## APPLICATION FOR EXTENSION **INTENT TO SERVE LETTER** CONNECTION PERMIT ☐ RESIDENTIAL ☐ COMMERCIAL Extension, if approved, is valid for 6 months on residential Intent to Serve Letters, and 12 months on Commercial Intent letters and all Connection Permits. INSTRUCTIONS: Application for Extension shall be submitted at least thirty (30) days prior to expiration date of letter/permit. Applicant must provide proof that application(s) for a building construction permit and, if required for this project, a minor use permit, is/are actively being processed by the County Planning Dept. Application must include payment of Extension Fee per District Fee Schedule. TODAY'S DATE:\_\_\_\_\_ EXPIRATION DATE of LETTER/PERMIT \_\_\_\_\_ OWNER'S NAME \_\_\_\_\_\_ PHONE # \_\_\_\_\_ OWNER'S MAIL ADDRESS \_\_\_\_\_ AGENT'S NAME/PHONE NO. ASSESSOR'S PARCEL NUMBER\_\_\_\_\_ INTENT TO SERVE LETTER FIRST ISSUED (DATE): \_\_\_\_\_\_ # OF EXTENSIONS PREVIOUSLY REQUESTED \_\_\_\_\_ • Attach CURRENT (no more than 30 days old) COUNTY STATUS PRINT-OUT showing RECENT (REQUIRED) activity on the project (REQUIRED) Building Permit/ Project No. B (If applicable) • Minor Use Permit/ Project No. D Have you started the foundation or construction? Yes \_\_\_ No \_\_\_ Reason for this request: I/We understand that the General Manager/Board of Directors (as applicable) shall have full discretion to approve or disapprove the requested extension, and if granted, the extension shall be subject to any conditions which may be imposed. Signature of Applicant or Authorized Agent Date ------ for office use ------

Board Action Date (if applicable) \_\_\_\_\_\_ Extension APPROVED \_\_\_\_\_

/s/Permits Specialist / for General Manager

Extension DENIED \_\_\_\_\_

Reason for Denial \_\_\_\_\_

Date

**Extension Fee Paid** 

**New Expiration Date** 

All documentation received