



City of Rancho Cucamonga  
Planning Department  
(909) 477-2750



## CHECKLIST FOR MAP TIME EXTENSIONS

A Time Extension may be granted by the Planning Commission for Tentative Tracts and Parcel Maps. Extensions may be granted in 12-month increments and not to exceed a total of five years from the original date of approval, unless otherwise provided for by State law. All requests for extensions shall be filed with the City Planner at least 30 days prior to the expiration date. The Planning Commission may extend the approval of a project if all the following findings are made: 1) there have been no significant changes in the Land Use Element, Development Code, or other applicable specific/community plan; 2) character of the area within which the project is located or current planning policy or past practice that would cause the approved project to become inconsistent or non-conforming; 3) granting of an extension shall not be detrimental to the safety or welfare or materially injurious to properties or improvements in the vicinity; and 4) granting of an extension shall not create adverse impacts on the environment.

### SECTION 1: Filing Requirements

- 1. **Initial Submittal (at Filing Deadline):** The filing deadline for the Initial Submittal is every Tuesday between 7:30 a.m. and 5:00 p.m. An appointment for filing the Initial Submittal is encouraged. If an application is submitted after the Tuesday filing deadline, it may result in a week delay in processing time. Submittal of application by delivery service or by mail such as FedEx, U.S. Postal, U.P.S., will not be accepted.
- 2. Uniform Application, including Summary Development Table.
- 3. Part I of the Initial Study (Environmental Assessment).
- 4. A new, or updated, list of all persons connected with the project to be notified, such as legal owner, applicant, architect, engineer, etc.
- 5. A letter of request stating the reasons for the time extension and the status of the project.
- 6. Public Hearing Information as follows:
  - Property ownership list: Three sets of typed, gummed labels on 8-1/2" x 11" sheets, listing the name, address, and assessor's parcel number of all property owners within 660 feet of the exterior boundaries of the subject property (see format in attached example). The list shall be obtained from the latest equalized assessment roll issued by the Tax Assessor. **Contact the Tax Assessor's satellite office at: 8575 Haven Avenue, 2nd Floor, Rancho Cucamonga, CA 91730, (909) 948-6488.**
  - A radius map drawn on the Assessor's Parcel Maps, spliced together on an 8-1/2" x 11" format, indicating the subject property with a 660 foot radius drawn around the property as shown in the attached example.
- 7. Supplemental information and public hearing notification may be required as determined by the Planning Department upon completion of the review of the Initial Submittal.

**SECTION 2: Filing Fees**

**Contact the Planning Department to determine which fees are applicable: All fees shall be calculated to the nearest hundredth of an acre (i.e. 14.25 acres), based upon the gross acreage of the proposed project.**

- Time Extensions ..... See current fee list.
- Environmental Assessment ..... See current fee list.  
*The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs for the preparation, review, analysis, recommendations, mitigations, etc., of any special studies or reports such as, but not limited to arborist, noise, traffic, drainage, soil, geologic, biologic, cultural, etc.*
- Environmental Challenge/Appeal ..... See current fee list.  
*The applicant is responsible to pay or reimburse the City, its agent, officers, and/or consultants for all costs in the event of an environmental challenge or appeal; and all cost related to required revisions to the Initial Study and/or additional special studies such as traffic, noise, geologic, etc.*