



City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · Fax (310) 456-3356 · www.malibucity.org

REQUEST FOR REFUND OF WOOLSEY FIRE REBUILD FEES

Complete this page only if you are requesting a REFUND of previously paid fire rebuild permit application fees.

Refund requests may take up to four weeks for processing.

An approved Affidavit of Ownership and Primary Residency must be on file with the City prior to issuance of any refunds.

Property Information

Project Address: _____

Property Owner's Name: _____

Project Information

Project(s): _____

(List project ID's: e.g. Planning Verification, Building Permit, Building Plan Check, etc.)

Claimant (Original Payer) Information *(All refunds must be issued to the original payer on record.)*

Claimant's Name: _____

Claimant's Mailing Address: _____

Telephone: _____ E-mail: _____

Claimant's Signature

Date

(For companies and organizations, please provide proof of affiliation)

FOR CITY OF MALIBU USE ONLY

Primary Residency Affidavit Verified: Yes No

Eligible Property: Yes No

Eligible Project/Fees: Yes No

Determination: Yes - Refund to be processed

In Full Partial (see details attached)

No - Reason: _____

Reviewed by: _____ (Print name) Date: _____

Approved by: _____ (Department Head) Date: _____

Finance Dept. Approval: _____ (Signature) Date: _____

This is a public document. Confidential information will be redacted for privacy.



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INSTRUCTIONS FOR REQUESTING A REFUND OF WOOLSEY FIRE REBUILD FEES

Before You Begin

Please review the City of Malibu Rebuild Fee Waiver Information Handout to determine whether your property, project, and fees are eligible for a refund. This handout has answers to frequently asked questions and is available online at <https://www.malibucity.org/RebuildFees>. Please note that refunds will only be issued to the original payer.

What Form Do I Use?

Complete the attached Refund Request Form only if you are requesting a refund of previously paid fire rebuild permit application fees.

What Do I Need to Attach to the Refund Form?

1. **City-issued receipt.** If you no longer have the original City-issued receipt, email Contract Planner Aakash Shah at ashah@malibucity.org to request a copy.
2. **Affidavit of Ownership and Primary Residency.** Unless you have previously submitted an [Affidavit of Ownership and Primary Residency](#), a new affidavit is required to be signed by the property owner and emailed to staff at ashah@malibucity.org. There is no need to attach a previously submitted and staff-verified Affidavit of Ownership and Primary Residency as these documents are already on file at City Hall.

Where Do I File the Refund Request?

- **By Email.** You may submit your refund request to ashah@malibucity.org. Unless you have previously submitted a primary residency affidavit, an [Affidavit of Ownership and Primary Residency](#) is required to be signed by the property owner and emailed to staff at ashah@malibucity.org.
- **By mail.** If you have a previously submitted a primary residency affidavit verified by staff, you may mail your refund request to:

City of Malibu Planning Department
c/o Woolsey Fire Fee Waiver
23825 Stuart Ranch Road
Malibu, CA 90265

When Can I Expect My Refund?

A refund check will be issued by mail within four weeks of receipt of the refund request. If you have questions regarding the status of your refund request after four weeks, please contact Contract Planner Aakash Shah at (310) 456-2489, ext. 385 or ashah@malibucity.org.

Questions?

If you have additional questions about submitting your refund request, please contact Contract Planner Aakash Shah at (310) 456-2489, ext. 385 or ashah@malibucity.org.