



# TENTATIVE MAP TIME EXTENSION CHECKLIST

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Per Municipal Code Section 16.20.100, a time extension of the expiration date of the approved or conditionally approved tentative map may be granted by the Planning Commission for a period or periods not exceeding a total of two years.

## SECTION 1: Filing Requirements

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- 1. A Time Extension Application through our Online Permit Center at <https://www.cityofrc.us/onlinepermitcenter>.
- 2. Signed Property Owner Declaration Form (attached) uploaded to the online application. **NOTE: The form must be signed by the legal property owner, property manager, or other legal representative of the property. Invalid signatures will not be accepted and will delay the intake process.**
- 3. Part I of the Initial Study (Environmental Assessment) uploaded to the online application.
- 4. A letter of request stating the reasons for the time extension and the status of the project uploaded to the online application.
- 5. Filing Fees (see Section 2) will be assessed after all required documents are uploaded to the online application.
- 6. Additional documents (analyses, special studies, assessments, reports, etc.) that discuss the following may be required based upon further review of time extension once it has been submitted.

## SECTION 2: Filing Fees

Refer to the Development Fee Schedule for most current fees. Additional fees may apply upon review of the application.

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- Time Extensions ..... See current fee list.



# PROPERTY OWNER DECLARATION FORM

## PROJECT INFORMATION

Name of Proposed Project:	
Location of Project:	
Assessor's Parcel Number:	
Applicant Name:	Phone Number:
	Email:
Address:	

### Type of Review Requested

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Certificate of Appropriateness   | <input type="checkbox"/> Landmark Alteration Permit      | <input type="checkbox"/> Similar Use Determination |
| <input type="checkbox"/> Certificate of Economic Hardship | <input type="checkbox"/> Large Family Daycare Permit     | <input type="checkbox"/> Site Development Review   |
| <input type="checkbox"/> Community Plan Amendment         | <input type="checkbox"/> Mills Act                       | <input type="checkbox"/> Specific Plan Amendment   |
| <input type="checkbox"/> Minor/Conditional Use Permit     | <input type="checkbox"/> Minor Design Review             | <input type="checkbox"/> Temporary Use Permit      |
| <input type="checkbox"/> Major Design Review              | <input type="checkbox"/> Minor Exception                 | <input type="checkbox"/> Tentative Subdivision Map |
| <input type="checkbox"/> Development Agreement            | <input type="checkbox"/> Plan Check/Zoning Clearance     | <input type="checkbox"/> Tree Removal Permit       |
| <input type="checkbox"/> Development Code Amendment       | <input type="checkbox"/> Planned Community               | <input type="checkbox"/> Uniform Sign Program      |
| <input type="checkbox"/> Entertainment Permit             | <input type="checkbox"/> Pre-Zoning                      | <input type="checkbox"/> Vacation of Easement      |
| <input type="checkbox"/> General Plan Amendment           | <input type="checkbox"/> Public Convenience or Necessity | <input type="checkbox"/> Variance                  |
| <input type="checkbox"/> Hillside Design Review           | <input type="checkbox"/> Reasonable Accommodation        | <input type="checkbox"/> Zoning Map Amendment      |
| <input type="checkbox"/> Home Occupation Permit           | <input type="checkbox"/> Sign Permit                     | <input type="checkbox"/> Other: _____              |

## OWNER DECLARATION

I declare that,  I am the owner,  I legally represent the owner, of real property involved in this application and do hereby consent to the filing of the above information. Further, by signing, I attest that all individuals and entities with financial commitments associated with the proposed development have been clearly identified as required pursuant to SB 1439. Further, by signing I attest that I can provide proof that I legally represent the owner.

Date:	Signature:	
Print Name and Title:	Phone Number:	Email:
Address:		