Development Services
Application Withdrawal & Refund Request

Only the Property Owner or Authorized Agent may request an application to be withdrawn.
This form must be submitted via email to:PODDevRev@leegov.com

Case #: _____ Address: _____

STRAP #: _____ _____

AUTHORIZED AGENT	OWNER(S) INFORMATION
Company & Agent Name:	Property Owner(s) Name:
Address:	Address:
City, State & Zip:	City, State & Zip:
Phone:	Phone:
Email:	Email:

Reason for Withdrawal (select one of the following)**:**

☐ Wrong Application Type: _____

☐ Other (please explain): _____

_____

_____

REFUND POLICY: (ALLOW 4-6 WEEKS TO PROCESS)

☐ I am requesting a refund on this case.

- Wrong application types, where no review has been performed, may be refunded in full or applied to the new application if applicable.
- No refund will be granted if two or more review cycles have occurred.
- A 50% refund may be granted on a case-by-case basis if less than two review cycles have been completed.
- All other refunds will be evaluated on a case-by-case basis.

Reason for refund: _____

_____

_____

_____ _____ _____

Printed Name Signature Authorization* Date

*Requests submitted by the owner or authorized agent on file with Lee County.