

County of Santa Clara

Department of Planning and Development
Land Development Engineering and Surveying Office
County Government Center, East Wing
70 West Hedding Street., 7th Floor
San Jose, California 95110
(408) 299-5730 FAX (408) 279-8537



REQUEST FOR AN EXTENSION OF TIME TO COMPLETE CONSTRUCTION WORK

GENERAL INSTRUCTIONS:

DATE: _____

This form is to be used when requesting an extension of time to complete a construction project. Extensions of time must be fully justified (hardship) and backed up with assurance that the work will be completed within a specified time period. The effects of weather on construction are significant factors that will be considered.

Time extensions frequently affect the buyers of subdivision lots, contractors, lending institutions and property owners in the vicinity. It is therefore incumbent upon the applicant/permittee to notify affected parties and obtain their occurrence with the revised completion date. County ordinance or agreement may require an increased bond and inspection fee due to increased cost resulting from a time extension.

If an extension of time is granted, the County Surveyor will specify the duration based upon information furnished by the applicant/permittee or otherwise available to his office. Prior to final action on the request the applicant/permittee must satisfy any time extension requirement.

Permittee: _____

Site Location (Road): _____

County File No.: _____

Presently Specified Completion Date: _____ (permit or agreement)

Percent of Work Completed: _____

Reasons for Delay: _____

Requested New date of Completion: _____

I hereby state that I have notified the owners of all lots in the subdivision (if the permit pertained to a subdivision) as well as other parties who may be adversely affected and obtained their consent to the extension of time.

Printed Name

Signature (Applicant / Permittee)