



# Request to Postpone • Table • Withdraw

Applicant Name (as it appears on the current TTCDA agenda)

Date of Request

Scheduled Meeting Date

File Number(s)

## POSTPONE

- ☐ **POSTPONE:** All applications are eligible for postponement if the request is received in writing and paid for by 3:30PM on Monday the week prior to the TTCDA meeting. All requests must be acted upon by the TTCDA, except new applications which are eligible for one 30-day automatic postponement.

**SELECT ONE:** ☐ 30 days ☐ 60 days ☐ 90 days

Postpone the above application(s) until the \_\_\_\_\_ Planning Commission Meeting.

## WITHDRAW

- ☐ **WITHDRAW:** Any application may be withdrawn by the applicant prior to and/or during the TTCDA meeting in which the application is heard. Applicants are eligible for a refund only if a written request for withdrawal is received no later than close of business 2 business days after the application submittal deadline and the request is approved by the Executive Director or Planning Services Manager.

## TABLE

*\*The refund check will be mailed to the original payee.*

- ☐ **TABLE:** Any item requested for tabling must be acted upon by the TTCDA before it can be officially tabled. There is no fee to table or untable an item.

## AUTHORIZATION

*By signing below, I certify I am the property owner, and/or the owners authorized representative.*

Applicant Signature

Please Print

Phone Number

Email

## STAFF ONLY

Staff Signature

Please Print

Date Paid

☐ No Fee

Eligible for Fee Refund? ☐ Yes ☐ No

Amount:

Approved by:

Date:

Payee Name

Payee Phone

Payee Address