

Filing Requirements for EXTENSION OF TIME

PURPOSE

A permit not exercised within two years shall expire and become void, except where an extension of time is approved.

The Community Development Director may approve extensions to a permit in the following manner:

1. The Community Development Director may approve up to two, two-year extensions (four years total) to a permit.
2. The applicant shall submit to the Development Services Department a written request for an extension of time no later than ten (10) days before the expiration of the permit.
3. The Community Development Director may extend the permit if the applicant has proceeded in good faith and has exercised due diligence in efforts to exercise the permit in a timely manner.
4. The burden of proof is on the applicant to demonstrate that the permit should be extended.
5. The Community Development Director may choose to refer any extension of time requests to the Planning Commission for review and final decision.

FILING REQUIREMENTS

An application shall be made by the property owner or agent thereof and must be accompanied by the following information in order to be accepted for processing:

1. **Completed Uniform Application:** Complete all sections of the application. If a section of the application is not applicable to your project, please write, "Not applicable," or N/A. Please do not write in the staff-only section of the application.
2. **Application Fees:** Fees to be paid to the City of Morgan Hill at the time of submittal.
3. **Letter of Request: The letter of request must specify the following:**
 - Why the approved project has not been constructed or exercised within the time allotted
 - The amount of time requested
 - A chronology of events describing activities that have occurred since project

approval, including but not limited to:

- Dates plans were submitted for review
- Dates when city comments were received
- Any other dates and information pertinent to the processing of application

4. **Digital Submission:** Digital submission of all supporting documents in PDF format, no greater than 300 DPI. This can be submitted via a USB flash drive.
5. **Public Hearing Notice:** Fee to be collected if referred to the Planning Commission for consideration.