



***"Process & Steps" for
Permit Extension
Request***

Last Revised in August 2024

OVERVIEW & PURPOSE

The permit extension request process is designed to allow applicants to seek additional time to either start or complete their approved projects due to unforeseen circumstances or delays. Given the timelines stipulated in the permit approval conditions, applicants must follow a structured process to ensure their extension requests are considered.

This document outlines the step-by-step requirements and necessary documentation for requesting a one-time extension, ensuring that all requests are comprehensive and submitted in a timely manner.

The Applicant must ensure the extension request letter is submitted before the original permit approval expires.

1. REVIEW PERMIT APPROVAL VALIDITY

The Applicant reviews and determines the type of permit and its validity period.

Rules & Regulations Article	Type of Permit	Valid to START Construction after Permit Approval	Valid to COMPLETE Construction after Permit Approval
I	Utility, Pipeline, and Cable Crossings	six (6) months	twelve (12) months
II	Private and Public Crossings	twelve (12) months	twenty-four (24) months
III	Drainage Connections Without Land Use Changes	six (6) months	eighteen (18) months
IV	Tract Development Without Platting	twelve (12) months	twenty-four (24) months
V	Tract Development With Platting	twelve (12) months	twenty-four (24) months

2. THE APPLICANT PREPARES & SUBMITS EXTENSION REQUEST LETTER:

- a. The Applicant must submit/ upload **an extension request letter** via the Communication Log/ Upload Documents in the Portal under the original application ID for the project. The **letter request** should include the following details:
 - Summary of Extension Need - Briefly explain why the extension is necessary. This should include any unforeseen circumstances, delays, or other reasons that have impacted the project timeline.
 - Requested Extension Period - Specify the number of additional days requested, not exceeding 180 days. Include the new anticipated date of construction completion. A complete construction schedule detailing the remaining phases and their respective timelines is preferred.
 - Documentation of Work Completed and Remaining - Outline any work that has already been completed. Detail the remaining work required to complete the project.

3. DISTRICT REVIEW AND APPROVAL:

- a. The District Board of Supervisors will review the extension request and assess whether good cause has been shown.
- b. The District Board of Supervisors has the discretion to approve or deny the extension request.

4. COMMUNICATION OF DECISION:

- a. The District will communicate its decision to the Applicant via the communication log in the Portal under the original application ID for the project.
- b. If the extension is granted, the received letter from the Applicant will be stamped by BKDD, specifying the new permit expiration date.

END