



A Tradition of Stewardship
A Commitment to Service

REQUEST FOR EXTENSION

Extensions are granted at the discretion of the Code Enforcement Officer on active pending code cases provided the applicant has a justifiable cause, and abatement of the violation will occur within the extended time frame. Please complete the form below and submit it to our office prior to your abatement date. Please be advised that extensions are only granted a maximum of 30 days. Subsequent extensions may be considered with a justifiable cause and require a new submittal of this form.

(Please Print Clearly)

PROPERTY DESCRIPTION

APN# <input type="text"/>	Case #: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Street Address: _____	Abatement Date (This date can be found on the Notice of Violation you received): _____
Suite/Unit #: _____ City: _____ Zip: _____	

PRIMARY CONTACT

Name: _____	I am the: Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/>
Mailing Address: _____	City: _____ State: _____ Zip: _____
Phone: _____	Fax: _____ Email: _____

Please use the space below and on the back of this form to provide a justifiable cause for your need for an extension. Be sure to sign and date the form below. If you'd prefer, you may provide your request in a separate letter. **Your request will not be accepted without a signature and date.**

Signature: _____ Date: _____

FOR OFFICE USE	Determination	Payment Received
Req Received Date	DD Date:	New exp date:

