



CITY of CALABASAS

RESERVE FOR FILING STAMP:

First Name of Claimant (Last)	(First)	
Chabad of Calabasas		
Mailing Address (Street)	(City)	(State/Zip)
3871 Old Topanga Canyon Road, Calabasas, CA		
(Area Code) (Phone Number)		
818.222.3838		

REFUND INFORMATION

3871 Old Topanga Canyon Road

JOB LOCATION: _____

5,383.20 6.2.21

Amount Claimed \$ _____ **Date Fees Paid:** _____

115300500335 (Receipt attached)

RECEIPT #/PERMIT #/REFERENCE # _____

STATE REASON FOR REQUESTING A REFUND – (Details): _____

Reduction of project scope from prior approved Chabad Calabasas project

approval in Feb. 2020. Project is typically a director level review, but due to

location within scenic corridor, Director requested PC review as well. Impacts less than prior approval.

NOTE: A Claimant may be required to submit to examination under oath. Presentation of a false claim is a felony. (California Penal Code Section 72.) PLEASE ALSO NOTE THAT THE CITY WILL RETAIN 20% OF THE REFUND AMOUNT TO COVER CLERICAL AND OTHER OVERHEAD COSTS AND EXPENSES INCURRED IN PROCESSING THE REFUND TRANSACTION.

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

DocuSigned by: <i>Shaina Friedman</i>	6/28/2021
SIGNATURE AND TITLE OF CLAIMANT	DATE

FOR DEPARTMENT OF CITY CLERK USE ONLY

AMOUNT APPROVED FOR REFUND \$ _____

REMARKS: _____

Audited by:	Date:
Approved by:	Date:



CITY of CALABASAS

INSTRUCTIONS FOR FILING A CLAIM FOR REFUND

What form do I use?

Claim for Refunds must be prepared on a Claim for Refund form.

Where do I get the forms?

For a printable online claim form, go to the City Clerk's page at <http://www.cityofcalabasas.com/departments/clerks.html>. Claim forms are also available from the public counter in City Hall.

What do I need to attach?

You will need to attach your original cash register receipt and your application or permit copy containing the original cash register validation. Your claim will NOT be processed without these documents.

Where do I file the refund?

Your completed refund claim form and related documents can be filed at the City Clerk's office or mailed to:

City Clerk
Claim for a Refund
100 Civic Center Way
Calabasas, CA 91302

You may also submit your refund claim form at the public counter. Staff will forward the claim form to the City Clerk's Office.

How long do I have to file a claim?

A claim for refund of fees must be filed within:

- (1) 12 months from the date of expiration of the permit/application or of any extensions granted by the Department or
- (2) 12 months from the date of any Department or Commission action

What will be refunded?

Where the applicant for any registration certificate, license or permit has not, at any time after the commencement of the period or term during which the requested certificate, license or permit would have been effective, commenced or engaged in the business or occupation, or performed any act, for which the certificate, license or permit was required; or where a person has filed an application or appeal and subsequently has withdrawn said application or appeal; provided, however, that the City has not made any physical inspection or examination of real property, held or conducted any hearing, performed any tests, or done any similar work, whether required or contemplated by law or not, as a result of the filing or issuance of any of the foregoing; and, provided further, that the certificate, license, or permit, if the same has in fact been issued, must be surrendered for cancellation and a written request for such cancellation must be filed with the department of the City issuing the same on or before the date of refund. In case of refunds made under this subsection, 20 percent of the amount paid shall be deducted and retained by the City to cover clerical and other overhead costs and expenses incurred in processing the refund transaction. If the City has made any physical inspection or examination of real property, held or conducted any hearing, performed any tests, or done any similar work, whether required or contemplated by law or not, as a result of the filing or issuance of any of the foregoing, City Council approval will be required for any refund.

What happens to my refund claim?

a) Upon receipt of the claim for a refund, the City Clerk will notify the concerned City officials, bodies or departments that a claim for a refund has been filed and will transmit a copy of the claim form to such officials, bodies or departments.

b) When City Council approval is required, the City Clerk will prepare the necessary reports for the City Council, and place the claim for a refund on the agenda for hearing before the City Council within thirty (30) days of receipt of the said claim, and notify the applicant in writing of the time, date and place of the hearing not less than five (5) days before the Council hearing.



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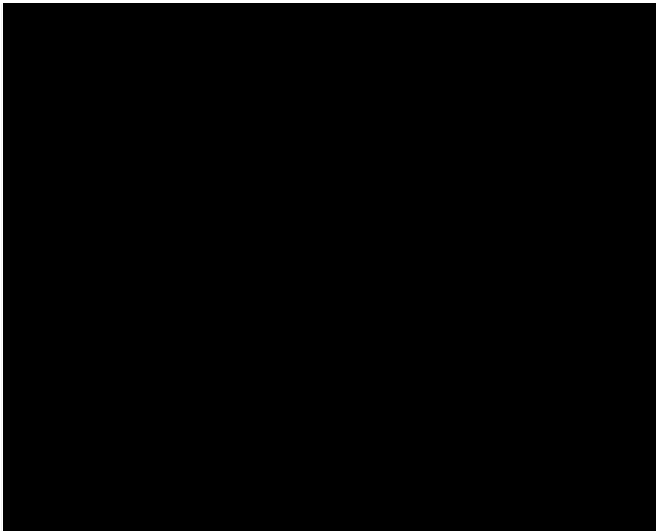
[100 CIVIC CENTER WAY](#)
[FINANCE DEPARTMENT](#)
[CALABASAS, CA 913024112](#)
[+1 818-224-1600](#)

info@cityofcalabasas.com

Subtotal \$5,383.20
Total Taxes \$0.00

Total \$ 5,383.20

PAYMENT ID: EWC86TAC1WQ96



[View the Privacy Policies for](#)

Clover

Have a nice day in Calabasas!

