



## EXTENSION OF TIME - DESIGN REVIEW SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application. ALL DOCUMENTS SUBMITTED MUST BE SINGLE SIDES WITH NO STAPLES.**

Applicant  
Use

STAFF  
USE

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Date of pre-application meeting: _____<br><u>Note:</u> Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the receipt of this application.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A completed Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided; double sided application will not be accepted.   |
| <input type="checkbox"/> | <input type="checkbox"/> | A written statement addressing each issue below in the order outlined shall be submitted with this application. <ul style="list-style-type: none"><li>a. There are no outstanding City Code or design review conditions of approval violations on the subject property. If such violations exist, they may be conditioned by the Zoning Administrator to be cured as a condition of the extension of time;</li><li>b. The design review application, as previously approved, remains in the best interests of the health, safety, and general welfare of the City;</li><li>c. There have been no significant changes to this Code between the date of application approval and the application date of the time extension request that would require substantial modifications to the project;</li><li>d. There are no hazardous conditions which have developed or have been discovered on the project site;</li><li>e. The public facilities and services required for the project remain adequate;</li><li>f. The applicant has provided a viable and acceptable plan which demonstrates that the project will commence within the year; and</li><li>g. The applicant has provided a schedule that depicts the anticipated progress of the project.</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | A high-resolution digital copy of all plans and documents with each plan sheet saved as a separate file.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment of application fees. Please submit the <a href="#">Planning and Zoning Application Fee Calculation Request Form</a> a minimum of two (2) working days prior to application submittal to confirm required application fees.   |

The City Council reserves the right to revoke the extension of time approval if it finds that any of the criteria herein are not met.

This section does not limit the number of extensions the City Council may grant to an application so long as the criteria set forth in Eagle City Code are met. Nothing in this ordinance requires the City Council to grant any extension of an approval period.

**ACKNOWLEDGEMENT**

I acknowledge that all items on the checklist are included in the submittal package and that all documents are single sided with no staples.

\_\_\_\_\_  
Applicant/Representative Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Representative Signature