



CITY OF MURRIETA

Development Services Department

Planning Division

1 Town Square | Murrieta, CA 92562 | 951-461-6061

www.murrietaca.gov

Extension of Time Application (DS-224)

For Planning Division Office Use Only

Case Number: _____ Date Submitted: _____ Received by: _____

PROJECT INFORMATION

Original Case Number: _____ Original Approval Date: _____

Original Project Type:

☐ Development Plan ☐ Conditional Use Permit ☐ Tentative Tract Map ☐ Tentative Parcel Map
☐ Vesting Tentative Tract Map ☐ Vesting Tentative Parcel Map ☐ Other _____

PROJECT TITLE AND DESCRIPTION

Project Name/Name of Center: _____

Previous Extensions: Yes ☐ No ☐ If yes, please note case number(s). _____

PROPERTY INFORMATION

Assessor's Parcel Number(s): _____

Approximate Gross Acreage/Net Acreage: _____ Current Zoning & GP Designation: _____

Property Address/Location: _____

APPLICANT/PROJECT MANAGER/OWNER INFORMATION

PLEASE INDICATE WHICH OF FOLLOWING WILL FUNCTION AS THE CONTACT PERSON FOR THIS PROCESS (SELECT ONLY **ONE**): Applicant/Developer ☐ Project Manager ☐ Property Owner ☐

APPLICANT/DEVELOPER

Contact Name: _____ E-Mail: _____

Company Name: _____ E-Mail: _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: (____) _____

PROJECT MANAGER (Representative for Developer)

Contact Name: _____ **E-Mail:** _____

Company Name: _____ **E-Mail:** _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____

PROPERTY OWNER

Name: _____ **E-Mail:** _____

Mailing Address: _____

Street

City

State

ZIP

Daytime Phone No: () _____

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

OWNER CERTIFICATION

I CERTIFY UNDER THE PENALTY OF THE LAWS OF THE STATE OF CALIFORNIA THAT I AM THE PROPERTY OWNER OF THE PROPERTY THAT IS THE SUBJECT MATTER OF THIS APPLICATION AND I AM AUTHORIZING AND DO HEREBY CONSENT TO THE FILING OF THIS APPLICATION AND ACKNOWLEDGE THAT THE FINAL APPROVAL BY THE CITY OF MURRIETA, IF ANY, MAY RESULT IN RESTRICTIONS, LIMITATIONS AND CONSTRUCTION OBLIGATIONS BEING IMPOSED ON THIS REAL PROPERTY.

All signatures must be originals ("wet-signed"). Photocopies of signatures are **not** acceptable.

PRINTED NAME OF OWNER	SIGNATURE OF OWNER
PRINTED NAME OF OWNER	SIGNATURE OF OWNER

If the property is owned by a Corporation, Partnership, or Limited Liability Company ("LLC"), provide documentation that the individual signing is authorized to sign on behalf of the Corporation, Partnership, or LLC.

Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.

If the property is owned by more than one person, attach a separate page that references the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

☐ See attached sheet(s) for other property owners' signatures.

Additional copies of this application may be obtained from the Planning Division's Web Page at
<http://www.murrietaca.gov/254/Planning>

FILING INSTRUCTIONS FOR EXTENSION OF TIME APPLICATION

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an Extension of Time application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

Each application submitted to the Planning Division must have the Minimum Submittal Intake Requirements (required forms and information included in the application packet) before it will be accepted for intake processing. Ensure all required documents are included in the initial submittal. Planning Division staff may reject the submittal of an application if it fails to include all the appropriate items listed in this checklist (Part A).

PART A.	Submittal Requirements Checklist
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THE FILING PACKAGE MUST CONSIST OF THE FOLLOWING ITEMS IN ORDER FOR AN APPLICATION TO BE DETERMINED COMPLETE (TO BE VERIFIED BY STAFF):

INITIAL SUBMITTAL:

- ☐ A.1 One complete and signed application form.
- ☐ A.2 The appropriate deposit fee for the application type or types. To view the Fee Schedule, go to: <https://www.murrietaca.gov/1264/Comprehensive-Fees>
- ☐ A.3 Proof of Ownership: Provide a copy of the current Grand Deed as proof of current ownership.
- ☐ A.4 Provide a written statement that justifies the necessity for the extension of time. The statement must include the reason why development and/or use of the site has not yet commenced.
- ☐ A.5 One copy of the Conditions of Approval with any applicable mitigation measures.
- ☐ A.6 Project Plans- One (1) copy of all Approved Project Plans on 11" x 17". All plans/exhibits must be folded no larger than 8 ½" x 11"

(DP, CUP, Revised DP/CUP Only)

Approved Project Plans typically consist of: Stamped approved Site Plan, Conceptual Grading Plan, Conceptual Landscape Plans, Floor & Roof Plans, Building Elevations, Color Elevations, Fire Access Plans, and Environmental Analysis.

