



**The Village of North Palm Beach**

Community Development Department

Phone: (561) 841-3365 • Email: cdplanner@village-npb.org

701 U.S. Highway 1, Suite 100 • North Palm Beach • FL 33408

www.village-npb.org

## **BOND REFUND REQUEST FORM**

There are two (2) options to submit the completed form: *(A separate form per bond is required)*

1. **By Email:** npbcommdev@village-npb.org
2. **In person:** Community Development Department, 701 U.S. Highway 1, Suite 100, North Palm Beach, FL 33408.

<b>Form of Payment:</b> <i>(Check one)</i>		<input type="checkbox"/> Check	<input type="checkbox"/> Performance/Surety Bond
<b>Date Requested:</b>		<b>Refund Amount:</b>	
<b>Job Address:</b>		<b>VILLAGE USE ONLY</b>	
Engineering Permit # _____		Received by: _____	
Master Permit # _____		Date Received: _____	
<b>Bond Type – Check the applicable box below</b>			
<input type="checkbox"/> MITIGATION – SITE PREPARATION – New construction / Demolition (MB) <input type="checkbox"/> SIDEWALK – CONCRETE Work in the Village of North Palm Beach Right of Way (SB) <input type="checkbox"/> PAVING RESTORATION in the Village or North Palm Beach Right of Way (RB) <input type="checkbox"/> UNDERGROUND (Water/Sewer/etc.) Work in the Village of North Palm Beach (RB) <input type="checkbox"/> OTHER: _____			
<b>REFUND PROCESS</b>			
Refunds will ONLY be issued to the payee on the check or Surety Bond, including the mailing address. <i>If the mailing address changes, additional proof is required with the request.</i>			
The "Depositor" or their authorized representative is responsible for notifying the Village in writing when all bond conditions have been met and a refund is requested. Bond fees may be applied to any liability owed to the Village of North Palm Beach by the Depositor.			
<b>Name of the Requestor:</b> <i>(Print name below)</i>		<b>Signature:</b>	
<b>Address to Mail Refund:</b>		<b>Email:</b>	
		<b>Phone #</b>	

**PLEASE READ CAREFULLY THE BELOW DISCLAIMERS ABOUT THE REFUND PROCESS:**

- The bond Refund process can take several weeks due to the involvement of several Departments and required management approvals.
- The Community Development Department cannot expedite requests.
- A confirmation receipt from the Community Development Staff confirms receipt and eligibility review for bond refund/release. Contact (561) 882-1156 if confirmation is not received.