

**ON APPLICANT'S LETTERHEAD**

*Insert Date*

City of Bee Cave  
Planning & Development Department  
Bee Cave City Hall  
4000 Galleria Parkway  
Bee Cave, TX 78738

RE: Waiver of Right for 30-Day Action

ATTN Planning & Development Director:

As the representative of *(insert the project name)*, City project number *(insert MPN Project number)*, I hereby waive the right for action on the *(insert type of plat – preliminary, final, replat, etc. or subdivision construction plans)* for *(insert subdivision name, & block and lot if applicable)* within thirty (30) days of the date of the Certificate of Completeness for the application. The Certificate of Completeness for this application was issued on *(insert date)*. The *(plat/subdivision construction plans)* and associated documents will be resubmitted to the City via [MyGovernmentOnline](#) no later than ten (10) business days prior to the scheduled Planning and Zoning Commission meeting to provide adequate time for staff review.

Sincerely,

*Insert Printed Name and Signature of Applicant*