



## Postponement or Withdrawal Submittal Checklist

### Instructions to Applicant:

Fees for Postponement and Withdrawal must be paid at the time of application submittal. The Withdrawal processing fee is \$50 or a Postponement of Public Hearing within seven (7) days of the Public Hearing is \$50.

The applicant must be the property owner or his duly authorized representative.

### Check one:

Postponement ☐      Withdrawal ☐

### If a postponement is requested, please indicate:

Length of time \_\_\_\_\_

From:                      DRC ☐      Advisory Board ☐      Planning & Zoning Board ☐      Town Council ☐

Date of Scheduled Hearing \_\_\_\_\_

Applicant/Project Name \_\_\_\_\_

Tracking/Hearing/Application Number \_\_\_\_\_

Type of Application (Check one)

Rezoning ☐                      Special Exception ☐                      Variance ☐                      Other ☐

Reason for request.

## **SPECIAL NOTES**

1. If the request for postponement is for more than sixty (60) days (or is indefinite), the applicant must apply in writing at least 45 days prior to the preferred hearing date to reactivate the case. All new evidence must be presented at that time.
2. POSTPONEMENT: In the case of a request for POSTPONEMENT, the applicant or his authorized agent, must submit this application to, and the application must be received by Community Development Department at least seven (7) days prior to the advertised hearing date, OR the applicant or his authorized agent must appear before the hearing board, and orally request the continuance. Each decision-making body has the authority to grant additional continuances upon a showing of good cause.

A hearing board may deny or grant the additional request for continuance:

- a. If the request for POSTPONEMENT is denied, the hearing will proceed in accordance with the published agenda.
- b. If a request for POSTPONEMENT is approved, the hearing board may set a date certain for hearing the application.