**Restarting 60-Day Timeclock Letter, 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.**

*If an application is incomplete, the City may restart the timeclock by sending notice within 15 business days of receipt of the request telling the applicant “what information is missing.” A new letter should be sent whenever additional information is submitted if all required information has not been received*.

Date: \_\_\_\_\_\_\_

Name of Applicant: \_\_\_\_\_\_\_

Address of Applicant \_\_\_\_\_\_\_

Dear Applicant:

*In the blanks insert first the date, then the city name, then the name of permit or application type requested and lastly the department staff (such as planning staff) that will review it.*

On \_\_\_\_\_\_\_, the City of \_\_\_\_\_\_\_ received your request for \_\_\_\_\_\_\_. Your request has been reviewed by the \_\_\_\_\_\_\_ Department staff. We have determined that the following required information is missing:

*List in detail each missing item that is required “by a previously adopted rule, ordinance or policy” of the City.*

Your application will not be processed and the time period under Minn. Stat. § 15.99 will not begin until all of the required information is received by the City.

Sincerely,

\_\_\_\_\_\_\_

*Signature should be by the Planning Director or other appropriate staff member with their title*.