



TIME EXTENSION INFORMATION SHEET

GENERAL INFORMATION

This information sheet explains how a request for an extension of time to an approved land use permit or tentative map will be processed, what fees you must pay, and what plans and information you must submit. If you have any questions after you have read this information, please contact the Planning Division.

REVIEW AND APPROVAL AUTHORITY

Section 18.84.050(C) of the Development Code authorizes the original review authority for a land use permit or tentative map to extend the time to establish the approved use. For land use permits that originally required a noticed public hearing and tentative maps, a public hearing must be noticed and held for the time extension request. For example, if the review authority for the original land use permit was the Planning Commission, the request for an extension of time must be considered and acted upon by the Planning Commission at a noticed public hearing.

The review authority can consider the request for an extension of time only if a complete application with the filing fee is submitted to the Community Development Department prior to the expiration date of the land use permit or tentative map. In addition, before the review authority may approve an extension of time, the review authority must make specific findings on the request including findings that the applicant has made a good faith effort to exercise the permit and the proposed land use is consistent with the Development Code and General Plan. The required findings are listed in the "Submittal Checklist" for the letter of justification.

The review authority may grant an extension for a maximum period of up to two additional years for a land use permit and five years for a tentative map. For a land use permit extension, the review authority may impose conditions on the extension that are deemed reasonable and necessary to ensure that the required findings can be made and to bring the project into compliance with the General Plan, Development Code, and Downtown Specific Plan.

HOW YOUR APPLICATION WILL BE PROCESSED

The steps involved in reviewing your time extension request are summarized below:

1. Within thirty (30) days, but usually within five days, after submittal of the application, plans, information, and fee deposit, staff will review the submittal for completeness. If the submittal is complete, the application is formally accepted for processing and continues through the review process. If the application submittal is incomplete and additional information or clarification is required, you will be notified in writing. Until the application is deemed complete, it will not proceed through the process. An application that is incomplete may jeopardize the applicant's request if the application is not deemed complete prior to the expiration date of the land use permit.
2. After the application is complete, Town staff will route the plans and materials to Town Departments and other agencies for review and comment. All responses, comments and corrections will be forwarded to the applicant for your information. At this stage of the review process, staff will analyze the agency comments and the request to determine if additional information is required to

determine if the time extension request complies with the requirements of the Development Code. If additional information is needed, the applicant will be notified in writing of the additional information required within 30 days. If additional information is not needed, staff will continue with the review of the request.

3. If the original review authority for the project was the Zoning Administrator or Planning Commission, a public hearing will be scheduled when staff is ready to forward the request to the review authority for consideration. A public notice will be published in the newspaper and given by mail to surrounding property owners and other interested parties of the hearing. At the public hearing, the public including neighboring property owners and residents will be given the opportunity to provide input.
4. Staff will then complete the staff report that includes a staff recommendation on the approval or denial of the time extension request and any recommended conditions of approval. The staff report will be provided in writing to the applicant at least five days prior to the public hearing.
5. At the public hearing, the Zoning Administrator or Planning Commission will consider the staff report and all written and verbal input submitted on the request by the applicant and any other interested party. At the conclusion of the hearing, the Zoning Administrator or Planning Commission will take action to approve, conditionally approve, or deny the time extension. A written report on the findings of the action taken at the public hearing will be provided to the applicant after the hearing.
6. If the original review authority for the project was the Community Development Director, staff will complete their review of the time extension request, and the Director will take action to approve, conditionally approve, or deny the time extension. A written letter of the Director's action and findings will be mailed to the applicant.

APPEAL

Any decision on the time extension request made by the Community Development Director, Zoning Administrator, or Planning Commission may be appealed to the Planning Commission or Town Council within ten (10) days after the action is taken. An appeal must be submitted in the form specified by the Planning Division along with appropriate fee.

FEES

The fees for processing a request for time extension is a set fee of \$1,250.00.

SUBMITTAL REQUIREMENTS

The items listed in the "Time Extension Request Submittal Checklist" must be submitted as part of the application package in order for the application to be considered complete for processing. The signed checklist must also be submitted with the application. Your application will not be accepted if all of the items listed are not submitted.

Time Extension Request Application Submittal Checklist

Applicant Name: _____ Project Site APN: _____

Application Number (to be filled out by Town staff) _____

Applicant must fill out the checklist below by placing a check mark in the boxes listed under Column A (for Applicant) and signing below. Column S is for staff to verify that your submittal requirements have been met.

A S

- 1. Completed Land Use/Zoning Application. (The property owner must sign the application or the applicant must submit a letter or other documentation signed by the property owner authorizing the applicant to submit the application.)
- 2. Fee made payable to the Town of Truckee.
- 3. If the original project was approved by the Zoning Administrator, Planning Commission, or Town Council, an Affected Property Owner's (APO) Notification Map & List and Stamped, Addressed Envelopes. (See the APO Notification information sheet on how to complete the APO map and list and to prepare the envelopes.)
- 4. Letter of Justification – Provide a letter that discusses the following items:
 - a. Proposed Request. (This discussion should focus on the length of time extension requested and the reasons for that length of time.)
 - b. Information supporting the following findings. (Do not simply rewrite the findings. You must discuss why you believe the findings below can be made for your project. The burden of proof is on the applicant to establish, with substantial evidence, why the time limits for the land use permit should be extended.)
 - c. The applicant has made a good faith effort to exercise the land use permit, has exercised due diligence in seeking to establish the permit, and the project application(s) is still in compliance with the Development Code, the General Plan, and the Downtown Specific Plan (if applicable).

Applicant Signature: _____

I certify that I have completed and have included all material checked above in the attached application submittal.