



# Sample 30-Day Extension Request

**Letter to be placed on applicant/owner letterhead**

*Insert Date*

City of Frisco  
Development Services  
6101 Frisco Square Blvd., 3<sup>rd</sup> 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 *[insert date of Staff Approval/Denial as referenced in the Development Review Schedule]* to provide adequate time for Staff to review.

Sincerely,

*Insert Printed Name and Signature of Project Representative*