EXTENSION OF TIME (EOT) APPLICATION

APPLICATION TYPES (Please indicate all of the planning applications you wish to apply for.)

☐ Plot Plan (PP)
☐ Conditional Use Permit (CUP)
☐ Public Use Permit (PUP)
☐ Tentative Tract Map (TTM)
☐ Tentative Parcel Map (TPM)

PROJECT INFORMATION

Project Address/Location

Assessor Parcel Number(s)

Proposed Project Description (a detailed project description must be included as a separate attachment/letter)

Current Land Use of the project site:

Was a Pre-Application Review done for this Project?  ☐ No  ☐ Yes  If yes, what is the PAR Number: ___________________

<table>
<thead>
<tr>
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<th>Existing</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>General Plan Designation</td>
<td></td>
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<tr>
<td>Zoning Designation</td>
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</tbody>
</table>
### Applicant Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Fax</td>
</tr>
<tr>
<td>Email</td>
<td>(required)</td>
</tr>
</tbody>
</table>

I hereby authorize this application and certify that all filing requirements have been satisfied for my application. I also acknowledge that any missing items may delay the processing of my application.

**Signature of Applicant**

**Date**

### Applicant Representative Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Fax</td>
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<tr>
<td>Email</td>
<td>(required)</td>
</tr>
</tbody>
</table>

All communications concerning this request should be directed to the (Indicate all that apply)

- [ ] Applicant
- [ ] Applicant Representative
- [ ] Other: ______________

**Other Representative Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing Address</th>
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</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Fax</td>
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<td>Email</td>
<td>(required)</td>
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</table>

### Property Owner Information and Permission

<table>
<thead>
<tr>
<th>Name</th>
<th>Mailing Address</th>
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</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Fax</td>
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<tr>
<td>Email</td>
<td>(required)</td>
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</tbody>
</table>

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 to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Wildomar, if any, may result in restrictions, limitations, and construction obligations being imposed on this real property.

*If more properties or owners are involved please provide additional sheets.*

<table>
<thead>
<tr>
<th>Printed Name of Property Owner(s)</th>
<th>Printed Name of Property Owner(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Property Owner(s)</td>
<td>Signature of Property Owner(s)</td>
</tr>
<tr>
<td>Signature of Property Owner(s)</td>
<td>Signature of Property Owner(s)</td>
</tr>
</tbody>
</table>

- [ ] Check here if additional Property Owner Certifications are attached to this application.
**APPLICANT ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY**

*(Project representative signatures will not be accepted.)*

I acknowledge and certify that with this application I am financially obligated to the City of Wildomar for all expenses related to the time and effort spent by the employees, agents, consultants, and legal representatives that are used to process this/these applications. I understand that once an application processing deposit has been depleted, additional deposits will be required prior to continuing work on this/these applications.

______________________________
Printed Name

______________________________  ______________
Signature               Date Signed

---

**Billing Address:**

______________________________
Address

______________________________
City

______________________________  ______________
State               Zip Code

**E-mail Contact Information:**

______________________________

**Telephone Number:**

______________________________
A. APPLICABILITY

This information handout applies to the following application types:

1. Extensions of Time for Plot Plans

   The purpose of an Extension of Time for a Plot Plan is to provide a mechanism for an applicant to request additional time beyond the original two-year expiration date to begin substantial construction of an approved project. The Planning Director may, under the provisions of Chapter 17.216 of the Wildomar Zoning Ordinance, administratively approve an extension of time for an approved Plot Plan. The Zoning Ordinance allows for up to three (3), one-year time extensions for Plot Plans provided the applicant submits a written request to the Planning Department (accompanied by the application form and fee) 30 days prior to the expiration date outlined in the approved conditions of approval. If the approved project has received grading and building permits and substantial construction has commenced, an extension of time is not necessary. The minimum submittal requirements applicable to an Extension of Time for an approved Plot Plan is outlined in Section B below.

2. Extensions of Time for Conditional Use Permits

   The purpose of an Extension of Time for a Conditional Use Permit is to provide a mechanism for an applicant to request additional time beyond the original two-year expiration date to begin substantial construction of an approved project. The Planning Director may, under the provisions of Chapter 17.200 of the Wildomar Zoning Ordinance, administratively approve an extension of time for an approved Conditional Use Permit. The Zoning Ordinance allows for up to three (3), one-year time extensions for Conditional Use Permits provided the applicant submits a written request to the Planning Department (accompanied by the application form and fee) 30 days prior to the expiration date outlined in the approved conditions of approval. If the approved project has received grading and building permits and substantial construction has commenced, an extension of time is not necessary. The minimum submittal requirements applicable to an Extension of Time for an approved Conditional Use Permit is outlined in Section B below.

3. Extensions of Time for Public Use Permits

   The purpose of an Extension of Time for a Public Use Permit is to provide a mechanism for an applicant to request additional time beyond the original two-year expiration date to begin substantial construction of an approved project. The Planning Commission may, under the provisions of Chapter 17.208 of the Wildomar Zoning Ordinance, approve an extension of time for an approved Public Use Permit via a public hearing. The Zoning Ordinance allows for up to three (3), one-year time extensions for Public Use Permits provided the applicant submits a
written request to the Planning Department (accompanied by the application form and fee) 30 days prior to the expiration date outlined in the approved conditions of approval. If the approved project has received grading and building permits and substantial construction has commenced, an extension of time is not necessary. The minimum submittal requirements applicable to an Extension of Time for an approved Public Use Permit is outlined in Section C below.

4. **Extensions of Time for Tentative Tract Maps and Parcel Maps**

   The purpose of an Extension of Time for a Tentative Tract Map or Tentative Parcel Map is to provide a mechanism for an applicant to request additional time beyond the original three-year expiration date to record the final map. The Planning Commission or City Council may, under the provisions of Chapter 16 of the Wildomar Subdivision Ordinance, approve an extension of time for an approved Tentative Tract Map or Tentative Parcel Map via a public hearing. The City’s Subdivision Ordinance allows for a maximum of five (5), one-year time extensions with each extension request not to exceed 12 months, provided the applicant submits a written request to the Planning Department (accompanied by the application form and fee) 30 days prior to the expiration date outlined in the approved conditions of approval. If the approved tentative map has been recorded, an extension of time is not necessary. The minimum submittal requirements applicable to an Extension of Time for a Tentative Tract Map or Tentative Parcel Map is outlined in Section D below. Requests for extensions of time for attached-residential housing and condominium residential maps containing specific building designs will require additional information on the approved site layout, architecture, floor plans, and colors and materials.

B. **MINIMUM SUBMITTAL REQUIREMENTS FOR PLOT PLANS AND CONDITIONAL USE PERMITS:**

- Completed and Signed Application Form and Application Processing Fee.

- Three (3) full size copies of the approved development plans package, including site plan, architectural elevations, floor plans, preliminary grading plans and landscape plan. All full-sized plans must be stapled into sets and folded to a size of 8-1/2” inches by 14 inches. Rolled or individual sheets/plans will not be accepted.

- One (1) compact disc with electronic versions in an Adobe Pdf format of the approved development plans package, including exhibits.

- One (1) color picture of the approved color and material board showing the approved building material and colors.

- Letter of Justification detailing the reasons for the requested Extension of time.

C. **MINIMUM SUBMITTAL REQUIREMENTS FOR PUBLIC USE PERMITS:**

- Completed and Signed Application Form and Application Processing Fee.

- Twelve (12) full size copies of the approved tentative map package, including preliminary grading plan and applicable exhibits. All full-sized plans must be stapled into sets and folded to 8-1/2 inches by 14 inches. Rolled or individual sheets/plans will not be accepted.

- One (1) compact disc with electronic versions of all the approved maps and exhibits in an Adobe Pdf format.
Letter of justification.

Deposit-based fees for the applicable extension.

Property Owner Mailing Labels/Public Hearing Notice Information as follows:

An Extension of Time for an approved Public Use Permit, property owner’s mailing labels are required to identify the owners of properties within a 300-foot radius of the external boundaries of the project site or subject property. It must be prepared and signed by a professional Title company, and certified by the property owner or project applicant. The package shall include the following:

- **One (1) set** of self-addressed & self-stamped envelopes (provided by the applicant) with a gum-label affixed to each envelope that identifies the property owner’s name and mailing address, including the Assessor’s Parcel Number (APN) for all property owners within a 300-foot radius of the corners of the subject property, including any contiguously owned properties. For purposes of this requirement, multiple properties owned by a single entity shall count as one property. Each envelope shall include a typed gum-label in the upper left corner with the mailing/return address of the City of Wildomar.

