



CITY OF ESCONDIDO
Planning Division
201 North Broadway
Escondido, CA 92025-2798
(760) 839-4671
Fax: (760) 839-4313

FOR INTERNAL USE ONLY	
Case No.:	_____
Date Rec'd:	_____
Fee:	_____
Receipt No.:	_____
Orig. Approval Date:	_____
Orig. Expiration Date:	_____
Previous Extensions?	_____
☐ Approved ☐ Denied	
Date:	_____
New Exp. Date:	_____

EXTENSION OF TIME – ADMINISTRATIVE

APPLICANT/CONTACT PERSON

Name (Print): _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
E-mail: _____
Signature: _____

OWNER (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____
E-mail: _____
Signature: _____
(authorizing applicant to submit application)

SITE INFORMATION

Address: _____
Assessor's Parcel No.: _____
Environmental Status: _____
General Plan Designation: _____
Tier/Neighborhood: _____
Zoning: _____
Overlay Zone: _____
Previously Approved Case(s): _____

ARCHITECT/ENGINEER

Name (Print): _____
Firm: _____
Address: _____
City State, Zip: _____
Phone: _____
Fax: _____
E-mail: _____
Registration/License No.: _____
Signature: _____

DESCRIPTION OF REQUEST AND JUSTIFICATION (attach additional sheets if necessary): _____

(FOR STAFF USE ONLY)

COMMENTS: _____

EXTENSION OF TIME – ADMINISTRATIVE

Any permit granted by the Director of Community Development becomes null and void if not exercised within the time specified in the Subdivision Map Act or within the time specified within such permit, or if no date is specified, within one year from the effective date of the approval of such permit.

If a permit has not been exercised, an extension of time may be granted upon written request and submittal of the required fee 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.

Requests for Extensions of Time will be reviewed and approved by the Director of Community Development with the exception of requests originally approved by the Planning Commission or City Council.

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 application form (a letter of permission, signed by the owner, may be substituted for the owner's signature on the application form).
2. Six (6) full-sized blueline or blackline sets of plans of the request (i.e., site plan, building elevations, subdivision map, etc., as applicable).
3. Hazardous Wastes Disclosure Statement (see attached).
4. SDG&E Notification Form (see attached).
5. Fees.

If determined necessary by the Planning staff, the following:

6. Plat map showing all properties within 500 feet of the subject property with the 500-foot radius drawn (see attached).
7. Typewritten list of all current Assessor Parcel Numbers within the 500-foot radius (see attached).

Procedure

Adjustment Plat:

The failure to file a revised adjustment plat within six (6) months from the date of conditional approval of the original plat shall result in a termination of all proceedings. Pursuant to **Section 32.402.06** of the Subdivision Ordinance, an application for an extension must be received and approved by the Director of Community Development **prior to** the expiration of the six-month period.

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, and all required corrections have been made, the application will be reviewed by the Director of Community Development. If the Director finds that all requirements of the State Subdivision Map Act, Section 32.402 of the Subdivision Ordinance and all City ordinances and policies are met, the request for extension may be approved. Time extensions up to a six-month period of time may be granted at one time; however, in no event can an indefinite extension be granted. There is no limit to the number of extensions that may be applied for.

Plot Plan:

The Conditional Letter of Approval issued for a Plot Plan application will expire one year from the date of issuance. An extension of the approval may be granted by the Director of Community Development upon request submitted **prior to** the expiration of the Conditional Letter of Approval.

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, and all corrections have been made, the Plot Plan will be reviewed by the Director of Community Development. If it is found that the Plot Plan is consistent with current City ordinances and policies, the extension of time request may be approved. Additional conditions may be applied as necessary. There is no limit to the number of extensions that may be applied for.

Tentative Parcel Map:

A Tentative Parcel Map which has been approved, or conditionally approved, shall expire within 36 months of the date of approval by the Director of Community Development or the City Council, unless an Extension of Time request is filed **prior to** the expiration of the original 36-month approval period.

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, and all corrections have been made, the Tentative Parcel Map will be reviewed by the Director of Community Development. If it is found that the Tentative Parcel Map is in conformance with the State Subdivision Map Act, all findings of Section 32.209.01 of the Subdivision Ordinance and all other City ordinances and policies, the Extension of Time may be approved. Additional conditions may be applied as necessary. A maximum of one two-year extension may be granted.

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: _____

CITY OF ESCONDIDO
Disclosure Statement

Consultation of List of Sites Related to Hazardous Wastes

Certification of Compliance with Government Code Section 65962.5

Pursuant to Government Code Section 65962.5f (AB 3750 Cortese), this statement **must be completed and signed** by the applicant before an application can be deemed complete for any type of development project.

