



LETTER of INTENT to CORRECT and NOTICE of EXTENSION

APPLICANT SHALL COMPLETE SECTIONS 1 - 10

1. LOCATION ADDRESS: _____

2: OWNER NAME: _____

3. ORIGINAL DUE DATE: _____ 4. REQUESTED DUE DATE: _____

Timely contact has been received from, and evidence found that due diligence is being exercised by the property owner, tenant or authorized agent in the City of Salina Sidewalk Code violation case referenced above. The property owner, tenant or authorized agent has also presented information that due to individual circumstances or the force of nature, complete correction cannot take place within the original compliance period, by the "due date".

The Department of Public Works hereby issues an extension of time to comply with the Official Order to correct Code Violation. The property owner, tenant or authorized agent and Public Works officer agree by their signatures below to the extension date, per attached copy of the Official Order to correct Code Violation.

5. AGREEMENT

I/we _____ **hereby agree to complete corrective action** required by the above referenced Official Order to correct Code Violation, on or before the "New Due Date" listed below, and understand that if required action(s) are not complete by that date, repairs may be made by the City of Salina, Kansas, by force account or by contract, and the cost of said repairs will be assessed against the above described property, including an administrative fee per abatement.

6. ADDITIONAL PROVISIONS(S)

Standards for "due diligence" (List due diligence performed - phone call, personal visit, etc. List corrections to be made. Add additional pages as needed)

7. Signature, owner, tenant or agent

8. Date

9. Print name of owner, tenant, or agent

10. Daytime phone # or e-mail address

PUBLIC WORKS USE BELOW THIS LINE

11. New Due Date Approved: _____

Signature, Public Works official

Date