



Town of Ross

Planning Department

Post Office Box 320, Ross, CA 94957

Phone (415) 453-1453, Ext. 121

Fax (415) 453-1950

Web www.townofross.org

Email esemonian@townofross.org

Staff Use Only

Received By: _____

Date: _____

Fees Paid: _____

Date: _____

REQUEST FOR EXTENSION OF TIME FOR PLANNING APPROVAL

An application for an extension of time must be filed with the planning department prior to the original expiration date.

Application fee: \$500

Parcel Address/Assessor's Parcel No. _____

Owner(s) of Parcel _____

Mailing Address (PO Box in Ross) _____

City _____ *State* _____ *ZIP* _____

Day Phone _____ *Evening Phone* _____

Email _____

Architect (Or applicant if not owner) _____

Mailing Address _____

City _____ *State* _____ *ZIP* _____

Phone _____

Email _____

Findings for Approval of Extension (Ross Municipal Code Section 18.48.050)

The Town Council may grant an extension of time of up to one year from the expiration date upon determining that the findings made in the original approval remain valid. An application for an extension of time must be filed with the planning department prior to the original expiration date. A second extension of up to one year may be granted upon submittal of a request prior to the expiration of the first extension if the council determines that the original findings remain valid.

Time Frame for Processing

The Extension Request will first be reviewed for completeness. This review will not exceed 30 days. Once an application has been determined to be complete, the application will be placed on the next available agenda space for a hearing before the Ross Town Council. The Town Council ordinarily meets the second Thursday of each month at 6:30 p.m.

Notice of Ordinance/Plan Modifications

- Pursuant to Government Code Section 65945(a), please indicate, by checking this box, if you would like to receive a notice from the Town of any proposal to adopt or amend the General Plan, a specific plan, zoning ordinance, or an ordinance affecting building permits or grading permits, if the Town determines that the proposal is reasonably related to your request for a development permit:

Submittal Requirements

The following items are required to be submitted with the extension application. Failure to provide all required materials in a timely manner will delay review and may result in administrative denial.

1. **A complete Extension Request Application, signed by the property owner.**
2. **Filing fee of \$500.**
3. **One 8 ½” by 11” set of the approved plans.**

Owner’s Signature

I HEREBY CERTIFY under penalty of perjury that I have made every reasonable effort to ascertain the accuracy of the data contained in the statements, maps, drawings, plans, and specifications submitted with this application and that said information is true and correct to the best of my knowledge and belief. I further consent to any permit issued in reliance thereon being declared by the Town Council to be null and void in the event that anything contained therein is found to be erroneous because of an intentional or negligent misstatement of fact.

I further certify that I have read and understand the processing procedures, fees, and application submittal requirements.

Signature of Owner

Date

Signature of Co-Owner (if applicable)

Date

Alternate Format Information

The Town of Ross provides written materials in an alternate format as an accommodation to individuals with disabilities that adversely affect their ability to utilize standard print materials. To request written materials in an alternate format please contact us at (415) 453-1453, extension 105.