

## **PROCEDURE FOR EXTENSION OF TIME REQUESTS**

After receiving a decision from the Board of Zoning Appeals, an applicant may require more time to complete their approved plans. Request for an “extension of time” for up to one (1) year to complete Board approved plans are routinely heard in administrative review session. Unless there are any objections or special needs, the Board is willing to extend the time limits on an administrative basis.

### **Submittal Requirements for Extension of Time Requests**

1. Completion of A Notice of Appeal and Application for Review form.
2. A statement requesting and detailing the need for the extension of time.
3. A filing fee of \$300 made payable to the “City of Milwaukee”.

This matter will then be scheduled for an administrative review at the next available meeting of the Board. Notice will be posted in City Hall as well as the Municipal building and mailed to the applicant approximately five (5) days before the hearing. The applicant does not need to appear at the hearing.

In the event there is any objection voiced prior to the Board meeting, the matter will be scheduled for a public hearing.

If the extension is granted, the petitioner receives an amended decision letter modifying the time sensitive conditions.

If the request is denied, the applicant will receive a decision from the Board detailing the denial.