



City of Glenn Heights
1938 S Hampton RD, Bldg C,
Glenn Heights, TX, 75154

04/01/2025

To Whom It May Concern.

Subject: Development Services Department Refund Policy

Dear Applicants,

The Development Services Department has established the following refund policy to ensure transparency and consistency in the processing of refunds for fees associated with development applications and permits. Please review the policy carefully, as refunds are subject to specific conditions outlined below:

1. Platting and Zoning Fees

- Fees associated with plat applications, zoning cases (including zone changes, Specific Use Permits, and Planned Developments) are **non-refundable** after the first round of review.

2. Permit Fees

- Trade permit fees, including Flat work or Foundation, Mechanical, Electrical, and Plumbing (MEP) are **non-refundable**. The **Development Services Director** may grant exceptions in special circumstances deemed appropriate.
- Building permit fees, including New Single Family home, Mechanical, Electrical, and Plumbing (MEP) permits, are eligible for refund no later than (8 months) with minimum processing fee of \$100 or 20%, whichever is greater, of the permit fee deemed non-refundable.
- No refund after (8 months)

3. Plan Review Fees

- Plan review fees are **non-refundable** once the review process has commenced.

4. Impact Fees and Other Development Fees

- Fees such as **Impact Fees, Park Fees, and Approach Fees** are **fully refundable**, provided the associated work has not commenced.



Important Considerations

- Refunds are not automatic; the applicant must submit a request for refund. A request that has been denied by the Development Services Director is only appealable to the City Manager, whose decision is final.
- Refunds are only applicable to permits where **no work has been performed, and the permit application is withdrawn prior to the issuance of the permit.**
- Any **actual costs incurred**, such as inspection fees or other administrative costs related to the permit, **are not refundable.**
- Refunds will be issued **only to the person or company that made the original payment.**
- The **Development Services Director may grant exceptions** in special circumstances, as deemed appropriate.

This policy ensures fair handling of refund requests while maintaining the integrity of the permitting and review processes. If you have any questions or require further clarification, please contact the Development Services Department.

Sincerely,

A handwritten signature in cursive script that reads "Clifford Blackwell".

Clifford Blackwell, CGFO, MPA

City Manager

City of Glenne Heights, Texas