



## Department of Engineering & Public Works

### Land Development Division

2300 North Jog Road  
West Palm Beach, FL 33409  
561-684-4090

#### **LAND DEVELOPMENT PERMIT EXTENSION REQUEST SUBMITTAL REQUIREMENTS**

1. A cost estimate of Required Improvements showing the original quantities and costs, the remaining quantities and costs, and the completed quantities and costs. Attached is a standard form for your use. The form must be signed, sealed and dated from the Engineer of Record.
2. A statement stating: This is to inform you that there has been no encroachment within the dedicated public or private streets, lake maintenance easements and lake maintenance access easements, or drainage easements, unless previously permitted by the County Engineer. The statement must be signed, sealed, and dated from the Engineer of Record.

The following items may be submitted by the Engineer of Record or the Developer, but must be submitted with the above listed items:

1. A letter requesting a Land Development Permit Extension and the reason an extension is required.
2. If the guaranty is by Letter of Credit:
  - a. submit either an Original Letter of Credit or an Amendment to the Letter of Credit. If there is a confirming bank, submit either an Original or Amendment to the Letter of Credit, extending the Letter of Credit for at least 1 year. The Letter of Credit must expire no less than 3 months after the Land Development Permit expires. The following must be noted on the Letter of Credit and Amendment:
    - 1) The name of the Plat;
    - 2) The Land Development Permit number; and
    - 3) The Letter of Credit Number.
3. If the guaranty is by Performance Bond:
  - a. the name, street address, and executed acknowledgment for the Attorney-in-Fact updating the current performance bond.
  - b. should a new bond be required, please contact this office for additional documents required for a new bond substitution.
4. A check made payable to the Board of County Commissioners for \$645.

**Please remember that all items must be submitted together as a complete package.**

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