


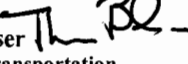
	SITE DEVELOPMENT POLICIES AND PROCEDURES	Effective Date: August 1, 2009
	Extensions and Close-Outs	Supersedes Policy Dated: N/A
Issued by: Wade A. Hugh  Director of Development Services Stephen Griffin  Director of Planning Thomas Bruun  Director of Public Works Thomas Blaser  Director of Transportation		


Intent:

The Administrative Procedures Manual of the Design and Construction Standards Manual (DCSM) provides for the extension of the resubmission (close-out) date of an application. Such extensions may not exceed sixty (60) days for final plans and forty-five (45) days for preliminary residential plans. No more than four (4) standard extension requests shall be granted during the complete review and approval process (first cycle submission thru signature) of an application. Additional extension requests may be granted upon approval of a waiver. If the applicant fails to resubmit appropriately revised plans within the extended time frames, the application will be administratively denied and the file closed. Any further review of the application will require a new first review cycle submission, with applicable fees, and compliance with current regulations.

Because of the current economic downturn and in recognition of the amount of time and money already invested by an applicant into the design and submission and modification of the plan application, staff proposes the suspension of the current provisions of the Administrative Procedures Manual regarding plan resubmission due dates and adopts this temporary policy.

Applicability:

This temporary policy only applies to the processing of pending site and subdivision plan applications that have not received final approval. However, it is not meant to override requirements imposed by a proffer or special use permit condition. This policy will remain in effect unless collectively rescinded by the Directors of Development Services, Office of Planning, Department of Public Works and Department of Transportation. The validity period of this policy may be extended if deemed appropriate because of the continued depressed state of the construction and development industry. This temporary policy may also be rescinded if significant updates to the Design and Construction Standards Manual, Subdivision Ordinance or the Zoning Ordinance are adopted by the Board of County Supervisors or if new State regulations are mandated that contradict this

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policy. Approved plans are valid for the period of time specified in the Design and Constructions Standards Manual and the Subdivision Ordinance.

This policy adds a significant amount of time to the total plan processing time from submission to approval. For this reason, deviations from this policy will only be permitted with the concurrence of all issuing directors.


Temporary Policy:

This policy applies to all pending plan applications that have not received final approval as well as to all plans submitted for review during the period that this policy remains effective.

Pending applications not yet recommended for signature approval: Applicants with plan applications that have not been recommended for final approval and still have unresolved comments from the review agencies who cannot meet the plan resubmission due date shown on the summary letter may apply for the extension of the resubmission date.

Sixty (60) day extensions may be granted for final plans and forty-five (45) day extensions may be granted for preliminary residential plans. No more than four (4) standard extension requests will be granted during the complete review and approval process (first cycle submission thru signature) of an application. Additional extension requests may be granted upon approval of a waiver. Up to two waivers may be granted with each waiver allowing a maximum of six months extension. These plan resubmission date extensions are granted to enable the applicant to resolve all outstanding issues to bring the plan to a signature submission status. After the signature status is achieved, the applicant can avail of the provisions of the following section for pending applications recommended for signature approval.

Applicants who have already received two waivers by the effective date of this temporary policy may apply for a third and final waiver that will extend resubmission dates six months from the effective date of this policy. If the applicant fails to resubmit revised

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plans within the extended time frames, the application will be administratively denied and the file closed. Any further review of the application will require a new first review cycle submission, with applicable fees, and compliance with current regulations.

Pending applications recommended for signature approval: Applicants with plan applications that have been recommended for final approval by all reviewing agencies but do not wish to obtain final approval because it triggers a substantial monetary payment or investment or other reasons may apply for a one-time extension waiver that will extend the resubmission due date of their project for as long as this temporary policy remains effective or a minimum of six months, whichever is longer. Approval of a waiver under this section will allow the plan to be approved under the standards in effect when the plan was first submitted.

At any time while this temporary policy is still in effect, the applicant may request the Director of Development Services, in writing, to reopen the file to allow the submission of the plan for signature. The reactivation of the plan will require the payment of an administrative review fee in accordance with the current fee schedule.

If this temporary policy is rescinded, applicants who were granted a waiver under this section of the policy will have a minimum of sixty days after the policy is rescinded to have their plans approved. If the applicant fails to submit the plans for final approval within this grace period, the application will be administratively denied and the file closed. Any further review of the application will require a new first review cycle submission, with applicable fees, and compliance with current regulations.