

City of Lake Alfred  
120 E. Pomelo Street  
Lake Alfred, FL 33850



Phone: (863) 291-5748

[www.mylakealfred.com](http://www.mylakealfred.com)

**Community Development**

Building | Code Enforcement | Planning | Zoning

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## Request for Extension of Processing Time

Name of Project: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Request for Extension of Processing Time:

As the Applicant/Agent for Applicant for a development order or development permit from the City of Lake Alfred, I hereby request the following:

- An extension of \_\_\_\_\_ days for City staff to complete initial and/or revised application reviews (**up to 30 additional days**)
- An extension of \_\_\_\_\_ days for the Applicant/Agent for Applicant to submit additional information to correct an application deficiency (**up to 60 additional days**)
- An extension of \_\_\_\_\_ days for the City to issue final action approving, approving with conditions or denying an application (**up to 90 additional days**)
- An extension of \_\_\_\_\_ days to all statutory processing time limits due to the following special or extraordinary circumstances or force majeure event:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(attach additional sheet(s) if necessary)

- A complete waiver of all statutory processing time limits.

\_\_\_\_\_  
Signature of Applicant or  
Authorized Agent for Applicant

\_\_\_\_\_  
Date

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**City Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Approved/Denied: \_\_\_\_\_