



City of Hemet

PLANNING DIVISION
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EXTENSION OF TIME MAJOR SUBMITTAL REQUIREMENTS

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an Extension of Time - Major application. Your cooperation with these instructions will ensure that your application can be processed in the most expeditious manner possible.

THE EXTENSION OF TIME - MAJOR APPLICATION PACKAGE CONSISTS OF THE FOLLOWING:

A. APPLICATION SUBMITTAL REQUIREMENTS

- 1. Completed application form.
 - a. Property Owner Consent Affidavit or Corporate Resolution, if owner is different from applicant.
- 2. Processing fees:
 - a. Application processing fee pursuant to the latest adopted fee schedule.
 - b. Public hearing notice fees (paid when application is scheduled for public hearing).
- 3. Preliminary title report completed by a licensed title company and prepared less than 6 months of the application submittal date.
- 4. Proof of ownership (i.e., grant deed).
- 5. A letter signed and dated by the applicant that addresses each of the following:
 - a. Project number, tentative tract number, or tentative parcel number and a brief description of the project.
 - b. Original approval date.
 - c. Expiration date.
 - d. Length of extension requested.
 - e. Status of project including the reason for delay and a summary of compliance with the conditions of approval.
 - f. Justification for the extension.
- 6. One (1) full-size (24 x 36 folded to 8½ x 11) and one (1) 11x17 copies of the ORIGINAL APPROVED plans or map(s), including any changes made to the project by the Planning Commission. Include as appropriate:
 - a. Approved map.
 - b. Site plan, floor plans, roof plans, building elevations
 - c. Preliminary landscape plan including fencing and exterior lighting.
 - d. Any additional items requested by staff.
- 7. One (1) set of 8½ x 11 reduction of all submission materials including maps and plans.
- 8. One (1) electronic copy on a flash drive of all submission materials including tract maps, parcel maps, and development plan sheets in PDF format.

- 9. Public hearing notice fees (newspaper publication, mailing).
- 10. A public hearing notification package that complies with the notification requirements of the type of application for which an extension is requested. The required radius map for the notification package:
 - a. 300 feet: Variances and Downtown Project Review – Major
 - b. 500 feet: Conditional Use Permits, Tentative Tract Maps, Tentative Parcel Maps, and Site Development Review – Major.
- 11. The notification package must be prepared and certified by a licensed Title Company with data updated less than six months from the submission date and includes:
 - a. One (1) 8½ x 11 radius map that shows the boundaries of the subject property, the required radius line, and the boundaries of all assessor parcels within the required radius boundary. The radius boundary line may be amended by the Director.
 - b. A list of assessor parcel numbers within the required radius boundary and the mailing addresses of all property owners and property occupants when the owner mailing address is different than the property address.
 - c. Two (2) sets of property owner and property occupant (when the owner mailing address is different than the property address) mailing labels for all parcels located within the required radius boundary and one (1) electronic version in Microsoft Word.
 - i. Labels shall be 1 x 2.5, self-adhesive, on 8 ½ x 11 sheets.
 - ii. Each mailing label shall include the assessor parcel number.
 - iii. The data shall be from the latest County Assessor’s information.
 - d. A notarized public notice mailing affidavit signed by the applicant or preparer.

B. APPLICANT NOTIFICATIONS

1. Extension of Time applications and fees must be submitted prior to the expiration date of the map or project to be considered for an extension of time.
2. Extension of Time applications may require review by the Development Review Committee as determined appropriate by the Community Development Director. No fee is required for the DRC review.
3. It is recommended that the applicant and/or representative be present at all hearings.
4. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
5. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

C. ATTACHMENTS

1. Hemet Municipal Code sections regarding extension of time for the following applications:
 - a. Conditional Use Permit
 - b. Downtown Project – Major
 - c. Site Development Review – Major
 - d. Tentative Parcel Map
 - e. Tentative Tract Map
 - f. Variance