

# REQUEST FOR EXTENSION OF APPLICATION PERIOD

## IMPORTANT NOTICE

**Notice:** Pursuant to the Denver Revised Municipal Code (D.R.M.C.) section 32-2(c), your license application will be administratively closed because it has been pending for one (1) year or more. At the Director's discretion, the application may be extended beyond the one-year time period if the applicant can produce **documentary or other empirical evidence** to establish good cause for the failure to complete the application process. Pursuant to D.R.M.C. §32-2(c), "good cause" means that the failure to complete the application process occurred due to circumstances outside of the applicant's control.

Please include a brief description of the status of your application **AND attach documentary or empirical evidence that supports your extension request.** Such documentation may include, by way of example only, general contractor letters, construction permits, contracts, ROW applications, or BOA documents. **To be eligible for an extension, you must submit this form and supporting documentation to EXLApplications@denvergov.org within thirty (30) days of the mailing date of the expiration notice letter. Be advised that the Director will only consider documents and evidence included or attached hereto, and deny any incomplete application.**

## Applicant Information

Application to Amend:  New Application  Transfer of Ownership  Change of Location  
 Modification of Premises  Change of Corporate Structure

Entity Name: \_\_\_\_\_ Trade Name (If applicable): \_\_\_\_\_

Business File No: 20\_\_\_\_ - BFN - \_\_\_\_\_ License Type: \_\_\_\_\_

Application Date: \_\_\_\_\_

Requested Extension Period: \_\_\_\_\_

Responsible Party: \_\_\_\_\_  
*Title First Last*

\_\_\_\_\_  
*Mailing Address*

\_\_\_\_\_  
*Email Address*

(\_\_\_\_) \_\_\_\_\_

*Phone*

## Explanation of Good Cause

## Applicant's Declaration and Signature

I hereby request an extension of my license application beyond the one year time-period. **I understand that to be eligible for extension I must (1) complete the above information and submit an executed copy of this form to EXLApplications@denvergov.org; (2) submit an updated application packet in person to the Department of Excise and Licenses; (3) attach documentation that supports my extension request, and (4) complete these requirements within thirty (30) days of the mailing date of the notice letter.** I understand that the Department will recognize faxed signatures or signatures sent by pdf, and that such executed copy of this request is authorized to create an effective original hereof and shall have the full force and effect of an original executed instrument.

**I hereby certify that I am an authorized representative of the Applicant, that I have read the above information, and that all information provided, as well as any attachments hereto are true, accurate, and complete to the best of my knowledge.**

SIGN HERE: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT: \_\_\_\_\_ Title: \_\_\_\_\_