

2018 Changes to City Planning Application Process

Effective January 2, 2018, the Community Development Department will have revised submittal requirements for planning entitlement projects.

- Projects requiring **Planning Commission and/or City Council review** will require 10 sets of plans (three bound/stapled rolled sets in 36" x 48" size, seven bound/stapled sets in 11" x 17" size) and one CD or USB drive containing a .pdf format of all plans being submitted.
- **Precise Plan of Design Applications** will need two sets of plans (one bound/stapled rolled set in 36" x 48" size, one bound/stapled set in 11" x 17" size) and one CD or USB drive containing a .pdf format of all plans being submitted.
- **All other projects** must have five sets of plans (two bound/stapled rolled sets in 36" x 48" size, three bound/stapled sets in 11" x 17" size) and one CD or USB drive containing a .pdf format of all plans being submitted.

Please make sure to review your application for specific requirements, as they may differ from the above examples.

Residents and developers with questions about the new requirements can call the City at (805) 449-2500 or email communitydevelopment@toaks.org.