

### **Administrative rules for the Expiration of Alteration Certificates**

The Landmarks Preservation Advisory Board (the "Board") may impose a time limit for the applicant to apply for a building permit that conforms to an approved alteration certificate under the provisions of Subsection 9-11-17 (b), B.R.C. 1981;

For the purposes of this rule, the "Board" includes both the Landmarks Preservation Advisory Board and the Design Review Committee of the Board; and

These rules are intended to impose reasonable time limits and are adopted by the Board under the rulemaking procedures set forth in Chapter 1-4, B.R.C. 1981.

NOW, THEREFORE, the Landmarks Preservation Advisory Board adopts the following rules for the expiration of alteration certificates:

1. Expiration Period. An approved alteration certificate will be valid for the purposes of applying for a building permit for a period not to exceed 180 days from the date of issue of the alteration certificate. An alteration certificate shall expire if the building permit has not been applied for within 180 days from the date such alteration certificate is approved. If an alteration certificate expires, a new alteration certificate shall be first obtained before an applicant may apply for a building permit.

2. Initial Approval Period. The Board may extend the initial approval period for a length of time greater than 180 days for good cause.

3. Extensions. Any person holding an unexpired alteration certificate may apply for an extension of the time within which to apply for a building permit under that alteration certificate when such person is unable to commence work within the time required by this rule for good and satisfactory reasons. The city manager may extend the time for action by the applicant for a period not exceeding 180 days on written request by the applicant showing that circumstance beyond the control of the applicant have prevented action from being taken. No alteration certificate shall be extended more than once.

4. Effective Date of Rule. This rule shall apply to alteration certificates approved after the effective date of this rule.

ADOPTED by the Landmarks Preservation Advisory Board as an administrative rule, this 1<sup>st</sup> day of March, 1995.

[signed]  
Lara Ramsey  
Secretary to the Board