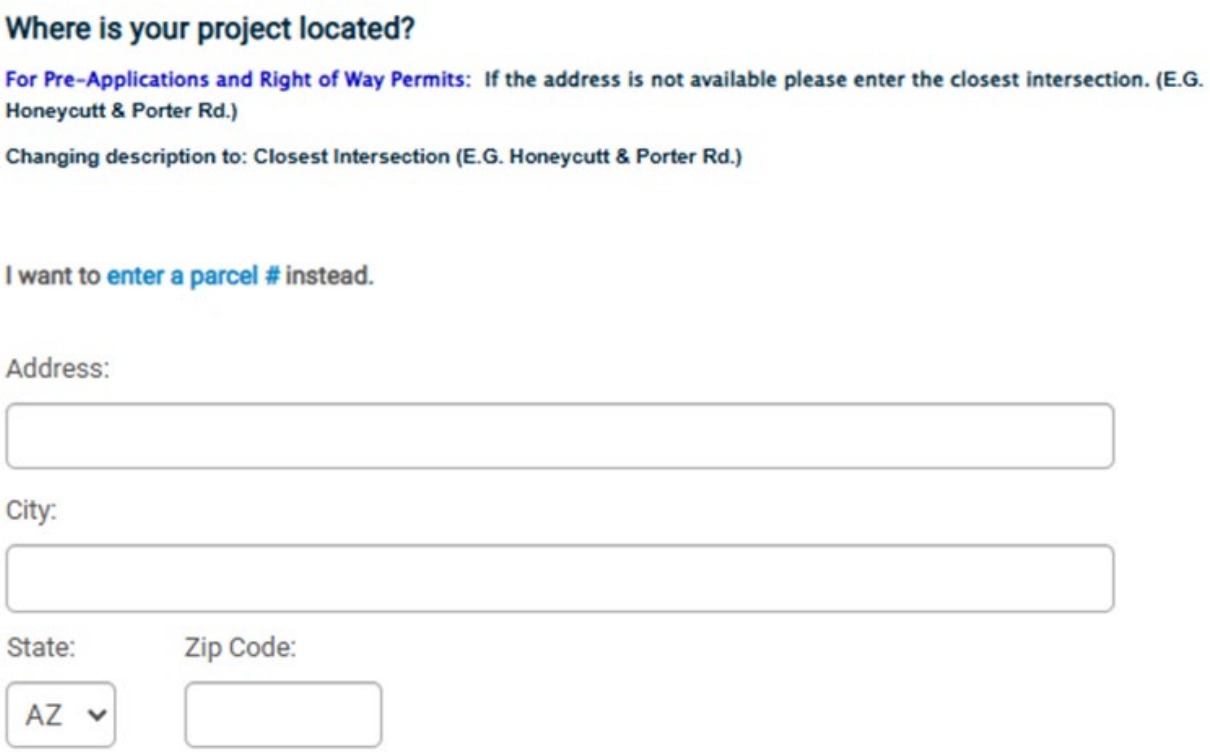


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3. The category type will be **Refund Request**.



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

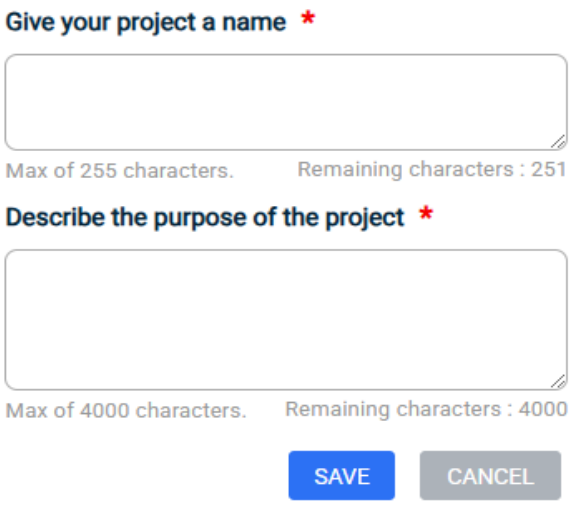


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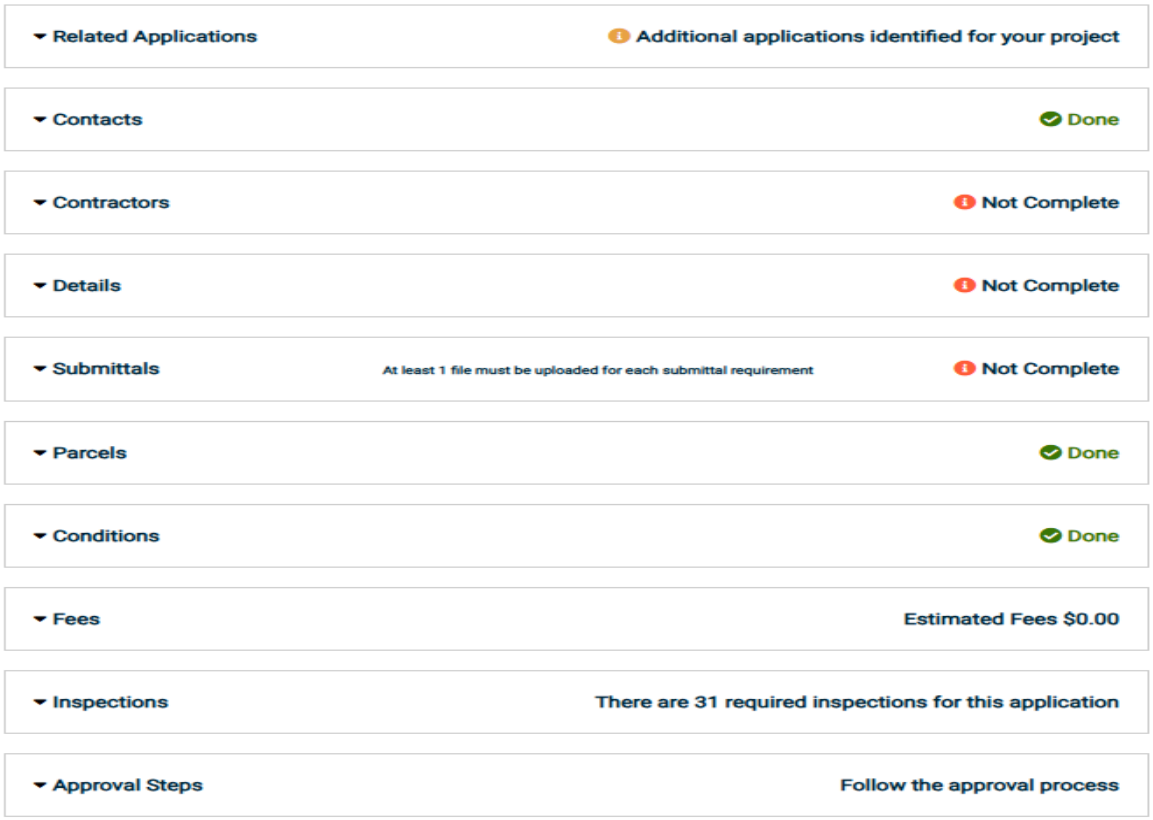
5. Follow the steps and fill in the required relevant to your project:

