



**CITY OF WILDOMAR**  
**Planning Department**  
23873 Clinton Keith Road, Suite #201  
Wildomar, CA 92595  
Tel. (951) 677-7751 Fax. (951) 698-1463

For office use only.

**Project Account  
Number**

## EXTENSION OF TIME (EOT) APPLICATION

### APPLICATION TYPES (Please indicate all of the applicable application for the EOT)

<input type="checkbox"/> Plot Plan – Provide the approved planning application number (PA _____).
<input type="checkbox"/> Conditional Use Permit – Provide the approved planning application number (PA _____).
<input type="checkbox"/> Public Use Permit – Provide the approved planning application number (PA _____).
<input type="checkbox"/> Tentative Parcel Map – Provide the approved planning application number (PA _____).
<input type="checkbox"/> Tentative Tract Map – Provide the approved planning application number (PA _____).

### PROJECT INFORMATION

Project Address/Location
Assessor Parcel Number(s)
Justification for the proposed Extension of Time (EOT). Please provide a formal letter of justification detailing all the reasons the EOT is needed.
Project Description of the Approved Project:
General Plan Designation:
Zoning Designation:

**APPLICANT CONTACT INFORMATION**

Name		
Mailing Address		
Telephone	Fax	Email (required)
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**

Name		
Mailing Address		
Telephone	Fax	Email (required)
All communications concerning this request should be directed to the (Indicate all that apply) <input type="checkbox"/> Applicant <input type="checkbox"/> Applicant Representative <input type="checkbox"/> Other: _____		

**PROPERTY OWNER INFORMATION AND PERMISSION**

Name		
Mailing Address		
Telephone	Fax	Email (required)
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. <i>(If more properties or owners are involved please provide additional sheets.)</i>		
Printed Name of Property Owner(s)		Printed Name of Property Owner(s)
Signature of Property Owner(s)		Signature of Property Owner(s)
<input type="checkbox"/> Check here if additional Property Owner Certifications are attached to this application.		



**Project Deposit  
Account Number**

**ACKNOWLEDGEMENT OF FINANCIAL RESPONSIBILITY  
BY THE APPLICANT**

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

I acknowledge and certify that with this development 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 the City processes development applications on a deposit based fee system which requires an initial application processing deposit payment prior to beginning any process work. Further, I understand that once the project application deposit balance falls to \$2,500 an additional deposit, equal to the original application deposit fee amount, must be made within 10 days of notification from the City. I further acknowledge that if the additional application deposit fee payment is not been made within the required 10 days as required by the City, the City will discontinue all work on this/these applications and will not schedule the project for a hearing (if one is required). I also acknowledge that if I fail to replenish the application deposit account within six (6) months of notification from the City, I understand that this/these applications will be automatically deemed withdrawn by the City, and that a new development application and deposit fee will be required to restart the project processing.

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**ACKNOWLEDGEMENT OF INDEMNIFICATION RESPONSIBILITY  
BY THE APPLICANT**

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

The applicant shall indemnify, protect, defend, and hold harmless, the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, from any and all claims, demands, law suits, writs of mandamus, and other actions and proceedings (whether legal, equitable, declaratory, administrative or adjudicatory in nature), and alternative dispute resolutions procedures (including, but not limited to arbitrations, mediations, and other such procedures), (collectively "Actions"), brought against the City, and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof, that challenge, attack, or seek to modify, set aside, void, or annul, the any action of, or any permit or approval issued by, the City and/or any of its officials, officers, employees, agents, departments, agencies, and instrumentalities thereof (including actions approved by the voters of the City), for or concerning the project, whether such Actions are brought under the California Environmental Quality Act, the Planning and Zoning Law, the Subdivision Map Act, Code of Civil Procedure Section 1085 or 1094.5, or any other state, federal, or local statute, law, ordinance, rule, regulation, or any decision of a court of competent jurisdiction. City shall promptly notify the applicant of any Action brought and request that applicant defend the City. It is expressly agreed that applicant may select legal counsel providing the applicant's defense and the City shall have the right to approve separate legal counsel providing the City's defense. The applicant shall reimburse City for any attorneys' fees,

costs and expenses directly and necessarily incurred by the City in the course of the defense. Applicant agrees that City will forward monthly invoices to Applicant for attorneys' fees, costs and expenses it has incurred related to its defense of any Action and applicant agrees to timely payment within thirty (30) days of receipt of the invoice. Within fourteen (14) days of an Action being filed, applicant agrees to post adequate security or a cash deposit with City in an amount to cover the City's estimated attorneys' fees, costs and expenses incurred by City in the course of the defense in order to ensure timely payment of the City's invoices. The amount of the security or cash deposit shall be determined by the City. City shall cooperate with applicant in the defense of any Action.

