



Sample 30-Day Extension Request

Letter to be placed on applicant/owner letterhead

Insert Date

City of Frisco
Development Services
6101 Frisco Square Blvd., 3rd Floor
Frisco, Texas 75034

RE: 30-Day Extension Request

Development Services:

As the representative of *[insert project name & City project number(s)]*, I hereby request a 30-Day Extension, as permitted under House Bill 3167, to allow for additional changes to be made to the plans prior to action being taken. The plans will be resubmitted to Development Services no later than 14 days prior to the *[insert date of Planning & Zoning Commission meeting]* Planning & Zoning Commission meeting to provide adequate time for Staff to review and place on the agenda.

Sincerely,

Insert Printed Name and Signature of Project Representative