



**MENIFEE**  
**COMMUNITY  
 DEVELOPMENT**

*For Official Use Only*

Project Number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Payment Received: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Case Planner: \_\_\_\_\_

## APPLICATION FOR MINOR PLOT PLAN

### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Please Note:** Application submittals are accepted electronically at [planning\\_submittals@cityofmenifee.us](mailto:planning_submittals@cityofmenifee.us). Contact the Community Development Department at (951) 723-3741 for questions regarding the application.

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: (\_\_\_\_) \_\_\_\_\_

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**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.

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PRINTED NAME OF APPLICANT

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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):

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PRINTED NAME OF PROPERTY OWNER(S)

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SIGNATURE OF PROPERTY OWNER(S)

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PRINTED NAME OF PROPERTY OWNER(S)

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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.

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**APPLICATION FOR A MINOR PLOT PLAN**

**INDEMNIFICATION AGREEMENT**

As part of the application, the applicant and/or property owner agree to defend, indemnify and hold harmless the City of Menifee, its City Council, Boards, Commissions, Officer, Agents, Employees, and Volunteer from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgements, fines, penalties, liabilities, costs, and expenses (including, without limitation, attorney’s fees, disbursements, and court costs) or every kind and nature whatsoever which may arise from or in any manner related to any approval of the application or related decision, or the processing or adoption of any related document associated with the project. This indemnification shall include, but is not limited to, all damages, costs, expenses, attorney fees, expert witness fees, or other costs and expenses incurred in connection with any claim, action, or proceeding whether incurred by the permittee, City, and/or the parties initiating or bringing such proceedings.

I have read and agree with all of the above.

SIGNATURE OF APPLICANT AND PROPERTY OWNER(s):

_____	_____
<i>PRINTED NAME OF APPLICANT</i>	<i>SIGNATURE OF APPLICANT</i>
_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>
_____	_____
<i>PRINTED NAME OF PROPERTY OWNER(S)</i>	<i>SIGNATURE OF PROPERTY OWNER(S)</i>

**PROJECT INFORMATION:**

Please provide a detailed project description of the proposed project:  
Include lot size and square footage of all buildings; describe the proposed use of each building; provide the project floor area ratio or density; describe any hazardous materials (if any) will be stored on site; describe the proposed parking spaces; describe any demolitions or alterations; provide any other pertinent information about the project.

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

Assessor Parcel Number: \_\_\_\_\_

Site Address (if applicable): \_\_\_\_\_

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**APPLICATION FOR A MINOR PLOT PLAN**

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.**