



Engineering Permit Extension Request Policy

The City recognizes there are unforeseen circumstances which require a permit expiration extension. The following are the acceptable conditions for when a permit may be extended, when a additional fee will be required, and when a new permit will be necessary. NOTE: It is the responsibility of the Applicant to notify the City in a timely manner if an extension or changes to the permit is needed. Request must be made PRIOR to expiration.

RIGHT OF WAY PERMITS

1. Permit has NOT expired and all work including restoration will be completed in less than 2 months.
 - Fee may be waived for ONE-TIME extension.
 2. Permit HAS EXPIRED and no work has been performed. No start work notification provided.
 - New application and fee is required.
 3. Permitted work is not completed AFTER an extension has been granted.
 - New permit required if work will take more than 2 months
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SITE DEVELOPMENT PERMITS *(Commercial & Residential)*

If project is not substantially complete by expiration, the applicant may request a one-time extension. If continuous work has been taking place on the project, the fee may be waived. The applicant should provide a desired completion date with the extension request. This date will need to be approved by the City's Project Manager. If the applicant has not been working in good faith or has not communicated with the City during the active permit period, they will be charged an extension fee or may need to apply for a new permit. If no significant work has been taken place under the permit, a new permit will need to be issued.

EROSION CONTROL/MINOR SITE DEVELOPMENT PERMITS

Similar to Site Development Permits, but completion under the permit should be encouraged and any extension will most likely require an extension fee. As these are smaller projects, the extension fee should commiserate with a ROW extension fee.

ENGINEERING PERMIT TYPES AND EXPIRATION TIMELINES

Right of Way TYPE 1 (Minor Const.)	Valid for 90 days unless otherwise specified
Right of Way TYPE 2 (Utility Install.)	Valid for 90 days unless otherwise specified
Right of Way TYPE 3 (Major Const.)	Valid for 120 days unless otherwise specified
Right of Way TYPE 4 (Road Closure)	Varies
Right of Way Encroachment	Valid until such time the City requests the encroachment be removed or relocated.
Site Development (Commercial)	Valid for 2 years unless otherwise specified
Site Development (Residential)	Valid for 2 years unless otherwise specified
Site Development (Minor)	Valid for 180 days unless otherwise specified
Erosion Control (No Land Use)	Valid for 180 days unless otherwise specified