I certify that I have consulted the list of identified hazardous waste sites consolidated by the Office of Planning and Research (OPR), which is posted and maintained at the Planning Division of the City of Escondido.

I hereby certify that the proposed location for a development permit application at:

Street Address		Assessor Parcel No.
City	State	Zip

☐ **is not** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and Research.

☐ **is** on the most recent list of identified hazardous waste sites consolidated by the Office of Planning and research. A copy of the list is hereby attached.

Signature of Applicant/Owner

Date

SDG&E Notification

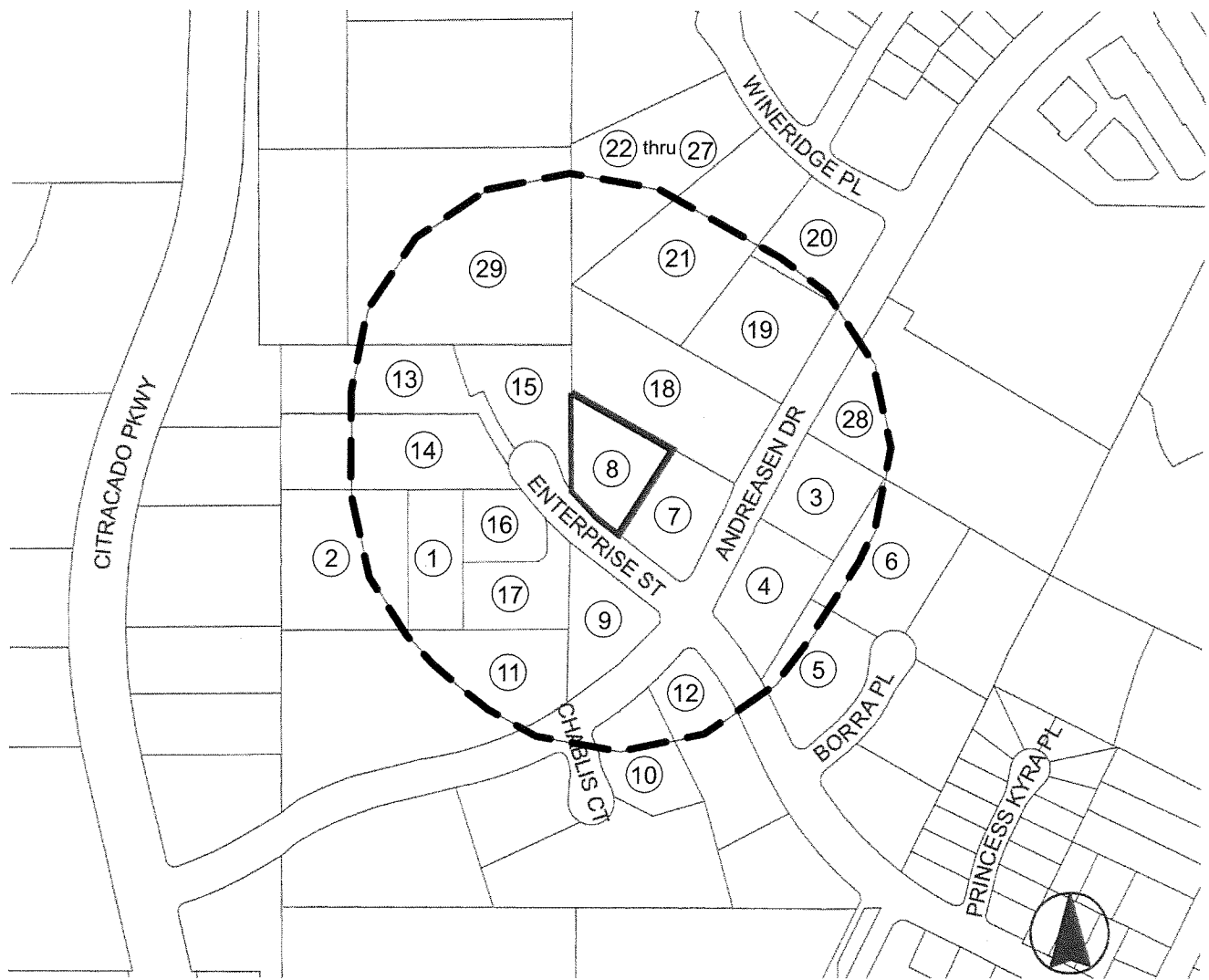
The SDG&E Company's Gas Planning Department has requested notifications of new projects proposed in Escondido for utility purposes only.

This is to certify that I have routed a copy of the site plan and project description to the SDG&E Gas and Planning Department addressed as:

Stan Auchnick
SDG&E
Gas Planning Department
6875 Consolidated Way, Mail Stop SD1311
San Diego, CA 92121

Signature

Date



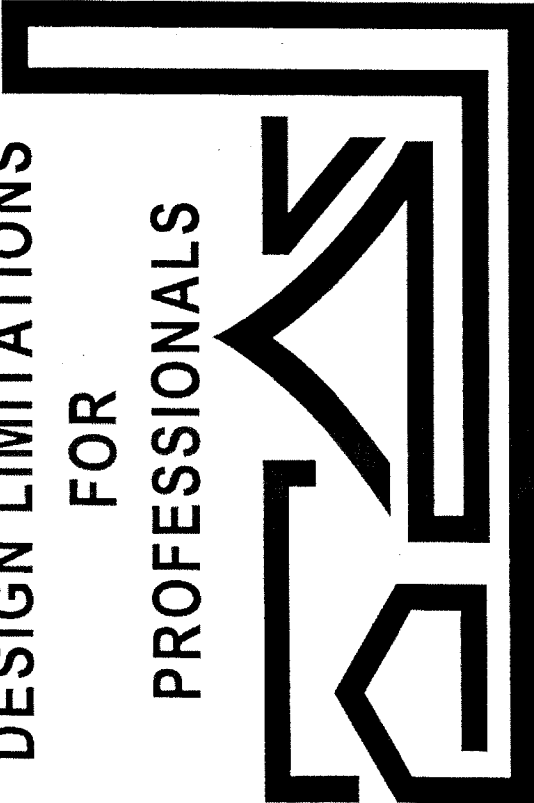
500' RADIUS PLAT

Above is a sample 500 foot radius plat and below is a sample list of parcel numbers as we would like them submitted. Please prepare each on separate sheets of 8 ½" x 11" paper and show how each parcel number corresponds to the coding system used on the map you submit. The parcel numbers must be typed and must be in ascending numerical order.

Application No. _____ Property Address: _____

① 232-051-0900	⑪ 232-051-5500	⑳ 232-550-0900
② 232-051-1000	⑫ 232-051-6000	㉑ 232-550-1001
③ 232-051-3000	⑬ 232-051-6300	㉒ 232-550-1002
④ 232-051-3100	⑭ 232-051-6400	㉓ 232-550-1003
⑤ 232-051-3200	⑮ 232-051-6500	㉔ 232-550-1004
⑥ 232-051-3300	⑯ 232-051-6900	㉕ 232-550-1005
⑦ 232-051-3900	⑰ 232-051-7000	㉖ 232-550-1006
⑧ 232-051-4000	⑱ 232-550-0100	㉗ 232-550-1700
⑨ 232-051-4100	㉑ 232-550-0700	㉘ 232-591-0600
⑩ 232-051-4200	㉒ 232-550-0800	

DESIGN LIMITATIONS FOR PROFESSIONALS



STRUCTURAL ENGINEERS
 No limitations; may design any building of any type.

CIVIL ENGINEERS
 May design any building except hospitals or schools.

ARCHITECTS
 May design any type building with these exceptions

- The structural portion of a hospital.

UNLICENSED PERSONS

Limited to design of:

- Single-family dwellings of woodframe construction not more than two stories and basement in height
- Multiple dwellings containing no more than four dwelling units of woodframe construction not more than two stories and basement in height. Not more than four dwelling units per lot.
- Garages or other structures appurtenant to dwellings of woodframe construction not more than two stories and basement in height.
- Agricultural and ranch buildings of woodframe construction.*
- Nonstructural store fronts, interior alterations or additions, fixtures, cabinet work, furniture, or other appliances or equipment including nonstructural work necessary to provide for their installation.
- Nonstructural alterations or additions to any building necessary to or attendant upon the installation of such storefronts, interior alterations or additions, fixtures, cabinet work, furniture, appliances, or equipment.
- May not design any component that affects the safety of any building or its occupants, including but not limited to structural or seismic components.

* Unless the building official having Jurisdiction deems that an undue risk to the public health, safety or welfare is involved.

APPLICABLE STATUTES	APPLICABLE STATUTES	APPLICABLE STATUTES
6731, 6736, 5537.1 of B & P Code	15013 of H & S Code 5537.5, 6731, 6735 of B & P Code	5537, 5538, 6737.1 of B & P Code