



Town of Corte Madera

Community Development Department

300 Tamalpais Drive
Corte Madera, CA 94925
(415) 927-5062

Complete this form to request refunds of Development Services Fees, Deposits, and/or construction taxes.

Submit to: buildingpermit@tcmmail.org

- Refund requests will not be issued for permits that have expired.
- Please attach a receipt for payment.
- Payments will be issued after final approval, within 7-10 business days.

1. ORIGINAL PAYER "CLAIMANT" INFORMATION

- ALL REFUNDS ARE SENT TO ORIGINAL PAYER

Permit Number: _____

Submittal Date: _____

Name of Person Claiming Refund: _____ ☐ I certify I am the original payer of record.

Claimant's Mailing Address: _____

Project Address: _____

Telephone Number: _____

Email: _____

2. BASICS OF CLAIM

☐ Cancellation/Revocation/Withdrawal (*No longer moving forward with construction*)

☐ Over Payment

☐ Other (*Please Explain*): _____

***** Staff Use Only *****

- See attached receipt for itemized breakdown.

Refund recommended, please specify amount: \$_____

Date: _____

Completed by: _____

Date: _____

Manager Approval: _____

Date: _____

Finance Director: _____

Date: _____