

## Section 1-3-10 Applications and Fees

### A. APPLICATIONS.

1. ~~Applications for Amendments (Text or Boundary), Use Permits, Appeals, Variances, Special Use Permits, Site Plan Review, Design Review, Zoning Permits, or any other land use or development application~~ All land use and development applications required under the Zoning Ordinance shall be filed in the office of the **Zoning Administrator** on forms provided by the Development Services Department. Applications shall include: the information identified on the application form(s); the information identified in the **Administrative Process Manual** and **Engineering Standards**, if applicable; the information set forth herein and specified elsewhere in this **Ordinance**; and any other data required by the **Zoning Administrator** that is needed for the review of the application.
2. Applications will be processed and reviewed by the **Zoning Administrator** in a manner that is consistent with the procedures generally described in this **Ordinance** and as more particularly described in the **Administrative Process Manual** and **Engineering Standards**, if applicable.
3. Except as otherwise expressly provided in the **Administrative Process Manual**, all applications referred to herein shall be executed by all of the owners of the subject property and their respective spouses, if any, or an agent of all of the property owners authorized to sign on behalf of all of the property owners and their respective spouses when such authorization is in writing and filed with the application. An application must be made by the property owner or authorized agent, unless otherwise specified in this **Ordinance**.
- ~~3.4.~~ All applications shall be actively pursued to a decision. If a complete and full submittal of all documents and information requested in the staff written review comments has not occurred within 180 calendar days from the date on staff's written review comments, the application will be deemed inactive and shall expire. The applicant may file a request for an extension. Any and all requests for an extension shall be made in writing and received prior to the expiration date. The Zoning Administrator may authorize, in writing, a 90 day extension(s)-for good cause if there is a reasonable belief that the application will be actively pursued during the extension period. This provision applies to all land use and development applications required under the Zoning Ordinance.