**Waiver of 60-Day Extension 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.**

*Cities should never accept a verbal waiver but should always require a clear written waiver. The waiver should be received by the City before the statutory time period runs.*

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

Planning Director

City of \_\_\_\_\_\_\_

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

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

Dear Planning Director:

On \_\_\_\_\_\_\_ I submitted an application for a \_\_\_\_\_\_\_ at \_\_\_\_\_\_\_.

*In the blanks insert first the date of the application, then the name of permit or approval, then the location. If applicable, add a summary of subsequent procedural steps.*

The 60-day period under § 15.99 for approving or denying the application ended on \_\_\_\_\_\_\_. By letter dated \_\_\_\_\_\_\_ the City extended the time period to approve or deny the application until \_\_\_\_\_\_\_. I hereby waive the right to have the City act on the application by this date and agree that the City may have until \_\_\_\_\_\_\_ to act on the application.

*In the blanks, insert appropriate dates as described in the text of the letter.*

Sincerely,

/S/ \_\_\_\_\_\_\_

Applicant