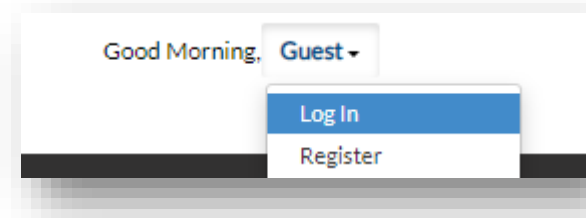


Withdraw an Application

For an existing permit or plan

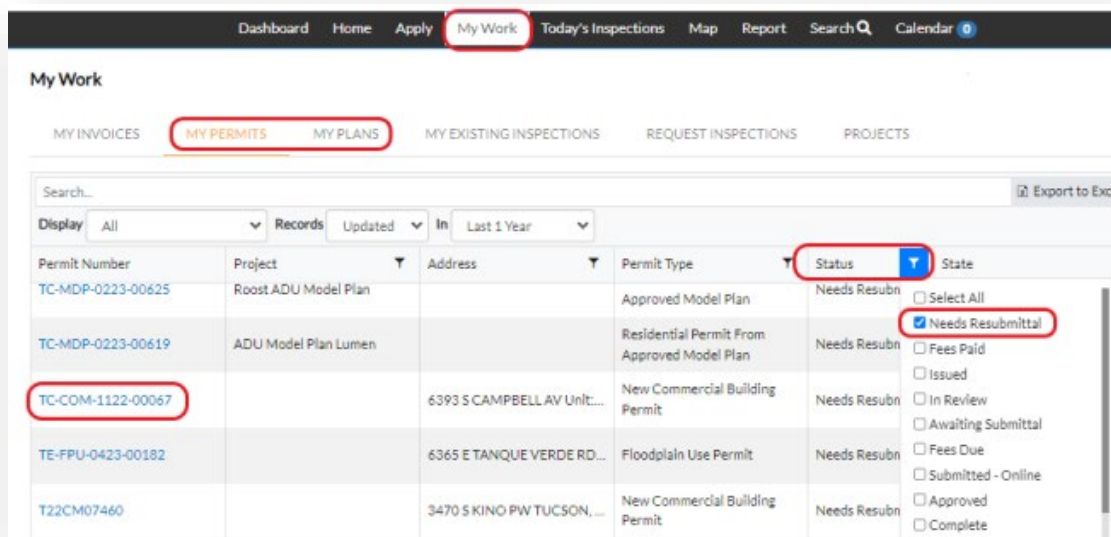


1. Go to [TDC Online](#), for best results use a Google Chrome browser.
2. **Register** or **Log In**, using your email address.

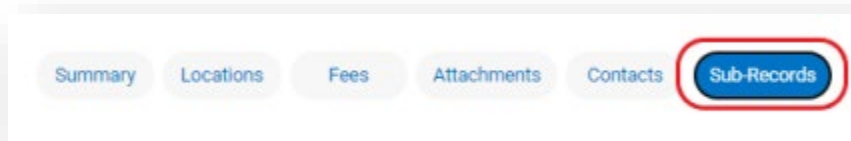


Locate an Existing Application

1. Click the **"My Work"** tab or use the search bar to locate the permit or plan.
2. Use the "Status" filter if needed.
3. Click the **blue permit or plan number hyperlink** to go to the details screen.



4. Click the **"Sub-Records"** tab.



5. Select “Apply”.

The screenshot shows a web interface with a table titled "Existing Sub-Records". The table has columns for "Record Number", "Type", and "Status". Below the table, there is a section for "Remaining Sub-Records" with a table containing two rows. The first row is "Request Address Change for Existing Permit/Plan" and the second row is "Request Withdrawal of Existing Permit or Plan". Both rows have an "Apply" button in the "Action" column. The "Apply" button for the second row is highlighted with a red circle. At the bottom, there is a pagination bar showing "Results per page 10" and "1 - 2 of 2".

If you do not have the option for withdraws, please email pdsdinquiries@tucsonaz.gov and request that it be added. NOTE: The image above does not have the option to request an extension.

6. Enter a reason for the request into the **description field**.

7. Fill out all required fields.

The screenshot shows a form titled "Apply for Plan - Request Withdrawal of Existing Permit or Plan". The form has a progress bar with three steps: "1 Type", "2 Contacts", and "3 More Info". The "Type" step is selected. Below the progress bar, there is a section for "PLAN DETAILS". The text reads: "Please state the reason for your request to withdraw completed or inspections have been performed this of fees may be required before the project can be wi". Below this text, there is a dropdown menu for "Plan Type" with the selected option "Request Withdrawal of Existing Perm". Below the dropdown menu, there is a text area for "Description" with the text "Please withdraw this application." The text area is highlighted with a red circle.

Once the request is received, staff will review any fees due before the request can be completed. Email reminders for expiration are sent 30, 14 and 3 days before the expiration date on the application summary.

The screenshot shows a summary card for an application. The card contains the following information: "Type: Development Package", "Status: Fees Due", "Project Name:", "Applied Date: 01/24/2023", "Issue Date:", "District: Ward 6", "Assigned To:", and "Expire Date: 01/24/2024". The "Expire Date" is highlighted with a red circle.