

**EXTENSION OF TIME LIMIT FOR AREA OR CITY PLANNING COMMISSION
DECISIONS ON LAND USE APPLICATIONS AND APPEALS**

This form is to be used to request an extension of the time limit to act for Area or City Planning Commission decisions on legislative and quasi-judicial land use applications and appeals. This request must be made before the matter is agendized. If notice of the hearing has been mailed, the applicant is responsible for the cost of mailing the cancellation and new hearing notice.

To Be Completed by the Applicant or Applicant's Representative:

(Please Type or Print)

Case No. _____

Street Address of Property Involved: _____

Applicant(s): _____

Representative: _____

Request for Extension of Time Limit: The current time limit for the Commission to decide the subject case application / appeal will expire on: _____. It is hereby requested to extend the time limit for the _____ Planning Commission to act for a period of _____ weeks, or until _____
(Commission)

Reason(s) for Request:

Signed: _____ Print Name: _____ Date: _____

Mailing Address: _____

Telephone No. _____ E-Mail: _____

To Be Completed by Planning Department Staff:

Pursuant to Municipal Code Section _____ [*applicable Code Section which permits extensions of time limits by mutual written consent of the applicant and decision-maker*], and in accordance with the policy of the Area/City Planning Commission delegating authority to the Director of Planning to approve extensions of time limits on its behalf, the requested time extension is deemed routine in nature and will not prejudice the future decision by the Area/City Planning Commission on the merits of the subject application or appeal, and therefore the requested time extension is granted until: _____.

Applicant to pay all BTC Public Hearing Notice costs associated with a new Hearing or cancellation.

VINCENT P. BERTONI, AICP
Director of Planning

By: _____, _____, _____, _____
Signature Name Title Date

c: Commission Office
Case File