

<i>For Official Use Only</i>	
Project Number:	_____
Date Received:	_____
Received By:	_____
Case Planner:	_____

APPLICATION FOR MINOR PLOT PLAN

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please Note: Application submittals are accepted through appointment only. Contact the Community Development Department at bcleary@cityofmenifee.us to make an appointment.

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: (____) _____

Signature of Licensed Design Professional: _____

Property Owner's Name: _____ E-Mail: _____

Mailing Address: _____
Street

City *State* *ZIP*

Daytime Phone No: (____) _____ Fax No: (____) _____

APPLICATION FOR A MINOR PLOT PLAN

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.

See attached sheet(s) for additional property owner's names, mailing addresses and phone numbers.

The Community Development Department 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been expended as part of the application review or other related activities or services, even if the application is withdrawn or the application is ultimately denied.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 **not** acceptable.

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.

APPLICATION FOR A MINOR PLOT PLAN

PROJECT INFORMATION:

Proposal (describe the project):

Related cases or underlying case: _____

Assessor Parcel Number: _____

Section: _____ Township: _____ Range: _____

Approximate Gross Acreage: _____

General location (nearby or cross streets): North of _____
South of _____
East of _____
West of _____

Please contact the Community Development Department to verify you are using the correct application. For submittal and exhibit requirements, you may contact the Community Development Department 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.