



Community Development Department
 14000 City Center Dr., Chino Hills, CA 91709
 (909) 364-2740 Fax (909) 364-2795
 www.chinohills.org

EXTENSION OF TIME APPLICATION & INFORMATION

This application is used to request an extension of time of a conditional approval of a project. Extension requests must be filed at least thirty (30) days prior to the expiration date for project approval.

Whenever an approval or a permit extension is requested and the project delay was caused solely by reason of the application of governmental law, regulation, ruling or judgment which legally prevented further carrying on of the project, the Director of Community Development may waive any extension request fee upon proof of facts submitted in writing which satisfy the conditions set forth above. Any such waiver shall have no bearing on the determination of the merits of the extension request.

PROJECT INFORMATION

Project No.: _____ Date: _____
 Action Date: _____ Expiration Date: _____
 Action taken by: (circle one) Staff Planning Commission City Council
 Owner's Name: _____

_____ Address City State Zip Code
 Phone No.: _____ Email: _____

APPLICANT INFORMATION

Applicant Name: _____
 _____ Address City State Zip Code
 Phone No.: _____ Email: _____

EXTENSION REQUEST

I/We hereby request an extension of time for _ _ months (not to exceed 36 months for Tentative Tract Map. All other development applications are subject to the provisions of the Chino Hills Development Code) to the above referenced application. I/We understand that by so requesting an additional review of the file will be made. Modifications and/or additions may be made to the conditions of approval during this review. I/We are requesting this extension of time for the following reason. If additional space is needed, please attach an addition sheet to this form.

 Signature Print Name Title Date

SEE REVERSE FOR ADDITIONAL INFORMATION

APPLICATION FEE: Refer to the Community Development/Fee Deposit Schedule for application fee amount.

ADDITIONAL FEES:

Fire District Review Fees: Fire District Review Fees will be required prior to application submittal. Contact the Chino Valley Independent Fire District at (909) 902-5280 for fee applicability and payment prior to application submittal.

Building and Safety Review: For projects requiring a Geology Report, or a Geologic Feasibility Analysis. Refer to the Community Development/Fee Deposit Schedule for application fee amount.

SUBMITTAL CHECKLIST:

- Fifteen (15) copies of Tentative Tract Map or development plans (Site Plan, Floor Plan, Elevations, etc.)
- One (1) reduced copy on 8 ½ x 11" of the Tentative Tract Map or development plans.
- One (1) copy of the Conditions of Approval.

Surrounding Properties Certificate & Labels:

- One (1) copy of the signed Certified Surrounding Property Owners Certification (Property owner information may be obtained from the County Assessors office at (909) 458-1300).
- One (1) set of labels listing names and addresses of surrounding property owners within a 300' radius of project boundaries.
- A map showing a black line around the 300' radius of the project boundaries.
- Two (2) copies of a preliminary title report.
- Completed Extension of Time Application form.