

**SUBJECT: Administrative Extension**

**DATE: November 1, 2001 - Revised 09-01-06**

**Legal Authority:** 22-4-5(a)

The Secretary may grant an administrative extension for the renewal of an existing permit for a period not exceeding one year.

Administrative extensions shall be approved by the regional Permit Supervisor and may only be granted for good cause. (Examples include: additional time requested to comply with new permitting requirements; mining is completed and final release is expected within one year after expiration date, etc.)

Multiple extensions may be granted so long as the total period of extension does not exceed 1 year within the five-year renewal period.

When a permit renewal is approved that has received an administrative extension, the new expiration date will be five years from the original expiration date of the permit (not five years from the date of the administrative extension).

Sample Approval Letter for Administrative Extension

Date

Applicant Name

Street Address \_\_\_\_\_

Re: Permit #

City, State Zip \_\_\_\_\_

Administrative Extension

To Whom It May Concern:

Administrative extensions may be granted for the renewal of existing permits to allow for the processing of the application. This permit expired on \_\_\_\_\_, 20\_\_\_\_, therefore, an administrative extension is granted until \_\_\_\_\_, 20\_\_\_\_.

Please note that this extension does not change the original expiration date of \_\_\_\_\_, 20\_\_\_\_. It simply allows time to complete the necessary requirements. If you should have any questions, please feel free to contact our office.

Sincerely,

Name

Permit Supervisor

Cc: Inspector  
Consultant