



City of Helena  
**Preliminary Plat Time Extension**

Application Form

Please provide all of the information requested in the **Land Use Application** and **Checklist**.  
**AN INCOMPLETE APPLICATION MAY DELAY REVIEW OF YOUR REQUEST.**

1. Name of subdivision: \_\_\_\_\_
2. Name of applicant: \_\_\_\_\_
3. Date of preliminary plat approval: \_\_\_\_\_
4. Have all of the application checklist items been submitted? \_\_\_\_ Yes \_\_\_\_ No

**CHECKLIST**

**At least sixty (60) days prior to the expiration of the subdivision approval**, the subdivider may submit a written request for an extension of that approval. The subdivider must include:

- \_\_\_\_\_ The reason(s) for requesting an extension;
- \_\_\_\_\_ A description of the extenuating circumstances beyond the control of the subdivider that delayed the completion of the subdivision requirements;
- \_\_\_\_\_ A description of what progress has been made toward meeting the conditions of approval identified in the Findings of Fact;
- \_\_\_\_\_ Confirmation that the infrastructure design will comply with the design standards in place at the time of plan submittal; and
- \_\_\_\_\_ An evaluation of the provision of services and public facilities in the area of the subdivision that may be disrupted by the extension of the subdivision approval.

After determining that the subdivider has submitted bona fide grounds for the extension, the City Commission may grant an extension of the preliminary plat approval for a mutually agreed-upon period of time established in writing and signed by all members of the City Commission.

The criteria to be considered by the City Commission in deciding whether to grant an extension of the preliminary plat approval include, but are not limited to, the following:

- a. Changes in the subdivision regulations since preliminary plat approval and whether the subdivision is substantially compliant with the new regulations;
- b. Phasing of the subdivision and the ability for existing development to be served by city services independent of future improvements;
- c. Dependence on other development for any public infrastructure to be installed with the subdivision; and
- d. Whether mitigation for impacts of the subdivision identified during preliminary plat review and the Findings of Fact remain relevant, adequate, and applicable to the present circumstances of the subdivision and community.