

EXTENSION OF TIME – PUBLIC HEARING

Any permit granted by the Planning Commission or City Council becomes null and void if not exercised within the time specified in either the Subdivision Map Act, Zoning Ordinance or Conditions of Approval of the permit. Extensions of Time for Tentative Subdivision Maps, Preliminary Development Plans, Master Development Plans, and Condominium Permits must be approved by the City Council, upon recommendation by the Planning Commission. All other Extension requests are final at Planning Commission unless appealed to the City Council.

If a permit has not been exercised, an extension of time may be granted upon written request by the property owner or authorized representative. The request must be submitted **prior to the date of permit expiration**.

Projects must conform to the current City standards, including but not limited to, the General Plan, Zoning Code and any other applicable ordinances.

Prior to the submittal of an Extension of Time application, a pre-application meeting with a member of the Planning staff is necessary to answer any questions and ensure that the application will be completed as required. Appointments for a pre-application meeting can be made by contacting the Planning Division at (760) 839-4671.

Submittal Requirements

The following shall be required in order to accept an application as complete. As determined by the Director of Community Development, additional information not listed below may be required to make a complete application. This will be determined on a case-by-case basis:

1. Completed and signed [Discretionary Permit General Application Form](#) (a letter of permission, signed by the owner, may be substituted for the owner's signature on the application form).
2. Twenty (20) full-sized (24" x 36") blue-line or blackline set of plans of the request (i.e., site plan, building elevations, subdivision map, etc., as applicable).
3. One legible, 8½" x 11" photographic reduction of **each sheet** of the plan set (**Xerox reductions shall not be accepted**). Submitted graphics must be clear enough to be reproduced several times and still be legible.
4. [Fees](#).
5. Slope analysis depicting slope categories and acreage within each category as follows:

0-15%, 15-25%, 25-35%, over 35%

Note: If entire site is less than 10 percent slope, a statement to that effect, by a licensed civil engineer, may be accepted in lieu of a slope analysis.

If determined necessary by the Planning staff, the following:

6. Photographs of the site and adjacent properties, mounted on 8½" x 11" paper and labeled.
7. Details of Request form (if there are any proposed changes to the plans).

Procedure

Once the application is submitted, the Planning staff will review the information for completeness. The application will be routed to other City departments and to outside agencies as necessary. Once comments are received, staff will review the application and will notify the applicant if corrections to the plans are required.

After staff's analysis is complete, a determination will be made whether the project will be reviewed by the Design Review Board. If so, the application will be scheduled for the next available Design Review Board meeting for review. After review by the Design Review Board (if necessary), the application will be scheduled for the next available Planning Commission meeting for review. A written report to the Planning Commission will be prepared, including staff's recommendation of approval or denial, and any necessary conditions. The Planning Commission will vote to approve, approve with conditions, or deny the request. The decision of the Planning Commission is final **unless** an appeal to the City Council is filed in accordance with [Section 33-1303](#) of the Zoning Code.

Requests for Extensions of Time for Tentative Subdivision Maps, Master Plans for Planned Developments, and for Condominium Permits must be approved by the City Council, upon recommendation of the Planning Commission.

The Extension of Time shall be valid only for the length of time specified within the approval.

Signatures. Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

Applicant

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: _____

Date: _____

Property Owner

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: _____

Date: _____

Architect/Engineer

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: _____

Date: _____

Engineer: _____

Date: _____