



CODE COMPLIANCE DIVISION EXTENSION REQUEST FORM

Date: _____

Case Number: _____

Property Address: _____

Dear Village Code Compliance Supervisor:

I have recently received a warning notice for a code violation on my property. I am requesting additional time to comply because:

I would like to request an additional _____ day to comply and plan to bring this site into compliance by (action plan):

I understand that my failure to comply within this time frame will result in the issuance of a civil citation.

Thank you for your attention to this matter.

Sincerely,

Signature

Print Name

Phone Number

E-mail Address and Fax Number

Office Use Only

Extension Granted Until: _____

Extension Denied: _____

Code Compliance Officer or Inspector: _____