



# CITY OF SIMI VALLEY

**Department of Environmental Services  
Planning Division**

## **Administrative Time Extension Application Packet**

*PLEASE NOTE:  
ALL APPLICATIONS MUST BE SIGNED AND NOTARIZED*

***Planning Department Location:  
2929 Tapo Canyon Road  
Simi Valley, CA 93063***

***Hours: Monday-Friday 7:30 a.m. to 5:30 p.m.  
Planning Counter: (805) 583-6769***

**[www.simivalley.org](http://www.simivalley.org)**



## Contact Information and Submittal Materials

### Administrative Time Extension Requests

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 is required.

Please indicate number of years requested (1-3 years): \_\_\_\_\_

Materials required with this application type:

1. Notarized Application and fee.
2. Copy of the stamped approved plans, reduced to 11"x17".
3. Letter from applicant outlining the reasons why a time extension is being requested.
4. Public hearing mailing labels and affidavit (see attached preparation instructions)

### Assessor Parcel Number(s) and Location

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: \_\_\_\_\_

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*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: \_\_\_\_\_

## **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:

<b>Public Notice Mailing Lists Requirement and/or Informational Item</b>	
<b>1. Property Radius Notification Map</b>	
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).
<b>2. Mailing Labels</b>	
2a.	Provide three sets of self-stick labels.
2b.	Use the following label formats on Avery style self-stick labels:
For Owner: APN: 123-0-456-789 John and Jane Doe 1234 Main Street Simi Valley, CA 93065	For Occupant/Business/Non-Resident Owner: APN: 123-0-456-789 Occupant 1234 South Street, Apt. A Simi Valley, CA 93065
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.
<b>3. Affidavit</b>	
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.**

## 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) \_\_\_\_\_

\_\_\_\_\_