



## **Introduction**

This handout summarizes Temecula's Extension of Time (EOT) requirements. Extension of Time requirements are specified in Sections 17.05.010 (Development Plan) and 17.04.010 (Conditional Use Permit) of the Development Code, and Section 16.09.200 (Temecula Subdivision Ordinance).

## **What is the Purpose of an Extension of Time?**

The purpose of an Extension of Time is to provide a mechanism to allow the original approving authority to extend a Development Plan, a Conditional Use Permit, or a Map for a one year time period from the date of expiration provided that there are no changes to the originally approved project. The one-year time period begins on the same day and month that the project was originally to have expired.

## **How many times can a Development Plan or Conditional Use Permit be extended?**

The Development Code permits up to five, one-year time extensions for Development Plans. The Temecula City Council can approve Extensions of Time for Development Plans beyond the fifth year, at a public hearing. Up to three one-year extensions are permitted for Conditional Use Permits. The Temecula Subdivision Ordinance allows a maximum of five one-year time extensions, each extension not to exceed twelve months.

## **How do I apply for an Extension of Time?**

Call the Community Development Department, (951) 694-6400, to schedule an application submittal appointment. City staff will meet with you within 1 to 2 working days to review your application materials for completeness. The application will be deemed complete at the counter if all submittal materials and fees have been provided.

## **What are the Criteria for Approval?**

In order to approve the project, the original approval authority must determine that:

- The Extension of Time complies with all current Development Code and Subdivision Ordinance provisions.
- The findings that were made to approve the original Development Plan or Conditional Use Permit can still be made. Findings for Development Plans and Conditional Use Permits can be located in Sections 17.05.010.F & 17.04.010.E of the Development Code.
- The findings that were made to approve the original map can still be made. Findings for maps can be located in Section 16.09.140 of the Temecula Subdivision Ordinance.

Extension of Time applications may be approved with "Conditions of Approval" which are deemed necessary to protect the public health, safety, and general welfare and assure compliance with the current development code standards and/or Subdivision Ordinance provisions.

## **Where can I review the General Plan, Design Guidelines and Development Code?**

These documents are available for review at the Planning Department and on the web at [TemeculaCA.gov/planning](http://TemeculaCA.gov/planning) or copies can be purchased at the front counter of the Planning Department.

## **Who approves Extensions of Time?**

An Extension of Time **may** be approved by the Director of Community Development or the original hearing body. In some circumstances, an Extension of Time may be approved administratively with a Notice of Intent (notifying surrounding property owners). Special circumstances may require a noticed public hearing.



# CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street

Temecula, CA 92590

951-694-6400

TemeculaCA.gov/planning

# EXTENSION OF TIME

# (EOT)

## SUBMITTAL CHECKLIST

APPLICANT ✓	STAFF ✓	# OF COPIES	SECTION	REQUIRED ITEMS Detailed instructions for each section can be found in this packet. Incomplete applications will not be accepted. Use this checklist to make sure all requirements are fulfilled.
		1	A	Completed application, signed application, and filing fee.
		1	B	Letter of Justification
		1	C	Public Hearing (or Public Noticing Information)
		1	D	8 1/2" x 11" reduction of all previously approved exhibits/plans
		1	E	A digital copy of all files submitted

### BEFORE SUBMITTING PLEASE REMEMBER

**Fees:**

Fees will be required to submit your application. Please contact a Planner at 951-694-6400 to obtain fees prior to your submittal. We suggest that you bring an additional check in-case your scope of work requires additional fees. Additional fees may be required while your application is being processed (for outside agencies, additional permitting requirements, etc...). Visit [TemeculaCA.gov/fees](http://TemeculaCA.gov/fees) for fee amounts.



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**EXTENSION OF TIME**

**(EOT)**

**SECTION A EOT APPLICATION**

**PROJECT INFORMATION**

Project Title

Type of Project

- Development Plan (DP)  Conditional Use Permit (CUP)  Tentative Map (TM)

Original Project Description/Use

Specify any changes to the originally approved project

Related Case No.(s)

Assessor's Parcel No.(s)

Legal Description (Tract, lot no.)

Street Address(es)

General Location

**ADDITIONAL PROJECT INFORMATION**

Total Building Square Footage

Gross Acreage

Zoning

General Plan

Is the parcel(s) located in a MSHCP "criteria cell"? Visit TemeculaCA.gov/MSHCP to determine the answer.

- Yes  No

General Location

**APPLICATION CONTINUED ON NEXT PAGE →**

**FOR STAFF USE**

**PLANNING APP. NO.**

**DATE STAMP**

**REC'D BY**



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TemeculaCA.gov/planning

# EXTENSION OF TIME

# (EOT)

## APPLICANT/REPRESENTATIVE

First Name	Middle Initial	Last
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Street Address

City	State	Zip	Phone
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E-mail

## PROPERTY OWNER

First Name	Middle Initial	Last
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Street Address

City	State	Zip	Phone
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E-mail

## SIGNATURES AND CERTIFICATIONS

I certify under the penalty of perjury of the laws of the State of California that all the information provided in this application is true and correct. My signature also authorizes the City of Temecula, its staff and agents to seek information and conduct an investigation, including, but not limited to, a records check of prior convictions, into the truth of the statements set forth in the application and my qualifications for the permit. I further understand that an incomplete application will result in delays to the processing of my application.

