

Planning & Development Services Refund Request



This is a fillable PDF form. There is no need to print this document in order to complete it. Please type your responses in the boxes below.

Please note the following fees are non-refundable: Plan Review, Sign Review, Electronic Scanning, Gas Drilling & Production Permit Application, and Credit Card Convenience/Service Fees.

| REFUND | |
|--------------------|--|
| Date of Request: | |
| Payer Name: | |
| Job Address: | |
| Contact Number: | |
| Permit Number: | |
| Amount Paid: | |
| Reason for Refund: | |

- Submit only one permit number per refund form.
- All fields above are required in order to process your refund. Please be as descriptive as possible in the Reason for Refund section.
- Requests must be submitted within **90 days** from the original payment date.
- Payments made online by credit card or ACH will be credited to the original form of payment. Payments made in person by cash, check, money order, or credit card will be refunded by paper check and mailed to the address on file corresponding to the payer.
- All refunds will be subject to a **\$50 service charge** except platting refund requests which are subject to a **\$150 service charge**.
- Allow **30 days** from the date of request to process the refund.
- All refunds are final once processed.
- Submission of this form indicates you agree to the refund policy set forth by the City of Arlington Planning and Development Services department.
- Please email refund requests to planningrequests@arlingtontx.gov.