



SUBMITTAL REQUIREMENTS EXTENSIONS OF TIME

The purpose of extensions of time for zoning administrator permits, conditional use permits, and tentative maps is to allow approvals which have a time limit to stay in effect. The review of an extension for time application ensures that circumstances have not significantly changed since the original approval was given.

The expiration date of these entitlements is as follows:

- **Zoning Administrator Permits:** Unless otherwise specified in the conditions of approval, zoning administrator permits approved and not exercised expire 24 months from the date of approval.
- **Conditional Use Permits:** Unless otherwise specified in the conditions of approval, zoning administrator permits approved and not exercised expire 24 months from the date of approval.
- **Tentative Maps:** Tentative maps typically expire 24 months from the date the map was approved. The extension process for tentative maps is applicable after any other statutory extensions have been applied to the map in question per Government Codes 66452- 66452.25.

Applicants proposing a time extension must have a previously-approved application for a use permit or tentative map.

Please indicate your approved development application number(s): _____

- (1) **Universal Planning Application (only one hard copy required)**
This application form must be signed and completed, including project information, property owner authorization, reimbursement agreement, consultant list, and hazardous waste and substances site identification. Please attach this submittal requirements checklist to the Universal Application.
- (3) **Request Letter**
The applicant must submit a written request for an extension of time, signed by the person making the request. The letter shall include reference to the original approval and the original expiration date. The letter shall explain the reason for the request for an extension for time.

Please submit ten (10) hard copies and (1) electronic PDF copy of all required materials, unless otherwise stated above. For instructions on PDF submittals, please refer to the Universal Application.

This Submittal Requirements Checklist is part of your application. This Checklist shall be signed and submitted with all the required application materials as described above. An application is considered to be incomplete if any of the items on this Checklist have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

I understand that my project review may be delayed if required materials are missing from the submittal package.	
_____ Project Applicant Signature	_____ Date