

**CITY OF DAPHNE –ADMINISTRATIVE REVIEW  
REQUEST 1<sup>st</sup> EXTENSION OF AN APPROVED PROJECT**

<b>Project Name:</b>	Date Received:	<b>OFFICE USE ONLY</b>
<b>Date of Planning Commission approval:</b>	\$100.00 Fee Received?	

Please read and complete the following information. Attach additional documentation as required herein. Any incomplete submittal will be rejected and not accepted until such time as all requirements are fulfilled. This may result in the expiration of the previously approved project and preclude requests for a site disturbance permit.

(Name of Development Entity) \_\_\_\_\_ requests a one year extension of the **project granted by the Daphne Planning Commission for (name of project)** \_\_\_\_\_ on \_\_\_\_\_ (date-mm/dd/yy) which is set to expire on \_\_\_\_\_(date-mm/dd/yy).

Explain the need for an extension. Details must specify problems encountered during the past 11 (eleven) months that have prevented the project’s commencement.

What measures have been identified and/or implemented to overcome the problems identified above? Provide specific response for each problem mentioned in previous answer stated above.

Any changes to either the engineer, contractor, owner and/or major participants in the project?  
 \_\_\_Yes \_\_\_No . If yes, provide details:

If new owner, provide documentation of transfer of ownership. Provide name here:

Are state, federal and other local permits still valid, example ADEM, ALDOT, or other? If yes, submit a copy of each permit(s).  
 List all applicable permits here:

Project Timeline:  
When will site work begin for this project? Check your answer below.

Immediately after extension of this site disturbance permit					
Within 2 months		Within 4 months		Within 6 months	
Within 8 months		Within 10 months		Within 12 months	

Feel free to include other relevant information you find pertinent to this project and necessary for the City to make a decision regarding the project extension.

**DEVELOPER'S CERTIFICATION**

I, \_\_\_\_\_, on behalf of \_\_\_\_\_ hereby certify that all the above statements and the statements contained in any papers submitted herewith are true to the best of my knowledge and belief.

*Printed Name:*

*Signature:*

*Date:*

*Contact Information: Office#*

*Cell Phone#*

*Address:*

**Name of Authorized Agent for Development Company:**

*Address:*

*Contact Information: Office #*

*Cell Phone#*

Number of attachments?	Decision	<b>Office use only</b>
Sufficient explanation/documentation?	Extension period	
Proper signatures?	Date decision letter mailed?	