**Application Log for 60-Day Rule, LMC Model Form**

*League staff thoughtfully develops models for your city’s consideration. Models should be customized as appropriate for an individual city’s circumstances in consultation with the city’s attorney. Helpful background information on this model may be found in* [“Zoning Guide for Cities”.](https://www.lmc.org/resources/zoning-guide-for-cities/)

**This icon marks places where the city must customize the model. They offer additional provisions, optional language, or comments for your consideration. The icon, and language you do not wish to include, should be deleted from this model before use. Make other changes, as needed, to customize the model for your city.**

*Boxes A, B, C and E will always be filled out. Whether the other boxes are filled out depends on the city’s procedures and the fate of a specific application. Cities may also wish to jot down the tentative dates of applicable planning commission and city council meetings when the application is received to assure the deadlines will be met.*

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| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| Application number | Applicant | Date city received application | Date missing information notice sent to applicant | Date 60-day time limit runs | Date applicant was notified of extension | Deadline for city action under extension or waiver | Date city approved or denied the application | Date city sent response to applicant |
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***Column D:*** *If the city gives such notice, it must do so within 15 business days after the date in Box C. If the time clock is “restarted” by such notice, assign the application a new number and record all subsequent deadlines on a new line.*

***Column E:*** *To calculate the 60-day limit include all calendar days.*

***Column F****: If the city opts for an extension, it must notify the applicant before the 60-day time period ends. The date in Box F must come before the date in Box E.*

***Column H:*** *The city must act before the deadline. The date in Box H must come before the date in Box E, or if applicable, Box G.*

***Column I:*** *List the date that the city sent notice of its action to the applicant. It is best if the city not only takes action within the time limit, but also notifies the applicant before the time limit runs.*