



Community Development Department • 69-825 Highway 111 • Rancho Mirage, CA 92270

Phone: 760-328-2266 • Fax: 760-324-9851

EXTENSION OF TIME APPLICATION

APPLICANT:

_____ Phone: _____
Mailing Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Email: _____

LEGAL OWNER:

_____ Phone: _____
Mailing Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Email: _____

REPRESENTATIVE/CONTACT PERSON:

_____ Phone: _____
Mailing Address: _____ Fax: _____
City: _____ State: _____ Zip: _____ Email: _____

Please send correspondence to (check one) Applicant Property Owner Representative/Contact

BUSINESS LICENSE NUMBER (Required) _____
License Number Expiration Date

Project Address: _____ Name of Project: _____

Existing General Plan/Zoning: _____ Existing Land Use _____

Assessor's Parcel Number(s) _____ Acres/Sq.Ft. _____
(Photo essays are encouraged to be submitted)

Legal Description: _____

Project Summary: _____
(REQUIRED)

**Any false or misleading information shall be grounds for denial
If Not Legal Owner, Notarized Authorization From Owner of Record Must Be Attached.**

Wet Ink Signature _____ Print Name _____ Date _____

OFFICE USE ONLY

CASE NUMBER: _____ RELATED CASE NUMBER: _____
FILINIG FEE: \$ _____ RECEIPT NUMBER: _____ CHECK NUMBER: _____
DATED SUBMITTED: _____ SUBMITTED TO: _____

SUBMITTAL REQUIREMENTS

IN GRANTING AN EXTENSION OF TIME, NEW CONDITIONS OF APPROVAL MAY BE IMPOSED AND EXISTING CONDITIONS MAY BE REVISED

Submittal of a complete application shall include the following or as determined by Planning staff.

- 1) _____ Applicable Fees.
- 2) _____ Detailed letter explaining the reason for the extension request.
- 3) _____ THREE (3) sets of mailing labels for property owners within a 500-foot radius of the project. The labels need to include the assessor parcel number. Said labels shall be prepared and certified by a Title Insurance Company, Civil Engineer or surveyor. The applicant is responsible for the accuracy of the 500-foot radius and address certification. An error may result in denial or continuance of the project by the reviewing authority. The list shall be prepared on 8 ½" x 11" sheets of self-adhesive labels. The labels shall be accompanied by a map showing every property within a 500-foot radius of the subject property.
- 4) THIRTY THREE (33) 11" x 17" Exhibit Booklets organized in the following order:
 - _____ Cover page with Case Number(s) clearly indicated. A photo or rendering of the project may be placed on the cover;
 - _____ Index referencing page numbers in document. Please be sure that all pages in the Exhibit Booklet have page numbers;
 - _____ Aerial photograph of site indicating extent of project area;
 - _____ Color site plan;
 - _____ Black & white conceptual grading plan;
 - _____ Color floor plan;
 - _____ Color building elevations;
 - _____ Roof plan;
 - _____ Cross-sections of building/site;
 - _____ Color renderings from several vantage points;
 - _____ Photograph of sample color and material board
- 5) _____ Other requirements deemed necessary by City staff, e.g. exhibits, supporting documentation, etc.

Any determination of action taken by the Planning Commission to approve or disapprove an application may be appealed to the City Council by the applicant, Rancho Mirage citizen, or any person having an interest. Appeals must be filed with the City Clerk on an application form with the appeal-filing fee within ten (10) days of the date of Planning Commission action. (Appeals cannot be filed if the City Council is the approving body.)