



TOWN OF HILLSBOROUGH
California

**REQUEST FOR A ONE YEAR EXTENSION
OF A PLANNING APPROVAL**

July 2021

Planning approval shall lapse if a building permit has not been issued within two years of the date the approval was granted.

A request for a **one-year extension** of time, if filed **prior to the expiration** of the planning approval, may be considered by the Director of Building and Planning.

If a project received ADRB approval, requests for extension of time after a first request shall be considered at a public hearing before the architecture and design review board (ADRB).

To request an extension, submit a letter of request to the Planning Office. The letter should include:

1. The property owner's name, telephone number and mailing address;
2. The address of the subject property;
3. The signature of the property owner authorizing the request for extension;
4. A clear statement of why the extension is necessary; and
5. The required filing fee (payable to the Town of Hillsborough).

Filing Fees (includes public notice fee):

Extension of Administrative Approval: \$564

Extension of ADRB approval (First request): \$816

Extension of ADRB approval (Second + request): \$1,154

An application for extension requires the mailing of public notices, adjacent neighbors for extension to Administrative Approvals and a 500-foot radius for extensions to ADRB approval.

To ensure that your application can be accepted for the extension, submit your letter of request and fees prior to the expiration date of your original planning approval.

If you have any questions, please call the Planning Office, 650/375-7422.

Planning Division