

**City of Southfield, MI --- PERMIT EXTENSION REQUEST FORM (Page 1 of 2)**

<b>Section 1 of 3 - General Information<sup>(+)</sup></b>				
<b>REQUESTING EXTENSION<sup>(1)</sup></b>			<b>Date Submitted (mm/dd/yyyy):*</b>	
<b>Company Name:</b>				
<b>Company Address:</b>				
<b>City:</b>		<b>State (XX):</b>		<b>Zip Code:</b>
<b>Primary Contact (Name, Title):</b>				
<b>Phone:</b>		<b>Email:</b>		
<b>Emergency Contact (Name, Title):</b>				
<b>Phone:</b>		<b>Email:</b>		
<b>UTILITY COMPANY (Permit Owner)<sup>*(1,2)</sup></b>			<b>Same as Requesting Extension?<sup>*(1)</sup></b>	
			<input type="radio"/> YES <input type="radio"/> NO	
<b>Company Name:</b>				
<b>Company Address:</b>				
<b>City:</b>		<b>State (XX):</b>		<b>Zip Code:</b>
<b>Primary Contact (Name, Title):</b>				
<b>Phone:</b>		<b>Email:</b>		
<b>Emergency Contact (Name, Title):</b>				
<b>Phone:</b>		<b>Email:</b>		

<b>Section 2 of 3 - Reference Information<sup>*(+)</sup></b>			
<b>PROJECT DETAILS<sup>(3,4)</sup></b>			
<b>Permit Number:</b>		<b>Bond Number:</b>	
<b>Extension Number:</b>	<input type="radio"/> First <input type="radio"/> Second <input type="radio"/> Other (please specify in Notes section below)		
<b>Permit Extension Fee (\$):</b>	Included: <input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A		
<b>Payment Type<sup>(5)</sup>:</b>	<input type="radio"/> Forfeit from Bond <input type="radio"/> Check <input type="radio"/> Other (Please Specify):		
<b>Notes:</b>			
<b>ADDITIONAL DETAILS</b>			
Please briefly describe why this permit extension is being requested:			

<b>ENGINEERING DEPARTMENT USE ONLY</b>	
<b>Notes:</b>	

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Section 3 of 3 -Additional Material* <sup>(+)</sup>	
ATTACHMENTS	
Please check all items that have been included as part of this permit application <sup>(6)</sup> :	
<input type="radio"/>	<b>(A)</b> Please provide a list of all contractors and/or subcontractors involved in the work requested for an extension. Information requested in Section 1 of 3 (General Information) should be provided for each
<input type="radio"/>	<b>(B)</b> If a designated entity is requesting a permit extension on behalf of the permit owner, please include documentation from the permit owner authorizing such action.
<input type="radio"/>	<b>(C)</b> If fees are being submitted associated with a permit's status or a request for an extension, please provide a description of these fees.
CERTIFICATION	
The below signer has the express permission of the permit owner to request an extension for work related to the Permit and corresponding Bond identified in Section 2 of 3 (Reference Information) and verifies that statements made in this request form and attached material are true and correct to the best of their knowledge.	
Signature: _____	Name: _____
Date: _____	

REFERENCES
<p><b>(*)</b>: Required fields. If a section heading is marked as required, all subsection fields are required.</p> <p><b>(+)</b>: If a field does not have sufficient space to list requirements, please include an attachment with the necessary information. Attachments should clearly indicate the name of the field for which the information is being provided.</p> <p><b>(1)</b>: If a designated entity is requesting an extension on behalf of the permit owner, please fill out both sections. If a permit owner is applying for an extension regarding work they are completing, please mark "YES" for "Same as Requesting Extension" and fill out "Utility Company (Permit Owner)" section.</p> <p><b>(2)</b>: For any work in the city right-of-way that is covered under the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, this information should be filled out for the entity that ultimately holds such an agreement with the city.</p> <p><b>(3)</b>: An extension request form is required for each individual permit. Unless specifically authorized by the City Engineer, no more than 2 extension requests will be approved for a given permit.</p> <p><b>(4)</b>: Please see the permit application procedures and guidelines for extension request fees. PLEASE NOTE: If a Utility Company (Permit Owner) is exempt from these fees, please attach documentation explaining the exemption with any relevant references cited.</p> <p><b>(5)</b>: If an entity other than the bond holder is submitting this request form and requesting that a fee be forfeited from an existing bond, documentation must be attached demonstrating that the bond holder has agreed to such action.</p> <p><b>(6)</b>: If an attachment is not required due to any conditions within the permit application procedures and guidelines or this request form, please state the purposeful omission of an attachment, referencing the corresponding attachment letter (for example: Attachment A).</p>

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Notes:	