a. "Give your project a name".

b. "Describe the purpose of the project". Please use one sentence to describe your project.



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



CITY OF MARICOPA®

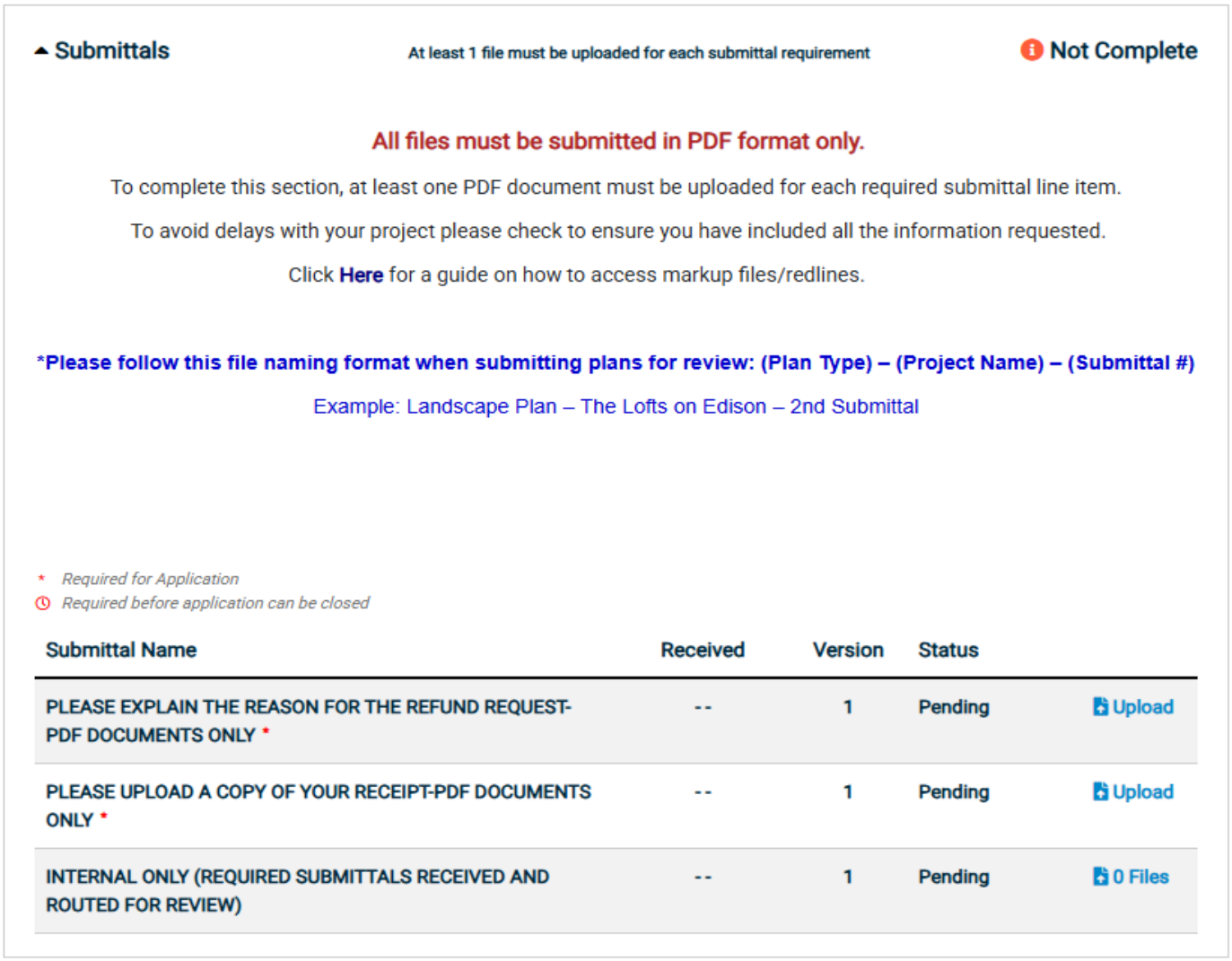
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7. Items marked with an asterisk * are required for submittal.

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).



8. Once submitted items are uploaded, press the blue "**submit application**" button, and it's complete.

