



Extension Requests Codes Compliance Assistance Department

This document does not guarantee that extensions will be granted. Each extension request is reviewed on a case by case basis and is granted or denied based on the specific circumstances.

- Requests must be submitted in writing to the Department prior to the violation notice compliance date.
- The maximum extension of time an investigator is authorized to grant is 30 days from the original compliance date of a violation notice or 15 days from the compliance date of an addendum to the violation notice.
- Violations such as overgrowth, junk/rubbish, prohibited outdoor storage, and inoperative motor vehicles are usually not eligible for an extension.
- Health/safety hazards such as residential/occupied-no water, visibility triangle violations or unsafe electric disrepair **are not eligible** for extensions of any kind.

Exceptional Extensions

- Each exceptional extension of time granted will not exceed 30 days. The five conditions eligible for exceptional extensions of time are:
 - **Assistance** - The owner has applied for an assistance program (operated or endorsed by the City, or known to CCAD) which will resolve the violations;
 - **Permits** - The owner or his/her contractor has applied for or obtained a permit which addresses the violations, AND there is reasonable ongoing work in progress toward resolving the violation;
 - **Other Action in Process** - The owner is working through a City process that, once complete, will result in compliance. Examples are: 1) application has been verified to the Board of Adjustment (not just a property card interpretation) or the Environmental Development Commission, 2) the owner has scheduled a Certificate of Occupancy inspection that will complete the C.O. process, or 3) there is active court action (where the outcome of the action will directly further the goal of compliance);
 - **Significant Work in Process** - Based on the rate of readily observable completed work, the owner has demonstrated to the investigator that all work will be completed within 60 days of the original compliance date;
 - **Medical Emergencies** – One exceptional extension may be granted for properties where one individual person is a responsible party for the property and makes a significant difference in resolving the violation(s), and that person has experienced an obvious serious physical disability or medical emergency that prevents them from resolving the violations. “One individual person” in this context means this criteria would not apply to a business entity.



CODES COMPLIANCE EXTENSION REQUEST

DATE: _____

TO: _____
(INVESTIGATOR)

RE: _____
(VIOLATION ADDRESS)

CASE #: _____

In reference to the case indicated above, as the property owner or duly authorized agent, I am requesting an extension of time for the following reason(s):

The amount of additional time I am requesting is _____ days.

Property Owner/Agent Name (Print)

Property Owner/Agent Signature

Owner's Mailing Address _____
(If different from violation address)

Telephone Number(s): Home (_____) _____

Work (_____) _____

Mobile (_____) _____