



## COMMUNITY DEVELOPMENT RESOURCE AGENCY Planning Services Division

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### EXTENSION OF TIME

The Placer County Planning Services Division accepts applications online and over the counter. To use the County's convenient automated online application system, visit the County's [Online Permit Services](#) page to get started. Alternatively, you may submit a [Universal Application](#) with the required supplemental application materials in person at the Community Development Resource Agency (CDRA) front counter. An appointment to submit your application may be made using the County's automated appointment scheduling system [here](#). Applications are also accepted without an appointment on a walk-in basis.

All supplemental application materials are required to be submitted electrically in accordance with the County's Electronic Document Submittal Requirements detailed in the [Electronic Application Filing Instructions](#), which specifies file naming conventions, formatting requirements, and file types that are accepted. For applications submitted at the CDRA front counter, all supplemental applications materials shall be delivered on a portable storage device, such as a flash drive or CD.

The following is a checklist of application materials required to submit an Extension of Time application online or at the CDRA front counter.

- Completed Universal Application: Select [Extension of Time](#), the corresponding entitlement that is being extended (e.g. Tentative Map, Use Permit, Variance), and the Previously Approved CEQA Document or the Exemption Verification authorization under section 1 of the application form. If the project was exempt from CEQA review, select the Exemption Verification from CEQA checkbox under section 1. If the project was subject to CEQA review, select the Previously Approved CEQA Document checkbox under section 1.
- Completed [Exemption Verification Form](#).
- Project description: (see [Project Description Requirements](#))
- Approved tentative map, site plan or plan set.
- Application fees are required to be paid in full at the time of application submittal. The most current version of the Planning Services Division Fee Schedule is available [here](#).

### EXTENSIONS OF TIME

Extensions of Time requests may be made in accordance County Code Sections 16.12.120 (Tentative Maps - Notification of Decision, Term of Approval, Extensions of Time and Timely Filings) and 17.58.160 (Permit Time Limits, Exercising of Permits, and Extensions). When considering the grant of an Extension of Time the Development Review Committee will consider the following factors:

1. Whether changes of conditions or circumstances have occurred with the project that would have been grounds for denying the original application.
2. Whether the applicant has been diligent in pursuing implementation of the project.

3. Changes or modifications to conditions of approval to update the permit to reflect current adopted standards and ordinance requirements.

Applications for Extension of Time applications should include written justification for the request, including actions taken by the applicant to advance implementation of the project such as submittal of project Grading Plans, Improvement Plans, filing a Parcel Map or Final Map, construction of project serving improvements, securing project financing or other factors that demonstrate diligence on the part of the project proponent.