

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Planning Director/Contact Person]

[Planning Department/Municipality Name]

[Address]

[City, State, Zip Code]

RE: Request for Extension of Site Plan Approval - [Project Name/Reference Number]

Dear [Name of Contact Person],

I am writing to formally request an extension of the Site Plan Approval for the project located at [Project Address/Legal Description]. The current approval is scheduled to expire on [Current Expiration Date].

We are requesting an extension of [Number of Months/Years] to allow for the completion of [mention stage, e.g., final construction documents / permitting / financing].

The delay in proceeding with the project is due to the following reasons:

- [Reason 1: e.g., Unforeseen site conditions]
- [Reason 2: e.g., Market conditions or financing delays]
- [Reason 3: e.g., Coordination with other regulatory agencies]

Despite these delays, we remain fully committed to the development of this site. To date, we have completed the following milestones: [List any progress made, such as grading, utility work, or partial permits].

Attached to this letter are the required extension fee of \$[Amount] and [any other required documents per local ordinance].

Thank you for your time and consideration of this request. Please let me know if you require any additional information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]