

## EXTENSION TO APPROVED PLAN

### EXTENSION TO APPROVED PLAN APPLICATION PROCEDURE

Modifications that exceed the allowable time limits stated in the Unified Development Code may be required to be processed as a new application. Certain information shall be provided for review prior to a decision on an extension. The extent of documentation to be submitted on any project shall be dictated by the project type and type of approval (e.g. preliminary versus final approval) requested for extension.

### DIGITAL SUBMITTALS & NAMING PROTOCOL

1. Create and submit a Planning application using the [ProjectDox portal](#);
  - a. After completing your Development Review Application, you will receive a Notification Letter ([example](#)) via email. Please download this document and obtain owner's signature. Upload as a PDF to the "Documents" folder in ProjectDox.
2. The digital copies must be separated into two categories: Documents and Drawings.
  - a. The Documents folder should include items such as application forms, narrative, response to City comments, supplemental documents, technical reports, easements, legal documents, etc.
  - b. The Drawings folder should include items such as site plans, civil plans, landscape plans, photometric plans, elevations, etc. All drawing files must be drawn and formatted for a 24" x 36" sheet file or 11" x 17" sheet file. Plan pages shall be properly oriented in landscape mode. Refer to our [Quick Guide](#) for additional information;
3. Naming protocol. All files should be numbered and named according to their order listed on your provided Submittal Checklist. File names should start with a numeric value followed by the document name. The numeric value at the beginning of the file name ensures the order in which they are displayed. Refer to our [Quick Guide](#) for additional information;

### EXTENSION TO APPROVED PLAN CHECKLIST

1. Create and submit a Planning application using the [ProjectDox portal](#);
2. Project file number associated with plan approval to be extended: \_\_\_\_\_
3. Date of plan approval: \_\_\_\_\_
4. Date of previous extensions, if applicable \_\_\_\_\_
5. Proposed extension time frame, e.g. 6 months, 5 years, etc: \_\_\_\_\_
6. Proposed date of new expiration: \_\_\_\_\_
7. Provide a narrative with a detailed response to the following items:
  - a. Have there been changes to the development regulations since the original approval and is the development as originally approved compliant with the new regulations?
  - b. Describe progress to date in completing the development as a whole and individual phases.
  - c. Describe the phasing of the development and confirm the ability of the development to operate without the delayed development.
  - d. Describe any dependence by other development on any public infrastructure or private improvements to be installed by the development.
  - e. For extensions of approval greater than one year, provided evidence the developer has the ability to complete the development.
  - f. Describe the overall maintenance and current condition of the site.
  - g. Describe whether the mitigation for impacts of the development identified during the preliminary plan review remain relevant, adequate and applicable to the present circumstances of the development and community.
8. Any other information or exhibits that would assist the City's decision on the extension.

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## REQUIRED FORMS

[EXT](#)

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## APPLICATION FEE

For most current application fee, see [Schedule of Community Development fees](#). Fees are typically adjusted in January.

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## CONTACT US

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