



**DEVELOPMENT SERVICES CENTER – PLANNING DIVISION**

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**Filing Requirements  
for  
EXTENSION OF TIME  
including  
EXCEPTION TO LOSS OF BUILDING ALLOCATION**

**PURPOSE**

The Extension of Time process is intended to provide an applicant additional time to commence with an approved project. Applications for Extension of Time must be made a **minimum of 45 days** prior to the expiration of the subject approval. Extension of Time applications must be consistent with Title(s) 17 and 18 of the Municipal Code.

**FILING REQUIREMENTS**

An application shall be made by the property owner or agent thereof and must be accompanied by the following information in order to be accepted for processing:

1. Uniform Application
2. Letter of Request which must include the following:
  - Specific reasons for the delay
  - Why the approved project has not been constructed or commenced within the time allotted
  - The amount of time requested
  - A chronology of events describing activities that have occurred since project approval, including but not limited to:
    - Dates plans were submitted for review
    - Dates when city comments were received
    - Any other dates and information pertinent to the processing of your application
3. Additional plan sets may be required upon request
4. Filing Fee (see Fee Schedule attached to Uniform Application)