



Extension Request

Registered utility providers with an issued Right of Way Permit to conduct work within public Right of Way (ROW) must complete this form to request an extension of a permit expiration date, pursuant to the ROW Construction Management Ordinance 19-2439.

REQUIRED INFORMATION

Permit Number: _____ - _____ (eight digits)

Construction Work Location: _____

All remaining construction for the referenced permit is anticipated to be complete on:

____ / ____ / ____
Month / Date / Year

Does this request include revisions to the original scope of work? YES or NO

Estimate percentage of overall completion of the work (0 to 100): _____ %

Describe the source of any unexpected delays and the work that remains to be completed:



CONTACTS

Extension request submitted by:

Company: _____

Applicant Name: _____

Applicant Phone Number: (_____) _____ - _____

Applicant E-MAIL: _____

SUBMITTING AN EXTENSION REQUEST

As construction work under an expired permit is not permissible, extension requests should be submitted at least five business days prior to the permit expiration date.

Instruction for submitting an extension request:

- Complete all fields of this **Extension Request Form**. Omissions may result in delays or denial of the request.
- Attach the complete **Extension Request Form** to the permit documents in e-TRAKiT. Refer to the e-TRAKiT user guide for additional direction on attaching files, if needed. The user guide is available on the login screen, here: <https://dntn-trk.aspgov.com/eTRAKiT/>

Review process:

- Extension requests will be processed within 5 business days of attachment as above, with a written response in the review tab of the permit record. Requests will be considered denied if not approved by the City of Denton Public Works Inspection Division in writing.

For additional assistance, contact:

City of Denton
Development Services Center
401 North Elm Street
Denton, Texas 76201
(940)349-8910