



Construction/Development  
Related Permit



Date	_____
Tracking Number	_____

# SERVICE CUT PROJECT TIMELINE LETTER

Type of Letter:                      Request for Extension of Existing Permit Time                      Project Completion Notice

## APPLICANT INFORMATION

Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Title \_\_\_\_\_

## 90 DAY EXTENSION REQUEST (check if applicable)

In conjunction with Permit Number \_\_\_\_\_ of \_\_\_\_\_ (Agency name), we are requesting an extension of 90 days to the existing permit to allow for completion of work.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## PROJECT COMPLETION NOTICE (check if applicable)

Please be advised that \_\_\_\_\_ (Agency name) has completed restoration pursuant to Permit Number \_\_\_\_\_ for site location(s):

## REMARKS

Should you have any further questions, please call.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_