



## SUBDIVISION PLAT EXTENSION AND REINSTATEMENT REQUEST APPLICATION

DATE: \_\_\_\_\_

FILE NO. \_\_\_\_\_

1. Type of Application Requested (Select One):

Extension To Record Final Plat

Extension To Complete  
Subdivision Improvements

Reinstatement Of Expired  
Application

2. Application requiring the extension/reinstatement:

\_\_\_\_\_  
(Name/Permit #)

\_\_\_\_\_  
(Approval Date)

3. Was the subdivision case vested?  Yes  No

4. Reason for request (Attach request letter and other relevant documents).

5. Proposed completion schedule of subdivision improvements (Attach documents if applicable).

6. Owner of record \_\_\_\_\_  
(Name & Address) (Zip) (Phone)

7. Engineer \_\_\_\_\_  
(Name & Address) (Zip) (Phone)

8. Applicant \_\_\_\_\_  
(Name & Address) (Zip) (Phone and email)

9. PROPERTY OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTES:**

SUBMITTAL OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE FOR PROCESSING UNTIL THE PLANNING DEPARTMENT REVIEWS THE APPLICATION FOR ACCURACY AND COMPLETENESS.

**FOR VESTED APPLICATIONS:**

AT THE DISCRETION OF THE DEPUTY DIRECTOR OF PLANNING AN APPLICATION FOR EXTENSION TO COMPLETE SUBDIVISION IMPROVEMENTS MAY BE SUBMITTED NO MORE THAN SIXTY (60) DAYS PAST THE REQUIRED COMPLETION DATE PROVIDED THAT A PENALTY FEE OF \$1,000.00 DOLLARS BE PAID IN ADDITION TO ALL OTHER FEES THAT WOULD OTHERWISE BE CHARGED FOR A PROPERLY SUBMITTED REQUEST FOR EXTENSION APPLICATION.