



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 \$250 or a Postponement of Public Hearing within 10 days of the Public Hearing is \$250.

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 PZAB City 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 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 Development and Neighborhood Services Department at least ten (10) 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.