(TTM, TPM, VTTM, VTPM Only)

Approved Project Plans typically consist of: Stamped approved Tentative Map, Conceptual Grading Plan, Conceptual Landscape Plans, Fire Access Plans, and Environmental Analysis.

(Other Permits/Entitlements)

Approved Project Plans typically consist of: Stamped approved Tentative Map, Conceptual Grading Plan, Conceptual Landscape Plans, Fire Access Plans, and Environmental Analysis.

- ☐ A.7 For Permits/Entitlements That Originally Required a Public Hearing - In order to facilitate the mailing of public hearing notices to affected properties, a complete noticing package is required. The required radius shall be pursuant to Section 16.80.060 and/or 16.94.070 of the City of Murrieta Development Code. The Director may require additional noticing, if determined necessary or desirable, or to comply with the "expanded notice" requirements of the Development Code.

Please Note: Property owner noticing requirements may vary based on the location of the proposed project site.

- a. An Assessor's Parcel Map(s) illustrating the required radius as measured from the exterior boundaries of the subject site, include all parcels within the radius and all those that intersect with the radius line. Preferred scale of the map is 1"-200 feet, 1" -300 feet, or 1"-400 feet.

- b. If more than one (1) Assessor's Parcel Map is required to identify all of the affected parcels by the proposed project, then an index map shall be included. The index map shall identify the entire area affected on ONE SHEET. The required radius boundary line must be drawn on the map and be clearly visible (Preferably in red line). Index map(s) from the Riverside County Tax Assessor's Office may be used for this purpose.
- c. Two (2) sets of gummed or adhesive labels with the name, address, and assessor's parcel number for every parcel within the required radius. These labels must be based on the latest equalized tax roll from the Riverside County Tax Assessor's Office.
- d. Include mailing labels for the property owner, applicant, and representative.
- e. A Signed certification letter from the person(s) preparing the list certifying that the information contained therein is accurate and is from the latest Riverside County Tax Assessor's Rolls.

A sample "Public Noticing Certified Property Owner's List Affidavit" is included at the back of this application.

Information to prepare the above may be obtained from the Riverside County Tax Assessor's Office. Also, local Title Companies offer this service.

PART B.	Plan Submittal Formats and Filing Requirements (Electronic & Paper)
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Submit all items noted above via the Online Permit Portal following the Electronic Plan Submittal Format Guidelines (Form DS-259). The Application Package submitted electronically will be reviewed by staff for completeness and accuracy following the Electronic Plan Submittal Format Guidelines (Form DS-259).

Provide a digital copy (PDF format) of all project files (items identified in Part A) in an electronic version (USB memory flash drive) following the Electronic Plan Submittal Format Guidelines (Form DS-259).

One hard copy of the project plans in the format identified in Part A shall be provided to the Planning Division in order for the application to be determined to be submitted complete.

PART C.	Filing Fees
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Refer to the Planning Division Fee Section of the Comprehensive Fee List for the most current fees (<https://www.murrietaca.gov/1264/Comprehensive-Fees>). Note: Additional fees may apply upon review of the application. Application fees include a review for completeness review and up to 2 technical/design submittals. Additional processing fees will apply to the 3rd and subsequent technical/design submittals. Application fees include the 1st Planning Commission Hearing. Additional hearings are subject to additional fees.

- Extension of Time Application.....See current Fee Schedule

PUBLIC NOTICING CERTIFIED PROPERTY OWNER'S LIST AFFIDAVIT
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STATE OF CALIFORNIA
COUNTY OF RIVERSIDE
CITY OF MURRIETA

I, _____, HEREBY CERTIFY THAT THE ATTACHED LIST CONTAINS THE NAMES AND ADDRESS OF ALL PERSONS TO WHOM ALL PROPERTY IS ASSESSED AS THEY APPEAR ON ALL THE LATEST AVAILABLE ASSESSMENT ROLL OF THE COUNTY OF RIVERSIDE WITHIN THE AREA DESCRIBED AND FOR A DISTANCE OF _____ FEET FROM THE EXTERIOR BOUNDARIES.

[illegible]

I/WE CERTIFY (OR DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA) THAT THE FOREGOING IS TRUE AND CORRECT.

DATE: _____ SIGNED: _____