**Extending 60-Day Time Period Letter, LMC Model Form**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in* [“Zoning Guide for Cities*.*](https://www.lmc.org/resources/zoning-guide-for-cities/)*”*

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

*There must be some articulable reason for the extension. Some possible reasons for an extension, in the appropriate circumstances, are the following:*

*(1) The application is complex and requires additional time for study and public input.*

*(2) The application is proposed for a sensitive area and therefore requires additional time for study and public input.*

*(3.) The City must hire a consultant or prepare a study to evaluate the application, which will require additional time.*

*(4.) Because of its size, the City does not have sufficient staff at this time to complete the needed review of this application within the initial 60 days.*

Date: \_\_\_\_\_\_\_

Name of Applicant: \_\_\_\_\_\_\_

Address of Applicant: \_\_\_\_\_\_\_

Dear Applicant:

On \_\_\_\_\_\_\_, the City of \_\_\_\_\_\_\_ received your application for a \_\_\_\_\_\_\_ for property at \_\_\_\_\_\_\_.

*In the blanks insert first the date, then the city name, then the name of permit or approval requested, then the property location. If applicable, after this sentence summarize subsequent procedural steps.*

The City hereby notifies you that it is extending the time period for City action under Minn. Stat. § 15.99, subd. 3(f). The initial 60-day time period would run on \_\_\_\_\_\_\_. The time period is extended until \_\_\_\_\_\_\_.

*In the blanks insert first the original date, then the extension date. The extension date may not exceed 60 calendar days from the time the initial 60-day period ends unless the applicant has agreed in writing to a later date.*

The reasons for this extension are \_\_\_\_\_\_\_

*Insert the reasons*.

Sincerely,

\_\_\_\_\_\_\_

*Signature should be by the Planning Director or other appropriate staff member with their title*.