



CITY OF SIMI VALLEY

Department of Environmental Services
Planning Division

Time Extension Application Packet

PLEASE NOTE:

ALL APPLICABLE DOCUMENTS AND REQUIRED FEES

MUST BE SUBMITTED

PRIOR TO THE PROJECT EXPIRATION DATE

***ALL APPLICATIONS MUST BE SIGNED, PROPERTY OWNER
SIGNATURE MUST BE NOTARIZED***

2929 Tapo Canyon Road
Simi Valley, CA 93063

Hours: Monday-Friday 8 a.m. to 5 p.m.
(Closed from 12 p.m. to 1 p.m).
Planning Counter: (805) 583-6769

AN APPOINTMENT IS REQUIRED TO SUBMIT APPLICATION

www.simivalley.org

Contact Information and Submittal Materials

Time Extension Requests

Administrative Time Extensions

A one-time Administrative Time Extension may be requested pursuant to Simi Valley Municipal Code Section 9-71.030.E.3 for up to three years, for previously approved Conditional Use Permits, Cluster Development Permits, or Planned Developments provided the Director can make certain findings. The findings include determinations that the site and its surroundings have not changed; the provisions of the General Plan and Development Code that affect the project have not changed; the environmental determination would not change; and substantial work could not occur because of circumstances beyond the control of the applicant (as outlined in section 9-71.030.E.5). An Administrative Public Hearing may be required. Please check with Planning if a hearing is required.

Other Time Extensions

The Director, Planning Commission, or City Council, whichever was the original review authority, may grant time extensions for those projects that have already received an Administrative Time Extension or wish to request more than three years of additional time. The time period that is granted by the review authority is at their sole discretion (as outlined in Section 9-71.030.E). A public hearing(s) is required.

Please note: All time extension requests must be filed before the original approvals have expired

Submittal Requirements

All projects:

1. Notarized Application and fee.
2. Copy of the stamped approved plans, reduced to 11"x17".
3. Title Report (no more than 3 months old).
4. Letter from applicant outlining the reasons why a time extension is being requested.

If a Public Hearing is required (please confirm with the Planning Division):

1. Public hearing mailing labels and affidavit (see attached preparation instructions).
2. **Please note that costs for public hearing notices will be billed directly to you under a separate invoice prior to the hearing.**

STAFF USE ONLY

CASE FILE NUMBER(S): _____
PR No. _____
Related Cases: _____
Previous Cases: _____
ES Billable No(s): _____

Date Received: _____
Received by: _____

Case Planner: _____
Environmental Planner: _____

Request and Project Information

Please select one and indicate the number of years requested:

Administrative Time Extension

Other Time Extension

Number of years requested: _____

Please list all Addresses and Assessor's Parcel Numbers (APNs) for the project site:

Assessor Parcel Number(s): _____

Street Addresses (if any): _____

Project/Shopping Center Name: _____

Applicant, Property Owner and Consultant Information

Please provide the following information about the applicant, property owner, and all consultants (e.g., architects, civil engineers, surveyors, and permit expeditors) who prepared the application materials (e.g., plans, reports, and studies).

Applicant

The applicant is: (Please check the appropriate box.)

Owner Lessee Has Power of Attorney Authorized by Owner

Name: _____

Phone: _____

Mailing Address: _____

E-mail Address: _____

Fax: _____

Disclosure: Has the applicant had financial involvement (including political campaign contributions) in excess of \$250.00 with any Planning Commissioner in the last 12 months? **YES** _____ **NO** _____

The undersigned is hereby informed, and acknowledges having been so informed of the following:

1. All City-issued permits and approvals are issued pursuant to the authority and subject to the requirements contained in Federal, State, County, Special District, and City codes, and in accordance with written policies and procedures adopted by the City Council, and subject to specific written exactions applicable to the request.
2. Statements or representations by City Employees concerning the foregoing requests, codes, policies, standards, and procedures are believed to be accurate; however, such accuracy is not guaranteed. Applicants are advised to refer directly to the codes, written policies, and procedures applicable to your request. It is expressly understood that the decision-making body(ies) are not bound by staff recommendations but may exercise their sole discretion concerning the request.
3. Conditions imposed upon development approvals do not constitute contractual consideration, but are imposed by the City for the sole purpose of ensuring compliance with all applicable standards, and for the protection and promotion of public health, safety, and welfare.

An application may be filed only by all of the owner(s) of the property or by a person authorized by the property owner(s).

I/we _____ hereby certify, under penalty of perjury, that I/we am/are the property owner(s) or am/are authorized by the property owner(s) to submit this application. I/we further certify that this application has been prepared in compliance with the requirements of the Simi Valley Municipal Code, that the materials are being submitted as a formal application for the request noted on this application, and that the statements and information above referred to are, to the best of my/our knowledge and belief, in all respects true and correct.

Applicant's Signature _____

_____ Date

Applicant's Printed Name: _____

All applications must have all signatures(s) notarized by a Commissioned Notary Public.

Property Owner

If the property owner is the same as the applicant, write "same."

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

Primary Contact Information

Please designate and provide the following information about the person who will serve as the primary point of contact on this project. All project-related correspondence will be directed to this person.

Name: _____ Phone: _____

Mailing Address: _____

E-mail address: _____ Fax: _____

Architect

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

Other Parties to be Contacted

Name: _____ Phone: _____

Mailing Address: _____

E-mail Address: _____ Fax: _____

Certified Public Notice Mailing List And Affidavit

Public notices require mailing labels, radius maps, and an affidavit related to their preparation that must be submitted by the applicant prior to deeming a project complete. Obtain and use Ventura County Assessor’s parcel maps from the County of Ventura or the City of Simi Valley Planning Division for the subject property and those within 300 feet of the subject parcel(s). **Labels may not be more than three months old.**

Public Notice Mailing Lists and Maps must comply with the following requirements/include the following information:

Public Notice Mailing Lists Requirement and/or Informational Item	
1. Property Radius Notification Map	
1a.	Using the Assessor’s Maps, highlight the area of the subject application(s) by outlining the property lines in color or obvious shading. (Please note scale differences exist in some map sheets).
1b.	Draw a line that is a minimum distance of 300 feet from each edge of the subject property. Highlight this radius line. (This line may fall on adjacent maps and may be submitted on separate sheets as necessary).
2. Mailing Labels	
2a.	Provide three sets of self-stick labels and an Electronic Excel Spreadsheet.
2b.	Use the following label formats on Avery style self-stick labels: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>For Owner: APN: 123-0-456-789 John and Jane Doe 1234 Main Street Simi Valley, CA 93065</p> </div> <div style="width: 45%;"> <p>For Occupant/Business/Non-Resident Owner: APN: 123-0-456-789 Occupant 1234 South Street, Apt. A Simi Valley, CA 93065</p> </div> </div>
2c.	Provide two copies of the labels on letter paper.
2d.	Owners’ Labels: Refer to the latest available Ventura County Tax Assessment Roll and provide a label for all property owners within or touching the 300-foot radius identified on the radius map. If an owner owns more than once parcel, provide the multiple APNs on their label, and do not duplicate labels.
2e.	Occupant Labels: If the mailing address of the property owner does not match the site address, provide an occupant label. If the parcel contains an apartment complex or individual tenants, provide one for each tenant.
2f.	Homeowners’ Association (HOA) Labels: Provide mailing labels to all HOAs within the map radius. Contact the Planning Division counter for a list of these associations.
3. Affidavit	
3a.	Applicants are responsible for ensuring the accuracy of the Property Map and Mailing Labels for the property owners and occupants. Provide one copy of a signed affidavit to this effect (refer to next page).

Prior to the public hearing, staff will inform you of the applicant’s obligation to provide public hearing notice signs. See Appendix S for further information.



CITY OF SIMI VALLEY

Environmental Services Department Planning Division

Electronic File Submittal Requirements

PDF filenames must meet the file naming convention as shown in the table below:

Plan, Map or Technical Document	Document Type	Filename
Plans or Maps	Plans	<i>Plans.pdf</i>
Preliminary Geotechnical/Soils Report	Technical Document	<i>GeoSoils_Report.pdf</i>
Tree Report	Technical Document	<i>Tree_Report.pdf</i>

PDF filenames cannot include special characters (%,+ , \$, #) or the date

Plan sets must consist of a single PDF file

PDF files must not to exceed 195MB in size

PDF files must not be password protected or locked

Remove all comments from the PDF plans

Ensure the PDF plans do not have multiple layers by flattening it prior to submittal

Plan sets must have bookmarks that list sheet number and sheet title. Please note that all bookmarks must be on the same level as the topmost bookmark

Plan sets must not have page sizes larger than 36x48 inches

Plan sets must have uniform content orientation and page alignment

Plan sets must be scaled and include a scale bar on each sheet or include measurements for each object

Plan sets must have a 2x2 inch space located in the title block of each sheet for approval stamps

Resubmittals should be submitted using the same (exact) filename as the original submittal filename

Please contact the Planning Division at (805) 583-6769 or enviroservices@simivalley.org for more information

Certified Public Notice Mailing List

AFFIDAVIT

Permit No. _____

Assessors Parcel Nos. _____

State of _____

County of _____

I, _____, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of Ventura County and of all property occupants within the area described on the attached application and for a distance of three hundred (300') feet from the exterior boundaries of the property described on the attached application.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

(Printed Name) _____

(Signed) _____

(Date) _____

(Address) _____
