



HERITAGE TAX EXEMPTION EXTENSION REQUEST FORM HERITAGE COMMISSION, CITY OF PLANO



Part 1: Extension Request

I, _____, would like to formally request an extension of the deadline to complete 'Poor' rated repairs as listed in the most recent Heritage Tax Exemption Inspection Report for the property located at _____ for the following reason(s):

- Cost estimates or other information indicating the repair required is more substantial than initially expected.
- Documentation that the issue is being addressed as part of a larger series of repairs or improvements that may require additional time to complete than allowed by the deadline established in the inspection report.

Part 2: Explanation and Supporting Documentation

Please explain the specific circumstance and attach any photos or other documentation to support your request:

Part 3: Information of the property owner

Name _____ Individual Partnership Corporation Other

Mailing Address, City, State, Zip Code _____

Email _____ Phone _____

Signature _____ Date _____

Part 4: Inspection Report Related Extension Request Guidelines

Sec. 20-63. – Extension Request

- 1) An applicant may submit a request to extend the deadline to complete a required repair to the Heritage Commission. Requests shall be submitted in the form of a signed letter to the Heritage Preservation Officer by October 31 of the current year.
- 2) The Heritage Commission shall hold a public hearing to consider the extension request by December 31 of the current year. The Heritage Commission may grant an extension to the deadline if it is determined that extenuating circumstances exist, as generally described in Section 20-62(b) and 20-62(c) of this division.
- 3) Extensions shall be granted in one-year increments from the originally established deadline

Extension Request Deadline: October 31 of Current Year

The Heritage Tax Exemption Ordinance can be accessed at <https://www.plano.gov/2737/Tax-Exemption-Program>