



EXTENSION OF TIME APPLICATION INSTRUCTIONS FOR FILING

Development Code (Ordinance #1556)

The CDSA Director may authorize extensions up to 90 days upon written request. The Development Review Committee may approve up to a two year extension from the original expiration date of any permit or approval granted under the Yuba County Development Code upon receipt of a written application with the required fee. Unless there are extenuating circumstances, requests for extensions of time shall not be submitted more than six (6) months prior project expiration.

Applications shall be reviewed for compliance with the Application Submittal Requirements and may not be accepted for processing if incomplete. **All fees as listed on the adopted fee schedule must be received at the time of filing.** Please note **electronic** applications submitted by email and PDF are preferred. Please review the Instructions for E-Filing Applications for online submittals.

SUBMITTAL REQUIREMENTS

1. **Application Form:** One (1) copy of the completed Project Application form with **original signatures** and associated application fees.
2. A PDF copy of the approved tentative map, site plan, and/or approved entitlement exhibits (architectural drawings, **Development Plan:** One (1) reduced copy of the approved tentative map, site plan, and/or other approved entitlement exhibits (architectural drawings, color boards, business/operation plan) as applicable: Either 8.5" x 11" or 11" x 17".
3. **Formal Documents:** A copy of the signed Conditions of Approval or copy of the recorded Development Agreement.
4. **Project Description:** On a separate document, either electronic or hard copy, please provide a brief project description that includes: the applicant's request & justification of why the extension is needed.
5. **Justification Letter:** Explaining need for extension.

PROCESSING DETAILS

After receipt of an application, the project review period begins and staff will review the application for completeness. If information is needed or missing, a formal letter will be provided to outline what is needed. The timeframe clock for project processing will stop and will *not* resume until resubmittal of all requested application materials has been provided. The applicant's assigned planner can also be utilized as a resource for checking application status.