



*For Official Use Only*

Project Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Case Planner: \_\_\_\_\_

# CITY OF MENIFEE

## Community Development Department

### APPLICATION FOR MINOR PLOT PLAN

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

CASE NUMBER: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

#### **APPLICATION INFORMATION**

Applicant's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Engineer/Representative's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP*

Daytime Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

If the property is owned by more than one person, attach a separate page that reference the application case number and lists the names, mailing addresses, and phone numbers of all persons having an interest in the real property or properties involved in this application.

The Planning Division will primarily direct communications regarding this application to the person identified above as the Applicant. The Applicant may be the property owner, representative, or other assigned agent.

*AUTHORIZATION FOR CONCURRENT FEE TRANSFER – DEPOSIT BASED FEE CASES ONLY*

The signature below authorizes the Finance Department to expedite the refund and billing process by transferring monies among concurrent applications to cover processing costs as necessary. Fees collected in excess of the actual cost of providing specific services will be refunded. If additional funds are needed to complete the processing of your application, you will be billed, and processing of the application will cease until the outstanding balance is paid and sufficient funds are available to continue the processing of the application. The applicant understands the deposit fee process as described above, and that there will be NO refund of fees which have been expended as part of the application review or other related activities or services, even if the application is withdrawn or the application is ultimately denied.

All signatures must be originals ["wet-signed"]. Photocopies of signatures are unacceptable.

\_\_\_\_\_

*PRINTED NAME OF APPLICANT*

*SIGNATURE OF APPLICANT*

**AUTHORITY FOR THIS APPLICATION IS HEREBY GIVEN:**

I certify that I am/we are the record owner(s) or authorized agent and that the information filed is true and correct to the best of my knowledge. (Authorized agent must submit a letter from the owner(s) indicating authority to sign in the owner’s behalf. All signatures must be originals ["wet-signed"]. Photocopies of signatures are unacceptable).

SIGNATURE OF PROPERTY OWNER(S):

\_\_\_\_\_

*PRINTED NAME OF PROPERTY OWNER(S)*

*SIGNATURE OF PROPERTY OWNER(S)*

\_\_\_\_\_

*PRINTED NAME OF PROPERTY OWNER(S)*

*SIGNATURE OF PROPERTY OWNER(S)*

If the subject property is owned by persons who have not signed as owners above, attach a separate sheet that references the application case number and lists the printed names and signatures of all persons having an interest in the property.

**PROJECT INFORMATION**

Proposal (describe the project): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Related cases or underlying case: \_\_\_\_\_

**PROPERTY INFORMATION**

Assessor's Parcel Number(s): \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Approximate Gross Acreage: \_\_\_\_\_

General location (nearby or cross streets): North of \_\_\_\_\_, South of \_\_\_\_\_, East of \_\_\_\_\_, West of \_\_\_\_\_.

Thomas Brothers Map, edition year, page no., and coordinates: \_\_\_\_\_

**Please contact the Planning Division to verify you are using the correct application. For submittal and exhibit requirements, you may contact the Planning Division or refer to the "Minor Plot Plan Exhibit and Submittal Requirements" handout.**

**Exhibits are needed to illustrate what is planned and so that the City may determine that your request meets the requirements of City Code.**