



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**

# Request for Refund

All refund requests are reviewed on a case-by-case basis and are only considered for applications no greater than one year old. A receipt of the payment amount must be attached to this document in order to be considered for a refund. Refunds will be processed within six weeks of submittal date.

**Admin Fee:** Please note that your refund will **exclude** any administrative fees that were processed at the time you submitted your initial payment.

|  |                        |
|--|------------------------|
| <b>Name:</b>   | <b>Date:</b>           |
| <b>Address:</b>  | <b>Project Number:</b> |
| <b>Refund Amount Request:</b>  |                        |
| <b>Reason for Refund:</b> (Example: Project was exempt from COA process) |                        |

Please submit completed sheet and materials to: [historicpreservation@houstontx.gov](mailto:historicpreservation@houstontx.gov)