



**City of Pomona
Planning Division**

AN APPLICANT'S GUIDE

TIME EXTENSION FOR CONDITIONAL USE PERMITS AND VARIANCES

PURPOSE

The purpose of a Time Extension is to allow property owners and developers to extend Conditional Use Permits and Variances for an additional one (1) year period. Conditional Use Permit and/or Variance may be extended provided that an application for a Time Extension is applied for prior to the expiration date.

APPLICATION SUBMITTAL REQUIREMENTS FIRST EXTENSION

- ◆ Application for Conditional Use Permit and Variance extensions must be received prior to the expiration date of the approved project.
- ◆ Ten (10) copies of the approved site plan and architectural elevations (full size plans) must be provided with this application.
- ◆ One copy of the completed and notarized application signed by the property owner.
- ◆ A detailed letter (separate from application information) explaining the reason(s) for time extension request.
- ◆ \$809 filing fee for each request (\$125 filing fee for single-family owner occupied project).

SECOND EXTENSION

A second time extension may be applied for to allow one additional year for a Conditional Use Permit and/or Variance. However, only the property owner or developer at the time of the initial approval of a Conditional Use Permit and/or Variance may request a second time extension. Additionally, findings, which must be made to approve a second time extension, are listed below.

- ◆ Application for a 2nd time extension must be received prior to the expiration date of the first time extension.
- ◆ Ten (10) copies of the approved site plan and architectural elevations (full size plans).
- ◆ One copy of the completed and notarized application signed by property owner (must be same property owner or developer at time of original request).
- ◆ A detailed letter (separate from application information) explaining the reason(s) for time extension request.
- ◆ \$809 filing fee for each request (\$125 filing fee for single-family owner occupied project).
- ◆ The following findings must be made by the Planning Commission to approve a second time extension:

FINDINGS:

1. The applicant has made a consistent and progressive good faith effort to exercise his Conditional Use Permit and/or Variance following the initial time extension approval.
2. The applicant has been prevented, or otherwise inhibited, in his efforts to exercise such Conditional Use Permit and/or Variance by unreasonable conditions beyond his control. Such conditions may include, but not necessarily be limited to, requirements imposed by other governmental agencies.
3. Substantial evidence does not currently exist which would justify revocation of the Conditional Use Permit and/or Variance. Such evidence must not have existed at the time of the original approval of the Conditional Use Permit and/or Variance, or if such evidence did exist, it must not have been capable of production at that time with the exercise of reasonable diligence.
4. The Conditional Use Permit and/or Variance will not be contrary to, or in violation of, any currently adopted policy, ordinance, rule or regulation.
5. Only the owner or developer who originally received approval for the Conditional Use Permit and/or Variance may be granted a second time extension.