



EXT _____

EXTENSION REQUEST

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

PROJECT ADDRESS _____

APPLICATION TYPE AND NUMBER(S): _____

EXPIRATION DATE: _____ LENGTH OF
EXTENSION REQUEST: _____
(Maximum 1 year)**APPLICANT(S) NAME** _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

**THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL
THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.**_____
APPLICANT'S SIGNATURE_____
DATE_____
PROPERTY OWNER'S SIGNATURE_____
DATE

ACTION TAKEN☐ **APPROVED**
**CONDITIONS/REASONS FOR
DENIAL:**☐ **CONDITIONALLY APPROVED**☐ **DENIED**

BY: _____ DATE: _____ EXPIRATION: _____

THERE IS A TEN (10) DAY APPEAL PERIOD FOR THIS APPLICATION. APPEALS MUST BE SUBMITTED IN WRITING TO THE
COMMUNITY DEVELOPMENT DIVISION WITH A \$772.00 APPEAL FEE BY _____ P.M. ON _____.

DATE FILED _____ RECEIPT NO. _____ PAID _____ RECEIVED BY _____

FILING REQUIREMENTS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ Detailed written explanation on a separate piece of paper explaining the request for an extension.
- ☐ Filing Fee
- ☐ Planning Commission Review

- ☐ Planning Commission's Review Only - A 300-foot radius map (1,000 foot radius for events at the Santa Anita Racetrack or Westfield Santa Anita Mall) and a mailing list in an Excel format and one set of labels. The mailing list must be in an Excel format and saved on a USB flash drive. Each lot must be consecutively numbered to correspond to the property owners list, map, and Excel spreadsheet.

The spreadsheet must identify the following fields: 1) Assessor's Parcel Number; 2) Property Owner's Name; 3) Mailing Address; 4) City, State, and Zip Code. Each column heading must be in the same order as listed above.

The names and addresses of current property owners may be obtained at the Los Angeles County Assessor's office.

Alternatively, applicants may retain the services of a mapping consultant to generate the radius map, labels, and electronic address list on an Excel spreadsheet on their behalf. A list of local mapping consultants may be obtained at the Planning Services offices.

- ☐ A separate label sheet, providing 3 labels each for the property owner, applicant, architect, contractor, and anyone else with an interest in the project that is to be contacted/copied with any relevant correspondence.

AFFIDAVIT

STATE OF CALIFORNIA
CITY OF ARCADIA
COUNTY OF LOS ANGELES

I, _____ hereby certify that the
(print name)

attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available equalized assessment roll of the County of Los Angeles, within the area described on the attached application and for the required distance of notification from the exterior boundaries of the property described on the attached application. I also certify that the subject site described on the attached application contains no illegal lot splits or other divisions of land not specifically authorized by the City of Arcadia.

I certify under penalty of perjury that the foregoing is true and correct.

Signature: _____

Date: _____