



# City of Tomball

Gretchen Fagan  
Mayor

Jan Belcher  
City Manager

## City of Tomball Zoning Refund Policy

**No part of any fee shall be refundable after an application is filed and such fee paid, except upon petition by the applicant and approval by the Engineering & Planning Director in accordance with the City of Tomball's refund policies.**

### Refund Policy:

Each request must be in writing and submitted for approval by the Engineering & Planning Director. Each request must be **accompanied with a letter stating the reason for the request.**

Applications withdrawn prior to the scheduling and advertisement of a public hearing shall be refunded the full application amount, minus a sixty-five dollar non-refundable administrative charge.

Applications withdrawn after the advertisement of a public hearing notice, but prior to the mailing of public notices will be refunded 75% of the application amount.

Applications withdrawn after the mailing of the public notices, but prior to the drafting of a staff report will be refunded one-half of the application fee (up to a \$500.00 maximum refund).

Applications withdrawn after the drafting of a staff report, but prior to a Planning & Zoning Commission meeting will be refunded 25% of the application fee.

No refund will be given for an application withdrawn after receiving a Planning & Zoning Commission recommendation to the City Council.

\*Additional fees may be withheld from the refund amount depending upon actual costs incurred by the City of Tomball during the processing of the application.

Administrative Policy Approved:

  
Jan Belcher, City Manager

Date:

