



# 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  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.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

**PROJECT MANAGER** (Representative for Developer)

**Contact Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street

City

State

ZIP

**Daytime Phone No:** ( ) \_\_\_\_\_ **Fax No:** ( ) \_\_\_\_\_

**PROPERTY OWNER**

**Name:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

Street

City

State

ZIP

**Daytime Phone No:** ( ) \_\_\_\_\_ **Fax 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 owner’s 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 insure that your application can be processed in the most expeditious manner possible.

### THE EXTENSION OF TIME FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

#### INITIAL SUBMITTAL:

1. One complete and signed application form.
2. The appropriate deposit fee for the application type or types. To view the Fee Schedule, go to: [murrieta.civicplus.com/DocumentCenter/View/661/Fee-Schedule---Planning-Only-2018-to-2019--PDF](http://murrieta.civicplus.com/DocumentCenter/View/661/Fee-Schedule---Planning-Only-2018-to-2019--PDF)
3. 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.
4. Five (5) sets of the Conditions of Approval with any applicable mitigation measures.
5. **(DP, CUP, Revised DP/CUP Only)**
  - a. Five (5) full size (24" x 36") copies of the stamped approved Site Plan, Conceptual Grading Plan (if applicable). All exhibits must be folded no larger than 8 ½"x11".
  - b. Five (5) reduced (11" x 17") copies of the stamped approved Site Plan, Conceptual Grading Plan, Elevations, Floor Plan, and Colored Elevations.
6. **(TTM, TPM, VTTM, VTPM Only)**
  - a. Five (5) full size (24" x 36") copies of the stamped approved Tentative Map and Conceptual Grading Plan. All exhibits must be folded no larger than 8 ½"x11".
  - b. Five (5) reduced (11" x 17") copies of the stamped approved Tentative Map and Conceptual Grading Plan.
7. **(Other Permits/Entitlements)**
  - a. Five (5) copies of all stamped approved exhibits.
8. **(For Permits/Entitlements That Originally Required a Public Hearing)** In order to facilitate 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. **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 touch the radius line. Preferred scale of the map is 1-200 feet, 300 feet, or 400 feet.
  - b. If more than one (1) Assessor's Parcel Map is required to show all of the affected parcels then an index map must be included. The index map must show 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.**

