



Town of Loxahatchee Groves

Community Standards Department

Phone: (561) 807-6670 • Email: planneroncall@loxahatcheegrovesfl.gov

155 F Road • Loxahatchee Groves • FL 33470

<https://www.loxahatcheegrovesfl.gov/>

BOND REFUND REQUEST FORM

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

1. **By Email:** planneroncall@loxahatcheegrovesfl.gov
2. **In person:** Community Standards Department, 155 F Road, Loxahatchee Groves, FL 33470

| | |
|--|-----------------------|
| Form of Payment: (Check one) <input type="checkbox"/> Check <input type="checkbox"/> Performance/Surety Bond | |
| Date Requested: | Refund Amount: |
| Job Address: | TOWN USE ONLY |
| Town Permit # _____ | Received by: _____ |
| Master Permit # _____ | Date Received: _____ |
| Bond Type – Check the applicable box below | |
| <input type="checkbox"/> MITIGATION – SITE PREPARATION – New construction / Demolition | |
| <input type="checkbox"/> SIDEWALK – CONCRETE Work in the Town's Right of Way | |
| <input type="checkbox"/> PAVING RESTORATION in the Town's Right of Way | |
| <input type="checkbox"/> UNDERGROUND (Water/Sewer/etc.) Work in the Town of Loxahatchee Groves | |
| <input type="checkbox"/> OTHER: _____ | |
| REFUND PROCESS | |
| 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 Town 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 Town of Loxahatchee Groves by the Depositor. | |
| Name of the Requestor: (Print name below) | Signature: |
| Address to Mail Refund: | Email: |
| | Phone # |

PLEASE READ CAREFULLY THE BELOW DISCLAIMERS ABOUT THE REFUND PROCESS:

- The bond refund process can take **several weeks** due to the involvement of several Town Departments and required management approvals.
- The Community Standards Department cannot expedite requests.
- A confirmation receipt from the Community Standards Staff confirms receipt and eligibility review for bond refund/release. Contact (561) 807-6670 if confirmation is not received.