Request for Time Extension or Renewal Template

Date: _____

City of Beverly Hills
Community Development Department
Planning Division
455 N. Rexford Drive
Beverly Hills, CA 90210

To Planning Division Staff:

This letter serves as a formal request to extend / renew (*circle one*) the _____ (*type of discretionary approval*) approved on _____ (*month*), _____ (*day*), _____ (*year*) by Planning Commission / City Council (*circle one*) Resolution No. _____ (*resolution number*) at _____ _____ (*property address*) in the City of Beverly Hills. The referenced discretionary approval is set to expire[i]* on _____ (*month*), _____ (*day*), _____ (*year*). The extension / renewal (*circle one*) is requested pursuant to Beverly Hills Municipal Code §10-3-207 / Condition No. _____ (*condition number*) in Section No. _____ (*section number*) of Resolution No. _____ (*resolution number*) (*circle one*).

If applicable: The extension is requested for 1 / 2 year(s) (*circle one*).

Sincerely,

_____ (*Name*)

_____ (*Title, Company*)

_____ (*Contact Information*)

Property Ownership Information

Ownership Name / Entity: _____

Authorized Signatory: _____ (Name), _____ (Title)

Contact Information (Address, Phone Number, Email): _____

_____

[i] **Please note that an extension request must be made at least 30 days prior to the expiration of the time limit, unless otherwise specified in the discretionary approval resolution.*