



THE CITY OF URBANA, OHIO  
 CODE ENFORCEMENT & ZONING DIVISIONS  
 P: (937) 652-4322 F: (937) 652-4306

**FORM: EXTENSION REQUEST**

<i>Office Use Only</i>	
<b>Date Received:</b>	_____
<b>Approved</b> ____	<b>Denied</b> ____
<b>Authorization:</b>	_____
<b>New Deadline:</b>	_____

**FORM PURPOSE**

<b>This official document DOES:</b>
Acknowledge to and admit to the activities/conditions constituting violation in the Notice; and,  Request additional time to totally abate the activities/conditions constituting violation in the Notice because the hardship noted on this form prevents total abatement by the Notice Deadline.

<b>This official document DOES NOT:</b>
Serve as an appeal; and,  Guarantee an extension will be granted. (Any and all violations are to be resolved immediately, regardless of a pending extension request.)

**AUTOMATIC DENIAL**

Incomplete or incorrect applications shall be denied. Applications with false information shall be revoked. Applications received after the Notice Deadline shall be denied.
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**CONTACT INFORMATION**

Address of Violation(s):	_____	
Your Name:	_____	
Your Mailing Address:	_____	
Telephone:	Fax:	Email:

**NOTED HARDSHIP**

Hardship delaying the total abatement of the conditions/activities constituting violation in your Notice:

**NOTICE INFORMATION**

Notice Date:	_____
Notice Deadline:	_____
Additional Time Requested (Max 30 days):	_____

The undersigned agrees to the "Form Purpose" and agrees to totally abate the activities/conditions constituting violation in the Notice by the "New Deadline" established by City of Urbana staff.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date