

**YOUR REQUEST LETTER SHOULD AT A MINIMUM INCLUDE ALL OF THE FOLLOWING INFORMATION AND ANY OTHER EXPLANATION OR REASONING THAT YOU FIND APPROPRIATE FOR INCLUSION.**

(Date)

Ms. Suzanne Konchan  
Growth Management Director  
St. Johns County  
4040 Lewis Speedway  
St. Augustine, FL 32084

**RE: Request for Two-Year Extension**

Dear Ms. Konchan,

On behalf of (*applicant's name*), I would like to request a two year extension in accordance with Senate Bill 360, Section 14 for (*list project name and all associated case number(s) which you are seeking SB 360 extension*). I am a valid permit holder for this/these permit(s), which is/are set to expire (list all associated expiration date(s)).

Pursuant to Section 14 of Senate Bill 360, our anticipated timeframe for acting on the permit is \_\_\_\_\_.

Sincerely,