Development Review Division
Montgomery County Planning Department
Maryland-National Capital Park and Planning Commission

8787 Georgia Avenue
Silver Spring, Maryland 20910-3760
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Phone 301.495.4595
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Effective: April 2, 2008

EXTENSION REQUEST

Clear Form ☐ Request #1 ☐ Request #2 ☐ Request #3

M-NCPPC Staff Use Only			
File Number	_____	Fee (attach worksheet)	_____
Date Application Received	_____	Fee Received by	_____
		MCPB Hearing Date	_____

An application will not be accepted for review unless all required information and fees are provided. If an item requires more space, attach a separate sheet.

Plan Name: _____ **Plan No.** _____

This is a request for extension of: ☐ Preliminary Plan ☐ Site Plan ☐ Project Plan ☐ APF Validity ☐ Record Plat Validity

Plan will expire on: _____, requesting extension for _____ months until _____

Applicant ☐ *Owner,* ☐ *Owner's Representative, or* ☐ *Contract Purchaser – check applicable; written verification required if not the owner.)*

Name *Contact Person*

Street Address

City *State* *Zip Code*

Telephone Number *ext.* *Fax Number* *E-mail*

Attorney

Name *Contact Person*

Street Address

City *State* *Zip Code*

Telephone Number *ext.* *Fax Number* *E-mail*

Applicant hereby certifies that he/she ☐ *the sole owner of the subject property,* ☐ *is otherwise legally authorized to represent the owner(s) (written verification provided), or* ☐ *a contract purchaser authorized to submit this application by the property owner (written verification provided).*

Signature of Applicant *(Owner, Owner's Representative or Contract Purchaser)*

Signature *Date*

Name (Type or Print)

Checklist

	No. Copies	Engineer/ Surveyor	M-NCPPC Staff
General Information		Submitted or Waived By	Accepted or Not Accepted
1. Complete application form and checklist.....	1	Submitted	
2. Complete fee schedule and worksheet and fee.....	1	Submitted	
3. Copies of Approved plan.....	3	Submitted	
4. Notice List prepared in conformance with the Manual of Development Review Procedures on printer labels and paper copy of labels.....	2 sets of Labels & 1 paper copy	Submitted	
5. Current valid Planning Board Opinion(s).....	2	Submitted	
6. Letter justifying request.....	3	Submitted	
7. Prior Extension Approvals, if Extension #2 or #3.....	2	Submitted	