

Planning & Development Services Transfer 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-transferable: Electronic Scanning and Credit Card Convenience/Service Fees.

TRANSFER	
Date of Request:	
Payer Name:	
Contact Number:	
From Permit:	
To Permit:	
Amount Paid:	
Reason for Transfer:	

- Submit only one transfer request per form.
- All fields above are required in order to process your transfer. Please be as descriptive as possible in the Reason for Transfer section.
- Requests must be submitted within **90 days** from the original payment date.
- All transfers are final once processed.
- Submission of this form indicates you agree to the transfer policy set forth by the City of Arlington Planning and Development Services department.
- Please email transfer requests to planningrequests@arlingtontx.gov.