- **One (1) set** of self-addressed & stamped envelopes (provided by the applicant) of the project applicant's project contact person/architect/engineer. Labels with the name and mailing address of the owner(s) of the project site, the project applicant and the applicant's consultant(s) and/or representative. If the project site is located within a City's Sphere of Influence and/or adjacent to the boundary of a neighboring City, the name and mailing address of the City Planning Department shall also be provided. Each envelope shall include a typed gum-label in the upper left corner with the mailing/return address of the City of Wildomar.

- **One (1) photocopy** of the property owner listing and project applicant information from above in a three column format.

- A 300-foot property owner radius map identifying all properties within the required radius on an assessor’s map page(s).

- One (1) copy of an exhibit/map (appropriately sized) showing the subject property boundary (including any contiguous properties, if applicable) and the notification radius line indicating the radius distance of 300 feet overlaying all of the properties within that boundary area.

- A completed Public Hearing Notice Certification Form (see next page), signed by a title company, engineer or surveyor, or the individual who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.

- Each set of mailing labels must be placed into its own manila envelope, and indicate the Application Case Number and the words “SURROUNDING PROPERTY OWNERS LABELS,” on the manila envelope.

D. MINIMUM SUBMITTAL REQUIREMENTS FOR TENTATIVE TRACT MAPS AND PARCEL MAPS

- Completed and Signed Application Form and Application Processing Fee.

- Twelve (12) full size copies of the approved tentative map package, including preliminary grading plan and applicable exhibits. All full-sized plans must be stapled into sets and folded to 8-1/2 inches by 14 inches. Rolled or individual sheets/plans will not be accepted.
One (1) compact disc with electronic versions of all the approved maps and exhibits in an Adobe Pdf format.

Letter of justification.

Property Owner Mailing Labels/Public Hearing Notice Information as follows:

An Extension of Time for an approved Tentative Tract Map or Tentative Parcel Map, property owner's mailing labels are required to identify the owners of properties within a 600-foot radius of the external boundaries of the project site or subject property. It must be prepared and signed by a professional Title company, and certified by the property owner or project applicant. The package shall include the following:

- **One (1) set** of self-addressed & self-stamped envelopes (provided by the applicant) with a gum-label affixed to each envelope that identifies the property owner's name and mailing address, including the Assessor's Parcel Number (APN) for all property owners within a 600-foot radius of the corners of the subject property, including any contiguously owned properties. For purposes of this requirement, multiple properties owned by a single entity shall count as one property. Each envelope shall include a typed gum-label in the upper left corner with the mailing/return address of the City of Wildomar.

- **One (1) set** of self-addressed & stamped envelopes (provided by the applicant) of the project applicant's project contact person/architect/engineer. Labels with the name and mailing address of the owner(s) of the project site, the project applicant and the applicant's consultant(s) and/or representative. If the project site is located within a City's Sphere of Influence and/or adjacent to the boundary of a neighboring City, the name and mailing address of the City Planning Department shall also be provided. Each envelope shall include a typed gum-label in the upper left corner with the mailing/return address of the City of Wildomar.

- **One (1) photocopy** of the property owner listing and project applicant information from above in a three column format.

- A 600-foot property owner radius map identifying all properties within the required radius on an assessor’s map page(s).

- One (1) copy of an exhibit/map (appropriately sized) showing the subject property boundary (including any contiguous properties, if applicable) and the notification radius line indicating the radius distance of 600 feet overlaying all of the properties within that boundary area.

- A completed Public Hearing Notice Certification Form (see next page), signed by a title company, engineer or surveyor, or the individual who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.

- Each set of mailing labels must be placed into its own manila envelope, and indicate the Application Case Number and the words “SURROUNDING PROPERTY OWNERS LABELS,” on the manila envelope.
PUBLIC HEARING/MAILING NOTICE CERTIFICATION FORM

I, __________________________________, certify that on ________________________.

Print Name of Preparer Date

the attached property owner’s list was prepared by:

__________________________________________ for the following project, ________________________,

Name of Company or Individual Project Case Number(s)

using a radius distance of 300 feet (600 feet for tract and parcel maps), pursuant to application requirements furnished by the City of Wildomar Planning Department. Said list is a complete and true compilation of the project applicant, the applicant’s consultant’s and/or representatives, the owner(s) of the subject property, adjacent city/district agencies (as applicable) based upon the latest equalized assessment rolls.

I further certify that the information field is true and correct to the best of my knowledge.

Name: ________________________________

Title/Registration: ________________________________

Address: ________________________________

City: ______________ State: ______ Zip Code: ______

Telephone No.: (___) __________ Fax No.: (___) __________

E-Mail Address: ________________________________

Case No.: ________________________________