



County of Albemarle
COMMUNITY DEVELOPMENT DEPARTMENT

401 McIntire Rd, North Wing
Charlottesville, VA
Telephone: 434-296-5832
www.Albemarle.org

Refund Request Form

Refund Policy Notice

The Board adopted fee schedule is set forth in the [Albemarle County Code, Chapter 1, Article 5.](#)

Refund Request Submission Instructions

After completing this form, it must be uploaded to the associated permit in Civic Access. Please log into your account, open the permit record, and upload the completed form through the **Attachments** tab. Refund requests that are not uploaded to the permit record cannot be processed.

Date _____

Name of Requestor _____

Refund Payee Name _____
Company Name or Individual Name

Address _____

Where the refund should be mailed

Phone Number _____

Email _____

Application Number _____

Invoice Number _____

Refund Amount _____

Reason for Refund _____

Refund Notes _____

Refunds are limited by the County Code and State Code; certain fees are non-refundable, and eligible refunds may not exceed 65% for land use applications or 80% for issued building permits.