



# REQUEST TO EXTEND 90-DAY SUSPENDED TIMELINE

Planning and Economic Development Department  
200 NE Moe Street | Poulsbo, Washington 98370  
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Per Poulsbo Municipal Code 19.80.050, a technically complete application shall be deemed null and void if the applicant fails to submit the city required revisions, corrections, studies or information as described in PMC 19.80.040(A) and (B) within 90 calendar days of the city's written request.

An applicant may request one extension to the time limit. The PED director will review the request for extension and *may* grant it only if **all** of the following are met:

1. The applicant requests such an extension in writing no less than 30 days prior to the permit becoming null and void. Verbal requests will not be accepted.
2. The PED director finds that good cause has prevented them from providing the additional information within the 90-calendar-day time period. Disagreement with required city codes and/or standards does not qualify as "good cause."
3. The applicant demonstrates the likelihood that the requested information will be provided to the city within the additional 90-calendar-day time period.
4. No more than one extension shall be granted.
5. If at the end of the 90-day extension the requested revisions, corrections, studies or information has not been submitted and accepted by the city, the application will be formally closed, and a new application and fees will be required.

PROJECT INFORMATION:	
Project Name:	File No.:
Site Address:	Tax Assessor's ID:
Date Revision Letter Sent to Application:	Revision Due Date:
What is the reason for the delay?	
APPLICANT:	
Name:	Phone:
Address:	
Email:	
I, the undersigned, declare under penalty of perjury under the laws of the State of Washington, that to the best of my knowledge the above information is true and complete.	
Applicant Name:	Date:
Applicant Signature:	

**FOR STAFF USE ONLY:**

The above requested extension is approved by the City of Poulsbo.

Approved By:

Title:

Signature:

Date:

Notes:

