



# REQUEST FOR ADMINISTRATIVE HEARING FOR CONSTRUCTION PERMIT TIME EXTENSION

## CITY OF BELVEDERE

Building Department  
450 San Rafael Avenue  
Belvedere CA 94920  
Ph: 415-435-3838 Fax: 415-435-0430

### FOR STAFF USE ONLY

Date: \_\_\_\_\_ Rec. by: \_\_\_\_\_  
Amount: \$1,000 Receipt #: \_\_\_\_\_  
Committee Review Date: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Zone: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Applicant (If other than owner): \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

-----  
Estimated cost of construction: \_\_\_\_\_ Building Permit completion date: \_\_\_\_\_

Construction period assigned by Planning Commission: \_\_\_\_\_

Please explain why extended construction time is needed (attach supporting documents, if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Extension Of Construction Time Limit Based On Increased Valuation**

**As Prescribed by Section 20.04.035(D) of the Belvedere Municipal Code.**

1. The increased valuation must be as the result of one or more of the following factors:
  - a. Site Topography
  - b. Site Access
  - c. Geologic Issues
  - d. Neighborhood Considerations
  - e. Other Unusual Factors
  - f. Extreme Weather Events
  - g. Unanticipated discovery of archeological resources
  - h. Other conditions that could not have been reasonably anticipated at the time of project application
2. A written statement from the owner must accompany the application which attests to the causes, as noted above, that have created an increased valuation estimate.
3. The application is to be accompanied by a contractor's estimate indicating the new valuation estimate.
4. Within ten (10) working days of receipt of a complete application "Request for Administrative Hearing For Construction Permit Time Extension", said application shall be reviewed by a committee consisting of the City's Building Official, City Planner and City Engineer, meeting together with the project contractor, architect, and, at the applicant's option, the applicant and/or any other representative of the applicant. After the review the committee will determine in private if an extension to the original time limit is to be granted.
5. Should an extension be granted, the Planning Department will provide a notice to adjoining neighbors, within 100 feet of the project, and the subject project has received an extension to its original construction time limit.
6. Appeals regarding a review committee determination must be heard by the Planning Commission. The fee for a Planning Commission hearing regarding a review committee determination for an extended time limit, based on increased valuation, is included in the original application fee. An appeal fee of \$400 shall be required as part of any appeal of a staff action.

**We, the undersigned owner, representative, and contractor, have read the information provided above, and hereby certify that the information given is true and correct to the best of our knowledge and belief.**

**Signature of  
Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(signature required)

**Signature of  
Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of  
Contractor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please complete both sides of form