



**TIME EXTENSION – STAFF LEVEL CHECKLIST**

Approved entitlements may apply for a one-year time extension. This review is conducted at the staff level and does not generally require a public hearing. For Tentative Map Extensions, [click here](#).

ITEMS	
	<a href="#">Standard Application</a>
	Request for Extension, on Applicant’s Letterhead
	<a href="#">Submittal Fee</a>

**Submit Online:**

A complete submittal package may be emailed to [planning@cityoflancasterca.gov](mailto:planning@cityoflancasterca.gov).

**Submit in Person:**

A complete submittal package may be mailed or delivered to City Hall. All plans must be individually folded prior to submittal.

This constitutes receipt of above-checked required filing materials and does not necessarily guarantee completeness of application. Additional materials may be required upon formal project review.

**FOR STAFF USE ONLY:**

Case No.: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date Filed: \_\_\_\_\_