



City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861
Phone (310) 456-2489 · www.malibucity.org

TIME EXTENSION REQUEST

The City of Malibu will not accept incomplete applications.

Staff use only

Extension No. _____

To submit a time extension request:

This time extension request must be timely received by the Planning Division either in person, by mail addressed to City of Malibu, Attn: Planning Division, 23825 Stuart Ranch Road, Malibu, CA 90265; or via email to planningadmin@malibucity.org.

The request letter must be received **PRIOR** to the expiration date listed in the Notice of Decision or Planning Commission Resolution.

Project No.: _____

Site Address: _____

ALL of the following must be timely filed to perfect a time extension request.

1. **Time Extension Checklist** _____

This form with property owner's signature

2. **Time Extension Request Letter** _____

A letter setting forth due cause for the Community Development Director / Commission to grant the time extension.

3. **Time Extension Fee (Director: \$723) (Planning Commission: \$2,600) or currently adopted fee** _____

4. **Property Owner's /Occupant's Information** _____

Has the property owner or commercial occupant changed since the Planning Commission's / Community Development Director's approval or since issuance of the last extension? ☐ YES ☐ NO

If **YES**, Change of Property Owner/Occupant Fee applicable.

Property Owner's mailing Address: _____

Property Owner's telephone: _____

Property Owner's email address (Printed): _____

Occupant's mailing Address: _____

Occupant's telephone: _____

Occupant's email address (Printed): _____

5. Applicant's Information

Has the applicant representing the owner changed since the Planning Commission's/ Community Development Director's approval or since the issuance of the last extension? ☐ YES ☐ NO

If **YES**, complete the Authorization to Submit Project on page 3. If **NO**, complete pages 1-2 only.

Applicant's mailing address: _____

Applicant's telephone: _____

Applicant's email address: _____

6. Certified Mailing Data and Radius Map for Public Notice to Property Owners and Occupants _____

Not required for Administrative Plan Review approvals in which a discretionary request (e.g., site plan review or variance) was not included.

- The addresses of the property owners and occupants within the mailing radius shall be provided in a Microsoft Excel spreadsheet emailed to planningadmin@malibucity.org. The spreadsheet shall have the following column headers in row one: 1) name, 2) address, 3) city, state & zip code, and 4) parcel (for APN). The owners should be listed first followed by the occupants. The project applicant's mailing address should be added at the end of the list.
- An additional column for "arbitrary number" may be included if the supplied radius map utilizes such numbers for the purpose of correlating the addressee to their map location.
- Printouts of the excel spreadsheet and radius map, certified by the preparer as being accurate, must be provided.
- The radius map (8½" x 11") shall show a 500-foot radius* from the subject property and must show a minimum of 10 developed properties. A digital PDF of the map shall be submitted.

*Properties zoned RR-10, RR-20, or RR-40 require a 1,000-foot radius notification. Note that updated mailing data may be requested by the project planner prior to deeming the application complete.

Indemnification Clause

The property owners, and their successors in interest, shall indemnify and defend the City of Malibu and its officers, employees and agents from and against all liability and costs relating to the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel and property owners shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.

PROPERTY OWNER SIGNATURE

PROPERTY OWNER NAME (PRINT)

DATE

PROPERTY OWNER SIGNATURE

PROPERTY OWNER NAME (PRINT)

DATE

AUTHORIZATION TO SUBMIT A PROJECT

_____(print name) is authorized by me/us as the owner(s) of the property located at _____, to submit an application to and obtain permits from the City of Malibu Planning Division and to act on my/our behalf of the process that applicant. This authorization will be valid until revoked by me/us in writing.

This form must be notarized if not witnessed by City of Malibu staff.

Witnessed by:

Dated: _____

Witness Signature (Staff)

Print Name

I hereby certify that the time extension request submittal contains all of the above items. I understand that if any of the items are missing or subsequently deficient, the time extension shall be deemed to have been withdrawn and the project approval will expire. I acknowledge that the City strongly encourages me to immediately calendar the expiration date of this permit, that it is my responsibility to monitor its status and that the City has no ability to provide relief when a permit has expired.

PROPERTY OWNER SIGNATURE

PROPERTY OWNER NAME (PRINT)

DATE

PROPERTY OWNER SIGNATURE

PROPERTY OWNER NAME (PRINT)

DATE