

**Hanover County Planning Department
Application for Extension – Site Plans**

**Request for EXTENSION OF TIME FOR
COMPLETION OF SITE PLAN IMPROVEMENTS**

**SITE PLAN NUMBER
AND NAME:**

EXTENSION DEADLINE INFORMATION

Original Expiration Date: _____ Number of Previous Extensions: _____
Length of Extension Requested: _____ Date of Anticipated Completion: _____

APPLICANT INFORMATION

PLEASE DIRECT CORRESPONDENCE/ QUESTIONS TO: Developer [] Surveyor/Engineer [] Other []

Developer: _____
Address: _____

Telephone No. _____
Fax No. _____
Email Address _____

Surveyor/Engineer: _____
Address: _____

Telephone No. _____
Fax No. _____
Email Address _____

Other Contact: _____
Address: _____

Telephone No. _____
Fax No. _____
Email Address _____

REASONS FOR NOT COMPLETING REQUIRED LANDSCAPING AND/OR PAVING IMPROVEMENTS:

Signature: _____

PUBLIC IMPROVEMENTS/AMENITIES/LANDSCAPING YET TO BE COMPLETED:

SURETY CONSENT FORMAT:

The following language must be used by the Financial Institution and submitted on letterhead from the Financial Institution:

The Bank/surety concurs in this request for an extension of the time period in which the developer is required to make improvements in this site plan/project and affirm that the Letter of Credit/ Bond Number _____, issued by _____ dated _____, remains in effect and that the terms are valid and binding.

Present amount \$ _____

Signature: Financial Institution Officer

COMMONWEALTH OF VIRGINIA, CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____.

Notary Public

NOTICE: Extensions are not effective until approved by Hanover County. The County reserves the right to proceed on an action to enforce its rights under the agreement and bond during consideration of the extension.