

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Planning Director/Contact Person]

[Department Name]

[City/County Name]

[Department Address]

[City, State, Zip Code]

RE: Request for Extension of Subdivision Plat Approval

Project Name: [Project Name]

Plat Case Number: [Case Number]

Original Approval Date: [Date]

Current Expiration Date: [Date]

Dear [Name of Planning Director],

I am writing to formally request a [Number of Months/Years] extension of the approval for the above-referenced subdivision plat. The current approval is scheduled to expire on [Current Expiration Date].

The project has encountered delays due to the following circumstances: [Briefly describe reasons, e.g., economic conditions, infrastructure delays, or pending agency permits].

To date, we have completed the following milestones: [List any progress made]. We are committed to proceeding with the final recording of the plat and anticipate completion by [New Target Date].

Included with this letter is the required extension fee of [Amount], as per the current fee schedule.

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

Sincerely,

[Signature]

[Typed Name]

[Title/Property Owner]