Santa Clara City
2603 Santa Clara Dr.
Santa Clara, UT 84738
(435) 656-4690

Extension of Time fee: $75.00

TIME EXTENSION

In order to obtain a time extension for an expiring permit or development project, a letter to the applicable body (e.g. City Council, Planning Commission) from which the permit was obtained that requests for a time extension is required.

While there is no set, mandated, or exact way to write such a letter, a sample letter is provided below as a guide. In a time extension letter, it should be explained why a time extension is being requested and why it is necessary.

SAMPLE LETTER FOR TIME EXTENSION

[Your name(s)]
[Your organization (if applicable)]
[Your address(es)]
[Date]

[Addressee or applicable body]
Santa Clara City
2603 Santa Clara Dr.
Santa Clara, UT 84765

Dear [addressee or applicable body],

Sincerely,
[Your name(s)]
[Your organization (if applicable)]