



CITY OF HIGHLAND

Planning Division
27215 Base Line
Highland, CA 92346
(909) 864-6861
planning@cityofhighland.org

EXTENSION OF TIME APPLICATION

Written requests explaining the reason for the Time Extension is required and must be filed no earlier than ninety (90) days, nor no later than thirty (30) days prior to expiration date of the project approval.

Finance Deposit Surcharge (Effective September 6, 2025): Please be advised that all deposits must include the Finance Deposit Surcharge. This surcharge is being implemented to recover the costs associated with establishing, tracking, and reconciling deposits for services. It applies to all services where a deposit is collected. The fee is calculated as the greater of **\$85 or 1.5% of the deposit amount.**

FEE: \$5,200 Deposit

FEES: "Fully burdened" hourly rate for all personnel involved, plus any out-of-pocket expenses for contract personnel, special equipment or supplies, other state or county fees applicable charged an initial deposit, or flat fee as of September 2025:

1. APPLICANT: _____ TEL #: _____

2. MAILING ADDRESS: _____

3. ASSESSOR'S PARCEL NUMBER: _____

4. SITE ADDRESS: _____

5. REPRESENTATIVE INFORMATION:

NAME: _____ TEL#: _____

ADDRESS: _____

6. FILE NUMBER(S): _____

7. ACTION TAKEN BY: STAFF PLANNING COMMISSION CITY COUNCIL

8. ADDITIONAL TIME REQUESTED: _____

9. **SIGNATURE:** I certify under penalty of perjury that I am the Legal Owner(s) (all individuals must sign as their names appear on the property deed), or Owner's Legal Agent and that the foregoing is true and correct.

Signature

Date

Print Name

FILE NO.: _____ **FILING DATE:** _____ **FEE:** _____