



# City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861  
Phone (310) 456-2489 · Fax (310) 456-3356 · [www.malibucity.org](http://www.malibucity.org)

## TIME EXTENSION REQUEST

The City of Malibu will not accept incomplete applications.

### Staff use only

Extension No. \_\_\_\_\_

### To submit a time extension request:

This time extension request must be timely received by the Planning Department either in person or by mail addressed to City of Malibu, Attn: Planning Department, 23825 Stuart Ranch Road, Malibu, CA 90265.

The request letter must be received **PRIOR** to the expiration date listed in the Notice of Decision or Planning Commission Resolution.

Project No.: \_\_\_\_\_

Site Address: \_\_\_\_\_

### *ALL of the following must be timely filed to perfect a time extension request.*

1. **Time Extension Checklist** \_\_\_\_\_

This form with property owner's signature

2. **Time Extension Request Letter** \_\_\_\_\_

A letter setting forth due cause for the Planning Director / Commission to grant the time extension.

3. **Time Extension Fee (See Schedule of Fees)** \_\_\_\_\_

4. **Property Owner's /Occupant's Information** \_\_\_\_\_

Has the property owner or commercial occupant changed since the Planning Commission/ Planning Director granted the time extension?  YES  NO

If **YES**, Change of Property Owner/Occupant Fee applicable.

Property Owner's mailing Address: \_\_\_\_\_

\_\_\_\_\_

Property Owner's telephone: \_\_\_\_\_

Property Owner's email address: \_\_\_\_\_

Occupant's mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Occupant's telephone: \_\_\_\_\_

Occupant's email address: \_\_\_\_\_

**5. Applicant's Information** \_\_\_\_\_

Has the application representing the owner changed since the Planning Commission's/ Planning Director's approval or since the issuance of the last extension?  YES  NO

If **YES**, fill out the Authorization to Submit Project section of this form.

Applicant's mailing address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's telephone: \_\_\_\_\_

Applicant's email address: \_\_\_\_\_

**6. Certified Public Notice Property Owner & Occupant Mailing Address and Radius Map** \_\_\_\_\_

Not required for Administrative Plan Review approvals in which a discretionary request (e.g. site plan review) was not included.

- The addresses of the property owners and occupants within the mailing radius shall be provided on a compact disc in a Microsoft Excel spreadsheet. The spreadsheet shall have the following column headers in row one: 1) name, 2) address, 3) city, state & zip code, and 4) parcel (for APN). The owners should be listed first followed by the occupants. The project applicant's mailing address should be added at the end of the list.
- An additional column for "arbitrary number" may be included if the supplied radius map utilizes such numbers for the purpose of correlating the addressee to their map location.
- Printouts of the excel spreadsheet and radius map, certified by the preparer as being accurate, must be provided.
- The radius map (8½" x 11") shall show a 500 foot radius\* from the subject property and must show a minimum of 10 developed properties. A digital copy of the map shall be submitted on the same cd as the mailing addresses.

\*Properties zoned RR-10, RR-20, or RR-40 require a 1,000-foot radius notification.

\*\*Note that updated mailing labels may be requested by the project planner prior to deeming the application complete.

**Indemnification Clause**

The property owners, and their successors in interest, shall indemnify and defend the City of Malibu and its officers, employees and agents from and against all liability and costs relating to the City's actions concerning this project, including (without limitation) any award of litigation expenses in favor of any person or entity who seeks to challenge the validity of any of the City's actions or decisions in connection with this project. The City shall have the sole right to choose its counsel and property owners shall reimburse the City's expenses incurred in its defense of any lawsuit challenging the City's actions concerning this project.

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
PROPERTY OWNER NAME (PRINT)

\_\_\_\_\_  
DATE

**AUTHORIZATION TO SUBMIT A PROJECT**

\_\_\_\_\_ (print name) is authorized by me/us as the owner(s) of the property located at \_\_\_\_\_, to submit an application to and obtain permits from the City of Malibu Planning Department and to act on my/our behalf of the process that applicant. This authorization will be valid until revoked by me/us in writing.

This form must be notarized if not witnessed by City of Malibu staff.

**Witnessed by:**

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

\_\_\_\_\_  
Witness Signature (Staff)

\_\_\_\_\_  
Print Name

**I hereby certify that the time extension request submittal contains all of the above items. I understand that if any of the items are missing or subsequently deficient, the time extension shall be deemed to have been withdrawn and the project approval will expire.**

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Print Property Owner's Name

\_\_\_\_\_  
Date