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

Billing Address: \_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP CODE

E-mail Contact Information: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



# CITY OF WILDOMAR

## Planning Department

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### Submittal Requirements for an Extension of Time

#### 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 three (3) year expiration date to begin substantial construction of an approved project. The Planning Commission, under the provisions of Chapter 17.216.070 of the Wildomar Zoning Ordinance, may approve, or deny, an extension of time for an approved Plot Plan via a noticed public meeting during the General Business portion of the agenda. The Zoning Ordinance allows for a total of six (6) years of possible time extensions beyond the initial 3-year period as follows:

- A) Extension of Time #1 may be granted by the Planning Commission for a 3-year period;
- B) Time Extension #2 may be granted by the Planning Commission for a 2-year period; and
- C) Time Extension #3 may be granted by the Planning Commission for a final 1-year period.

All time extension requests must be submitted to the Planning Department (accompanied by the application form and filing fee (\$3,500) prior to the original Plot Plan expiration date as noted in the approved project conditions matrix (submittal 30 days prior is preferred but not mandated) to help expedite the request). The minimum submittal requirements applicable to an Extension of 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 three (3) year expiration date to begin substantial construction of an approved project. The Planning Commission, under the provisions of Chapter 17.200.060 of the Wildomar Zoning Ordinance, may approve, or deny, an extension of time for an approved Conditional Use Permit via a noticed public meeting during the General Business portion of the agenda. The Zoning Ordinance allows for a total of six (6) years of possible time extensions beyond the initial 3-year period as follows:

- A) Extension of Time #1 may be granted by the Planning Commission for a 3-year period;
- B) Time Extension #2 may be granted by the Planning Commission for a 2-year period; and
- C) Time Extension #3 may be granted by the Planning Commission for a final 1-year period.

All time extension requests must be submitted to the Planning Department (accompanied by the application form and filing fee (\$3,500) prior to the original Conditional Use Permit expiration date as noted in the approved project conditions matrix (submittal 30 days prior is preferred but not

mandated) to help expedite the request). The minimum submittal requirements applicable to an Extension of 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 three (3) year expiration date to begin substantial construction of an approved project. The Planning Commission, under the provisions of Chapter 17.208.050 of the Wildomar Zoning Ordinance, may approve, or deny, an extension of time for an approved Public Use Permit via a noticed public meeting during the General Business portion of the agenda. The Zoning Ordinance allows for a total of six (6) years of possible time extensions beyond the initial 3-year period as follows:

- A) Extension of Time #1 may be granted by the Planning Commission for a 3-year period;
- B) Time Extension #2 may be granted by the Planning Commission for a 2-year period; and
- C) Time Extension #3 may be granted by the Planning Commission for a final 1-year period.

All time extension requests must be submitted to the Planning Department (accompanied by the application form and filing fee (\$3,500) prior to the original Public Use Permit expiration date as noted in the approved project conditions matrix (submittal 30 days prior is preferred but not mandated) to help expedite the request). The minimum submittal requirements applicable to an Extension of Public Use Permit is outlined in Section B 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 (3) year expiration date to record the final map. The Planning Commission, under the provisions of Title 16 (Subdivision Ordinance) of the Wildomar Municipal Code, may approve, or deny, an extension of time for an approved Tentative Tract Map or Tentative Parcel Map via a public meeting during the General Business portion of the agenda. The City's Subdivision Ordinance allows for a total of six (6) years' worth of time extensions (beyond the initial 3-year period) as follows:

- A) Extension of Time #1 may be granted by the Planning Commission for a 3-year period;
- B) Time Extension #2 may be granted by the Planning Commission for a 2-year period; and
- C) Time Extension #3 may be granted by the Planning Commission for a final 1-year period.