<b>Applicant's Signature</b> →	<b>Date</b>
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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 Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

<b>Owner's First Name (Printed)</b>	<b>Owner's Last Name</b>
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<b>Owner/Authorized Agent Signature</b> →	<b>Date</b>
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### NOTE

**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.

Provide a written statement that justifies the necessity for the time extension. The statement must include:

- Reason why development and/or use of the site has not commenced.

**SECTION C**

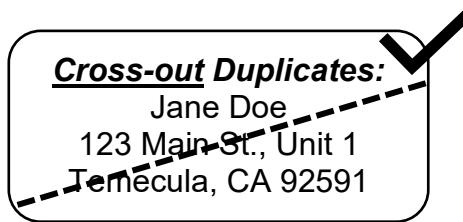
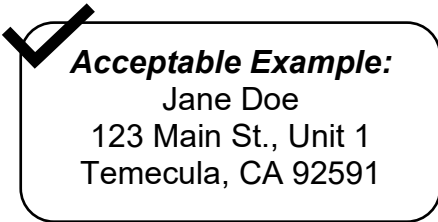
**PUBLIC HEARING AND/OR PUBLIC NOTICING REQUIREMENTS**

This Section is required prior to the public hearing but is not required for the initial submittal. Information for this section may be obtained by requesting a "Radius Package" from a title insurance company.

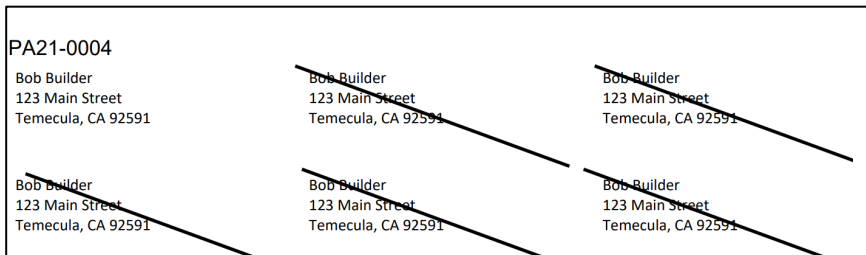
The following items will be required prior to scheduling the application for public hearing and must be provided by the applicant:

1. **TWO** identical gummed label sets (**30 labels per sheet**). The labels must:
  - a. Indicate all the nearest property owners' names, mailing address (including unit numbers) that are within a minimum of a 600-foot radius of the exterior boundaries of the project (including all exterior boundaries of all parcels if a project includes multiple parcels). This list must be ascertained from the last equalized assessment roll.
  - b. Duplicate property owners must be crossed out.

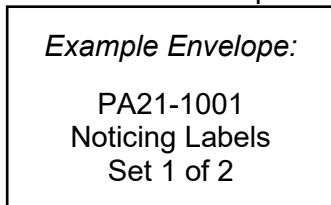
SAMPLE LABELS:



- c. A minimum of **30 individual/different property owners** must be included after all duplicates are removed (even if a 600-foot radius is utilized)
- d. Include the Planning Application number on the header of the label sets (example below)



2. **TWO** photocopies of the above label sets.
3. **The TWO** identical gummed label sets & photocopies must be placed in separate 9 1/2" x 12 1/2" manila envelopes. The envelopes shall include the below information on the front:



4. **TWO** gummed labels with the mailing address for the property owner, applicant, engineer, and other representatives. Do not include duplicates if the owner, applicant, etc., are the same. These must be placed in a letter-sized envelope that is stapled outside of one of the large manila envelopes mentioned in step 3.
5. Certification by the Title Company, engineer, or surveyor that the above list is complete and accurate. The Tax Assessor's Office will not prepare or certify the property owner list (see certification form attached).
6. A copy of the assessor's parcel map showing all the parcels within the noticing radius. On the map, print the names of all property owners within the noticing radius as they are listed on the gummed labels. If the names are not legible due to the size of the map/lots, a separate spreadsheet may be provided.

# PROPERTY OWNERS CERTIFICATION

I, \_\_\_\_\_, certify that on \_\_\_\_\_  
(Print Name) (Month-day-year)

the attached property owners list was prepared by

\_\_\_\_\_ pursuant to application requirements furnished by the City of Temecula Planning Department. Said list is a complete and true compilation of owner of the subject property and all other property owners within **600 feet** (or the 30 nearest individual property owners, whichever creates the greatest number of public notices (persons owning multiple properties shall only be counted once) of the property involved in the application and is based upon the latest equalized assessment rolls.

I further certify that the information filed is true and correct to the best of my knowledge. I understand that incorrect or erroneous information may result in processing delays or be grounds for rejection or denial of the application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title/Registration

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone (Daytime)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Application No.