



CITY OF ENCINITAS
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TIME EXTENSION APPLICATION SUPPLEMENT AND SUBMITTAL CHECKLIST

The items listed in the table below are organized by application type (for example, extension of a tentative map, tentative parcel map, use permit, design review permit, and coastal development permit), and summarize the required submittal materials for each time extension type.

All submittal items shall be provided in digital portable document format (PDF), meet the City's Document Submission Standards/File Category and be named in accordance with the required File Naming Conventions. See Planning Application Guide, Document Submission Standards & File Naming Conventions Guidelines on the Customer Self Service (CSS) Homepage found [here](#).

1. General Submittal Requirements

- All items in the **General Planning Application Checklist** (except the Stormwater Intake Form and Housing Application Supplement with Income Verification Form); and
- Additional submittal items, based upon project scope, as outlined below.

2. Extension of a Tentative Map (TM) or Tentative Parcel Map (TPM)^{1,2}

A. Proposed Extension Request Scope:

- **Extend the approval expiration date of a previously approved Tentative Map or Tentative Parcel Map by one year.**

Required intake appointment items:

- Preliminary Title Report
- Written Statement of Justification for requested time extension, to include:
 - A discussion of the reason for the extension request, current circumstances of the subdivision, current site conditions, the surrounding area, what has changed and an indication that the original conditions or approval shall remain unchanged, etc.
- Copy of previous approval documents, including:
 - Signed Planning Commission Resolution or Notice of Decision, etc.
 - Previously approved Tentative Map or Tentative Parcel Map
 - Previously approved Preliminary Grading Plan
 - Previously approved Landscape Plan (*if included as part of the original project approval*)
 - Any other plans included as part of the original approval of the TM/TPM

3. Extension of a Major Use Permit (MUP) or Minor Use Permit (MIN)^{1,3}

A. Proposed Extension Request Scope:

- **Extend the approval expiration date of a previously approved Major Use Permit or Minor Use Permit by one year.**

- Preliminary Title Report

- Written Statement of Justification for requested time extension
 - Provide a written discussion of the reason for the extension request, current circumstances of the subdivision, current site conditions, the surrounding area, what has changed and an indication that the original conditions or approval shall remain unchanged, etc.).
- Copy of previous approval documents, including:
 - Signed Planning Commission Resolution or Notice of Decision, etc.
 - Previously approved Site Plan
 - Previously approved Floor Plan
 - Previously approved Preliminary Grading Plan *(if included as part of the original project approval)*
 - Previously approved Planned Residential Development (PRD) information/map *(if included as part of the original project approval)*
 - Previously approved Elevations *(if included as part of the original project approval)*
 - Previously approved Roof Plan *(if included as part of the original project approval)*
 - Previously approved Landscape Plan *(if included as part of the original project approval)*
 - Previously approved Average Lot Slope Exhibit *(if included as part of the original project approval)*
 - Previously approved Basement Exhibit *(if included as part of the original project approval)*
 - Previously approved Lighting Specifications *(if included as part of the original project approval)*
 - Previously approved Photometric plan *(if included as part of the original project approval)*
 - Any other plans included as part of the original approval of the MIN/MUP.

4. Extension of a Design Review Permit (DR) or Administrative Design Review Permit (ADR)^{1,3}

A. Proposed Extension Request Scope:

- **Extend the approval expiration date of a previously approved Design Review or Administrative Design Review Permit.**

- Preliminary Title Report
- Written Statement of Justification for requested time extension
- Copy of previous approval documents, including:
 - Signed Planning Commission Resolution or Notice of Decision, etc.
 - Previously approved Site Plan
 - Previously approved Floor Plan
 - Previously approved Elevations/Color Elevations
 - Previously approved Roof Plan
 - Color/Material/Lighting Specifications Sheet/Information
 - Previously approved Preliminary Grading Plan *(if included as part of the original project approval)*
 - Previously approved Landscape Plan *(if included as part of the original project approval)*
 - Previously approved Average Lot Slope Exhibit *(if included as part of the original project approval)*
 - Previously approved Basement Exhibit *(if included as part of the original project approval)*
 - Previously approved Lighting Specifications *(if included as part of the original project approval)*
 - Previously approved Photometric plan *(if included as part of the original project approval)*
 - Any other plans included as part of the original approval of the MIN/MUP.

5. Extension of a Coastal Development Permit (CDP)^{1,4}

A. Proposed Extension Request Scope:

- **Extend the approval expiration date of a previously approved Coastal Development Permit by one year.**

- Preliminary Title Report
- Written Statement of Justification for requested time extension
 - Provide a written discussion of the reason for the extension request, current circumstances of the subdivision, current site conditions, the surrounding area, what has changed and an indication that the original conditions or approval shall remain unchanged, etc.).
- Copy of previous approval documents, including:
 - Signed Planning Commission Resolution or Notice of Decision, etc.
 - Previously approved Site Plan
 - Previously approved Floor Plan
 - Previously approved Elevations
 - Previously approved Roof Plan
 - Previously approved Preliminary Grading Plan *(if included as part of the original project approval)*
 - Previously approved Landscape Plan *(if included as part of the original project approval)*
 - Previously approved Average Lot Slope Exhibit *(if included as part of the original project approval)*
 - Previously approved Basement Exhibit *(if included as part of the original project approval)*
 - Previously approved Lighting Specifications *(if included as part of the original project approval)*
 - Previously approved Photometric plan *(if included as part of the original project approval)*
 - Any other plans included as part of the original approval of the CDP.

FOOTNOTES:

¹If the project requires other discretionary application types (coastal development permit, design review permit, etc.) and the intake submittal requirements overlap, only one of the duplicate submittal items is required for the project submittal.

²Not more than three one-year time extensions may be granted to any tentative parcel map, and not more than six one-year time extensions may be granted for any tentative map. The extension request application shall consider the current circumstances of the subdivision, the site, and the surrounding area. The original conditions of approval shall remain substantially unchanged from the tentative map or tentative parcel map, as originally approved. A need to alter or add conditions, attach additional development fees, or alter map design or number of units shall be grounds for denial of the time extension; the applicant may file for a new tentative parcel map review and approval.

³The Director may grant reasonable extensions of up to a total of two years for the use permit; provided no change in City policies has occurred which would be in conflict with the project.

⁴Upon good cause having been shown, the Director may, on one or more occasions, extend the expiration period on the coastal development permit if there are no changed circumstances which would affect the development's consistency with the certified Local Coastal Program. The total of all extensions shall not exceed a period of two years. A public hearing may be required. Please consult with planning staff to make this determination.