



Site and Building Plan EXTENSION

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

SITE AND BUILDING PLAN REQUEST		
	EXISTING	PROPOSED
Building Use		
Gross Building Area		
Building Footprint		
Number of Parking Stalls		

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Signature **Date**

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Signature **Date**

SUBMITTAL REQUIREMENTS

City code outlines various items which must be submitted and considered as part of site and building plan applications. The following items must be submitted for this application to be considered complete. **All plans and written information submitted as part of this application is public information that may be used in written reports and distributed to the public.**

Application Fee	\$800.00 unless part of a “Consolidated Development Application” or when a “Complexity Surcharge” is required. Consult with Planner to determine exact fees.
Written Statement	A written statement must be submitted and must: <ul style="list-style-type: none"> describe why the project was not started within the approved time period; include a timeline for construction
Other Items As Required	City staff may require that additional items be submitted for full review of this application

PROCESS

- A property owner or their representative completes a site and building plan extension application and submits this application with all required documents to the Planning Division.
- City staff reviews the submitted application and documents and prepare a written report recommending either approval or denial of the extension request. The written report is forwarded to the applicant or their representative and the Planning Commission or City Council, whichever body originally approved the site and building plan.
- The Planning Commission or City Council holds a public hearing on the request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the Planning Commission or City Council discusses the request and votes to approve or deny the request.
- By state law, a final decision on a site and building plan extension request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.