July 16, 2024

**PLANNING APPLICATION / ENTITLEMENT TIME EXTENSION NOTIFICATION**

If your approved planning application/entitlement expired or will expire between the dates of **March 17, 2020, to August 28, 2024**, you may be eligible for a time extension.[[1]](#footnote-1)

To apply for a time extension, you will need to complete the following tasks:

1. Fill out a [Planning Application](https://www.slocity.org/home/showpublisheddocument/2480/637472775742600000).
2. Provide a Written Request for a one-year extension. Be sure to include the Project Address, Planning Application Number, and Resolution Number, if applicable.
3. Submit the Planning Application and Written Request to planning@slocity.org. Please note it may take 3-5 business days before you are contacted by City Staff.
4. Once contacted by City Staff, you will need to pay an application fee (25% of the current fee for the application type (e.g. Development Review - Moderate)). See the City’s [Comprehensive Fee Schedule](https://www.slocity.org/home/showpublisheddocument/35267/638460892406270000) for current fees.

**IMPORTANT:** Applications (including payment of fees) must be submitted and received prior to August 28, 2024, to be eligible for a time extension. No exceptions.

**PAYMENT OPTIONS**: City staff will contact you once they receive your application and will send you an invoice for your time extension Request. You may pay in the following ways:

In Person Payment: Visit the Community Development Department at 919 Palm Street, Monday and Wednesday between 1:00 p.m. and 4:00 p.m., and Tuesday and Thursday between 9:00 a.m. and 12:00 p.m. In person payments can be made in cash, check, or credit/debit card.

Payment Online: Visit the City of San Luis Obispo Permit Portal at: <https://infoslo.slocity.org/EnerGov_Prod/selfservice#/home> to pay the invoice online. Once on the Portal, click “Pay Invoice.” A new page will open up and allow you to enter the invoice number in the “Search Bar” and click on “Search.” On the next page that opens, select “Pay Now” and fill out the required information. Once you have paid, email planning@slocity.org and inform staff that payment has been made.

Payment by Phone: Call our main line 805-781-7170, please press option #6 to speak with a staff member to process a credit card payment.

1. On March 4, 2020, the Governor proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19. On March 17, 2020, the City Council adopted Resolution 11099 (2020 Series) proclaiming a local emergency and affirmed and continued its proclamation of local emergency to extend through the duration of the declared State and/or County proclamations of emergency. On July 6, 2021, Council adopted Resolution No. 11264 (2021 Series) that granted various enforcement moratoriums and permit extensions, including planning applications, for the purpose of economic recovery and the protection of the public health, safety, and welfare. In February 2023, Council adopted Resolution 11396 (2023 Series) terminating the Declaration of a Local Emergency for the COVID-19 Pandemic, effective February 28, 2023. The termination of the Local Emergency implemented an 18-month time extension for discretionary approvals. [↑](#footnote-ref-1)