

## Exhibit D

### City of Mountlake Terrace

#### CIVIL SITE CONSTRUCTION PERMIT TIME LIMITS AND EXTENSIONS

Applications for Construction Permits (MTMC 13.50.020.F)

1. Must conform with:
  - the City's Comprehensive Plan,
  - ordinances,
  - adopted standards,
  - **applicable** conditions of approval and
  - mitigation measures
  
2. Expiration of plans in review:
  - **Permit applications and plans expire when the applicant has taken no meaningful action within 180 days of:**
    - a. the date of application, or
    - b. the date of the most recent written directive from the City's plan reviewer.
  - Plans may then either be returned to the applicant or destroyed by the City Engineer.
  - To renew action on any application after expiration, the applicant shall resubmit applications and plans and pay new filing and plan check fees.
  
3. Time extension:
  - The City Engineer may extend the time period a maximum of 180 days for plans in review
  - The applicant must make a formal request and show in writing that circumstance beyond the control of the application prevented the applicant from taking action
  - The extension may be granted only once
  - The applicant shall pay a time extension processing fee of \$260 (MTMC 13.50.030.D, an hourly fee in accordance with the adopted City fee schedule).
  
4. Approved plans:
  - Upon completion of review for conformance with item 1 above, the approved plans shall be signed and dated by the City Engineer or his/her designee
  - Signed plans expire 180 days after date of signature if the permit is not issued
  - Time extension requests for approved plans are to follow the same guidelines as for plans in review described under item 3 above.

5. Issued Permits:
  - Such permit(s) become null and void when either:
    - a. construction in not commenced within 180 days of date of permit
    - b. construction is suspended for 180 days once begun
  - Time extension on an unexpired permit - See guidelines under item 3 above
  
6. Validity of Permit (MTMC 13.50.020.E):

Issuance of a permit based upon approved plans does not prevent the City Engineer from requiring correction of errors when in violation of City codes