

120-Day Review Period Extension Application

State law requires the City to issue a final decision on land use applications within 120 days of receipt of a complete application. State law also allows the applicant to request in writing an extension of the 120-day review period for up to an additional 245 days. When extensions are requested, it is important to ensure that there is adequate time to accommodate the required public review, drafting the decision, and any required hearings (including appeals) within the extended review period. Generally, a final decision must be rendered approximately 60 days prior to the end of the review period to accommodate appeals.

If requesting an extension of the 120-day review period, please complete and sign this form. Then email the completed, signed form to the city planner assigned to your case.

CASE INFORMATION:

APPLICANT NAME: _____
CASE NUMBER: _____
PLANNER NAME: _____

120-DAY REVIEW PERIOD EXTENSION REQUEST:

Please check one of the following:

_____ Extend the 120-day review period for an additional _____ days.
(Specify number)

OR

_____ Extend the 120-day review period for the maximum allowed extension of 245 days.

The total number of days extended cannot exceed 245 days.

SIGNATURES:

By signing this form, I acknowledge that the 120-day review period for my land use application will be extended for the number of days specified.

Property Owner/Contract Purchaser (signature required)

Date

Property Owner/Contract Purchaser (signature required)

Date

