

Overview

In general terms, a time extension is a request to extend the expiration date of a previously approved entitlement, such as a tentative map, design review, use permit, or variance. Approved entitlements typically include a one or two-year “activation” period. In the case of a tentative map, this means a final map needs to be recorded within two years of the original approval date. If for some reason this cannot be accomplished, then the applicant (i.e., subdivider) would need to submit a request to extend the timeframe within which a final map would need to be recorded. Time extension requests **must** be submitted to the City **prior** to the applicable expiration date.

Planning Review Process

Within 30 calendar days of an application being received (meaning all required materials have been submitted and all fees/deposits have been paid), the City will determine if the application is “complete” or “incomplete” for further processing. The review period shall be extended to the following business day if it ends on a weekend or City holiday. Typically, an “incomplete” application will require revisions and/or additional materials. Staff has 30 calendar days to review each subsequent submittal. Once an application is deemed “complete” it may continue to be processed for consideration by the appropriate decision-making body, including the appropriate level of CEQA review.

Within those 30 days your plans will be routed to departments and divisions within the City and to applicable outside agencies for review and comment. Your assigned project planner will also contact you with a summary of the comments that are received.

Your plans may also be sent to one or more consultants hired by the City for the purpose of conducting peer review. The cost for peer review is paid by the applicant in accordance with the City’s Cost Allocation Plan.

California Environmental Quality Act (CEQA)

CEQA review will commence once the application is deemed complete. State law requires that all applications processed by the City be in compliance with CEQA. Your assigned project planner can give you preliminary information about what type of CEQA document is expected to be required for your project.

Copyrighted Material

The City is committed to ensuring that architectural drawings containing “protected” information, as defined in Senate Bill 1214, are made available to the public in a manner that does not facilitate copyright infringement. When official copies of architectural drawings containing “protected” information are submitted to the City, the City will not allow a member of the public to copy the drawings and the City will not post the drawings on the internet without permission from the copyright owner. However, the City may display an official copy containing “protected” information on the internet and a physical copy on premise during a public hearing when the project is being considered by the decision-making body.

When submitting an official copy of architectural drawings to the City, it is the responsibility of the applicant/design professional to ensure the drawings are protected by the federal Copyright Act of 1976 (as amended by the federal Architectural Works Copyright Protection Act of 1990) and that the drawings contain a copyright annotation indicating it is protected by the federal Copyright Act of 1976. In addition, upon submission of an official copy of architectural drawings to the City, the applicant/design professional must submit a site plan or massing diagram for the purposes of posting online or for distribution to the public. If a site plan or massing diagram is not submitted upon submission of an official copy of architectural drawings, then permission is deemed granted to post the official drawings online and to distribute the drawings, upon request, to members of the public.

Submittal Requirements

The following submittal requirements, as specified below, are required for a Time Extension application to be accepted. If the required materials are missing, clearly inadequate, or in an incorrect format, the application will not be accepted. Further, the submission of application materials must be provided in a singular submittal (i.e., items shall not be submitted piecemeal).

Electronic Processing

All materials are required to be submitted electronically by e-mail directly to Planning@brentwoodca.gov (note that there is a 20 MB limit on e-mails) or via e-mail of a shared file link containing the complete submittal package. Physical copies of the submittal requirements will not be accepted.

Data to Accompany Time Extension Application

All Time Extension requests shall be accompanied, when applicable, by the following supplemental data.

1. Completed [Universal Application](#)
2. Initial Environmental Questionnaire
3. Statement of Understanding, signed by the property owner. Alternatively, a letter of authorization from the property owner will suffice. Include contact information for the legal property owner, applicant or authorized agent. Civil Engineer, Architect, and Landscape Architect on the Universal Application form
4. Applicable filing deposit(s). **Note:** that charges for materials and staff time spent processing this application will be billed against this deposit. Application processing includes but is not limited to plan checking and processing, meetings, phone calls, research, email, and staff report preparation. Additional funds may be required if the cost of processing the application exceeds the initial deposit amount. All costs incurred in processing the application are required to be paid in full.
5. Detailed written statement describing the following:
 - Why the approved project has not been constructed or exercised within the time allotted and all remaining activities to be completed to vest the project.
 - The amount of time requested and a schedule of tentative dates for all remaining activities to be completed by that illustrating that all remaining activities may completed in the requested time.
 - A chronology of events describing activities that have occurred since project approval, including but not limited to:
 - Dates and types of applications submitted to the City or outside agencies.
 - Dates when permits/comments/licenses were received from the City or outside agencies.
 - Dates of commencement/completion of development activity (grading, surveying, etc.).
6. Preliminary title report for the subject property, no more than six months old at the time of submittal.

7. Other information which is pertinent and/or which the Community Development Director may require all applicants to furnish, by general policy.

Public Hearings Required

Time extensions may or may not require noticed public hearings before the Zoning Administrator or Planning Commission, depending on the nature of the applicable entitlement(s).

- The City is responsible for providing applicable notices to all property owners within 300 feet of the project site, as well as publication in the local newspaper, no less than 10 days from the date of the hearing.
- The applicant is required to install an on-site notification sign for the public hearing. A template for the site notification sign can be found [here](#). The project description for the site notification sign will be provided to the property owner/developer by City staff, after the application has been deemed complete.

Appeal Process

Decisions made by either the Zoning Administrator or Planning Commission are subject to appeal, in accordance with Chapter 17.880 of the BMC. In general, decisions of the Zoning Administrator become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Zoning Administrator to the Planning Commission by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the Planning Commission also become effective 10 calendar days after they are made. Any affected party may appeal a decision of the Planning Commission to the City Council by submitting an application and the required appeal fee to the City Clerk during the 10-day appeal period. Decisions of the City Council are final.