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 ☐Transfer 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. I understand that to be eligible for extension I must:
(1) fill out this application form completely
(2) provide documentary or other empirical evidence demonstrating the good cause for the extension request
(3) provide copies of the associated lease, and for marijuana businesses, an alarm permit, and alarm monitoring contract
(4) e-mail all of these documents to EXLApplications@denvergov.org within thirty (30) days of the application expiration

I understand that the Department will recognize 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.

IF YOU HAVE NOT RECEIVED CONFIRMATION OF RECEIPT OF YOUR APPLICATION WITHIN 7 DAYS OF SUBMISSION, PLEASE E-MAIL EXLAPPLICATION@DENVERGOV.ORG TO CHECK ON THE STATUS.

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: _____