



City of Hemet

PLANNING DIVISION
445 E. Florida Avenue, Hemet, CA 92543
(951) 765-2375
www.hemetca.gov

EXTENSION OF TIME MINOR SUBMITTAL REQUIREMENTS

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

THE EXTENSION OF TIME - MINOR 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 pursuant to the latest adopted fee schedule.
- 3. A letter signed and dated by the applicant that addresses each of the following:
 - a. Project number and brief description of project.
 - b. Original approval date and expiration date.
 - c. Length of extension requested.
 - d. Status of the project.
 - e. Justification for the extension.
- 4. One (1) full-size (24 x36 folded to 8½ x11) and one (1) (11x17) copy of the ORIGINAL APPROVED plans or map(s), including any changes made to the project by the Community Development Director.
- 5. One (1) set of 8½ x 11 reduction of all submission materials including maps and plans.
- 6. One (1) electronic copy on a USB flash drive of all submission materials including maps and plans in PDF format.
- 7. A notification package that complies with the notification requirements of the ORIGINAL application.

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. All correspondence and reports will be sent electronically (e-mailed) only to the project applicant as designated on the application form.
3. Please direct all questions to the Case Planner or contact the Planning Division at 951-765-2375.

C. ATTACHMENTS

Hemet Municipal Code sections regarding extension of time for the following applications: Administrative Adjustment, Administrative Use Permit, Downtown Project Review- Minor, and Site Development Review – Minor.