



# Request to Postpone • Table • Withdraw

Name of Applicant: \_\_\_\_\_  
AS IT APPEARS ON THE CURRENT PLANNING COMMISSION AGENDA

Original File Number(s): \_\_\_\_\_

Date Scheduled for Planning Review: \_\_\_\_\_

Date Request Filed: \_\_\_\_\_ Request Accepted by: \_\_\_\_\_

## REQUEST

**Postpone**  
 Please postpone the above application(s) until:

\_\_\_\_\_  
DATE OF FUTURE PUBLIC MEETING

**Table**  
 Please table the above application(s).

**Withdraw**  
 Please withdraw the above application(s).

**State reason for request:**

**Eligible for Fee Refund?**     Yes     No

Amount: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## APPLICATION AUTHORIZATION

I hereby certify that I am the property owner, applicant, or applicant's authorized representative.

Signature: \_\_\_\_\_

PLEASE PRINT

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

## PLEASE NOTE

**Consistent with the guidelines set forth in Planning's Administrative Rules and Procedures:**

### POSTPONEMENTS

Any first time (new) Planning application is eligible for one automatic postponement. This request is for 30 days only and does not require Planning approval if received no later than 3:30 p.m. on the Monday prior to the Planning Commission meeting. All other postponement requests must be acted upon by Planning before they can be officially postponed to a future public meeting.

### TABLINGS

Any item requested for tabling must be acted upon by the Planning Commission before it can be officially tabled.

### WITHDRAWALS

Any item is eligible for automatic withdrawal. A request for withdrawal must be received no later than 3:30p.m. on the Monday prior to the Planning Commission meeting. Withdrawal requests that do not meet these guidelines must be acted upon by Planning Commission before they can be officially withdrawn.

Any new item withdrawn may be eligible for a fee refund according to the following:

Application withdrawal with fee refund will be permitted only if a written request is received prior to public notice. This request must be approved by either the Executive Director, or the Planning Services Manager. Applications may be withdrawn after this time, but without fee refund.