

Submit To:  
CHIEF ENGINEER  
Division of Water Resources  
Kansas Department of Agriculture  
1320 Research Park Drive  
Manhattan, Kansas 66502-5000  
<http://agriculture.ks.gov/dwr>

**KANSAS DEPARTMENT OF AGRICULTURE  
DIVISION OF WATER RESOURCES**

**REQUEST FOR AN EXTENSION OF TIME  
TO COMPLY WITH ORDER OF THE CHIEF ENGINEER**

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**This form is used to request an extension of time in which to install a flow meter as required by a special order of the Chief Engineer.**

**Please provide a complete and thorough reason below as to why an extension of time is needed. If more space is needed, please attach additional pages.**

File No(s): \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

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I, the holder of a permit issued by the Chief Engineer of the Division of Water Resources pursuant to the above referenced file, hereby certify that the information on this form is correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_ ID: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SSN or Taxpayer

<b>For Office Use Only: Code</b> _____ <b>Fee \$</b> _____ <b>TR #</b> _____ <b>Receipt Date</b> _____ <b>Check #</b> _____
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## Explanation

1. The meter order of the Chief Engineer identifies the deadline for compliance.
2. If, for good reason, meter installation is not going to be completed by the stated deadline, an extension of time must be requested. Use the form on the reverse of this explanation. Things that should be addressed in your plea for an extension are:
  - A. The progress that has been made to date.
  - B. The reason the diversion works will not be completed by the deadline date.
  - C. The amount of time before compliance will be completed.

**NOTE: Request should include a contract from meter installer stating the meter has been purchased and the estimated date which it will be installed.**
3. Further instructions:
  - A. Use extra pages as required.
  - B. Attach any supporting information for your request.
  - C. Be sure to sign and date your request

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If you have any questions, please contact the field office in your area:

**Topeka**

6531 SE Forbes Ave., Ste B  
Topeka, KS 66619

(785) 296-5733

**Stafford**

300 South Main St.  
Stafford, KS 67578

(620) 234-5311

**Stockton**

820 South Walnut  
Stockton, KS 67669

(785) 425-6787

**Garden City**

2508 Johns Street  
Garden City, KS 67846

(620) 276-2901