All time extension requests must be submitted to the Planning Department (accompanied by the application form and filing fee (\$3,500) prior to the original map expiration date as noted in the approved project conditions matrix (submittal 30 days prior is preferred but not mandated) to help expedite the request). The minimum submittal requirements applicable to an Extension of Time for a Tentative Tract Map or Tentative Parcel Map is outlined in Section C 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, CONDITIONAL USE PERMITS AND PUBLIC USE PERMITS:**

- Completed and Signed Application Form and Application Processing Fee (\$3,500).
- Three (3) 11" x 17" copies of the STAMPED approved development plans package, including site plan, architectural elevations, floor plans, preliminary grading plans and landscape plan. Rolled or individual sheets/plans will not be accepted.
- One (1) compact disc or flash drive with electronic versions (in an Adobe Pdf format) of the approved development plans package, including all exhibits.
- Letter of Justification detailing the reasons for the requested Extension of Time.
- Property Owner Mailing Labels/Public Meeting Notice Information as follows:

The public meeting notification package is intended to identify 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. The notification package 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:

1. One (1) set of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the applicant (it is recommended that "Forever" stamps be used in case of future USPS increases). Each envelope must include the property owner's name and mailing address (including the APN). Each envelope shall also include (in the upper left corner) the address label of the City of Wildomar Planning Department. Each set of envelopes must be provided in a separate manila envelope folder.
2. One (1) set of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the applicant (it is recommended that you use "Forever" stamps in case of future USPS increases) with the name and address of project applicant/property owner, project representative, and any other contact persons (deemed appropriate by the Applicant). If the project site is located 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 also include (in the upper left corner) the address label of the City of Wildomar Planning Department. Each set of envelopes must be provided in a separate manila envelope folder.
3. One (1) photocopy of the property owner listing sheet and project applicant information from above in a three column format.
4. A 600-foot radius property owner map identifying all properties within the required radius on an assessor's map page(s).
5. 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.
6. A completed Public Hearing Notice Certification Form (see next page), signed by a professional Title company who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.

**C. MINIMUM SUBMITTAL REQUIREMENTS FOR TENTATIVE TRACT MAPS AND PARCEL MAPS:**

- Completed and Signed Application Form and Application Processing Fee (\$3,500 initial deposit).
- Three (3) 11" x 17" copies of the STAMPED approved tentative map package, including preliminary grading plan and applicable exhibits. Rolled or individual sheets/plans will not be accepted.
- One (1) compact disc or flash drive with electronic versions of all the approved maps and exhibits in an Adobe Pdf format.
- Letter of justification detailing the reasons for the requested Extension of Time.
- Property Owner Mailing Labels/Public Meeting Notice Information as follows:

The public meeting notification package is intended to identify 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. The notification package 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:

1. One (1) set of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the applicant (it is recommended that "Forever" stamps be used in case of future USPS increases). Each envelope must include the property owner's name and mailing address (including the APN). Each envelope shall also include (in the upper left corner) the address label of the City of Wildomar Planning Department. Each set of envelopes must be provided in a separate manila envelope folder.
2. One (1) set of self-addressed & stamped envelopes (self-sticking envelopes only) to be provided by the applicant (it is recommended that you use "Forever" stamps in case of future USPS increases) with the name and address of project applicant/property owner, project representative, and any other contact persons (deemed appropriate by the Applicant). If the project site is located 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 also include (in the upper left corner) the address label of the City of Wildomar Planning Department. Each set of envelopes must be provided in a separate manila envelope folder.
3. One (1) photocopy of the property owner listing sheet and project applicant information from above in a three column format.
4. A 600-foot radius property owner map identifying all properties within the required radius on an assessor's map page(s).
5. 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.
6. A completed Public Hearing Notice Certification Form (see next page), signed by a professional Title company who prepared the labels certifying that the list of property owners is from the latest equalized assessment roll and complete and accurate.





## 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 600 feet, 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: \_\_\_\_\_

Planning Case No. (if known when prepared): \_\_\_\_\_