

John C. Prescott  
Community Development Director

## MINOR MODIFICATION APPLICATION SUBMITTAL INSTRUCTIONS

This application package is to be **submitted in person** at the Community Development Department public counter, located at 2100 E. Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for hours of operation.

**IMPORTANT:** Please follow the application submittal instructions detailed below. Failure to complete the application package as required may result in your package being rejected at time of submittal.

Additionally, once your application is filed, the City has 30 days to review all submitted items and determine if it is complete for processing. If it is not deemed complete for processing, you will be notified in writing of the missing information. You must resubmit the additional items which triggers another 30-day review period.

1. **Application:** The application shall be typed or printed legibly, in blue or black ink, with all requested information completed. The application must be submitted with an original signature before your application will be deemed complete for processing.
2. **Filing Fee:** Section 9-4.2802 of the Thousand Oaks Municipal Code requires that a fee be paid at the time of filing to cover the costs incurred by staff in processing of the application. Refer to the City's Fee Schedule or contact the Community Development Department at (805) 449-2323.
3. **Plans:** Fifteen (15) copies of each plan must be submitted with your application. The City reserves the right to request more copies of plans in order to efficiently process your application package. Plans required for this submittal include, but are not necessarily limited to:
  - Site Plans, including stormwater mitigation features (drawn to a scale not less than 1" = 20')
  - Elevation Plans (drawn to a scale not less than 1/8" = 1')
  - Floor Plans – if applicable (drawn to a scale not less than 1/8" = 1')
  - Contact the Community Development Department to determine if additional plans are required for your submittal.

NOTE: ALL PLANS are to be folded to a size of no less than 8½" x 11" and no greater than 8½" x 13" and shall display the Title Block in the lower right hand corner as well as a North Arrow. Plans shall be grouped (e.g., all Plot Plans folded individually and secured in one group). Plans collated into sets **WILL NOT BE ACCEPTED**.

4. **Additional Information** such as photographs and renderings are recommended but not required and should be submitted at a scale large enough to illustrate the subjects under consideration.
5. **Supplemental Information** may be requested during processing.
6. **Electronic Files:** In the event that the decision on your application is to be made by either the Planning Commission or the City Council, your project planner will notify you that electronic copies of your site plan and elevations will be needed and by what date they are to be submitted. The plans will need to be submitted in “.png” or “.tiff” format and will need to be modified to show only the most pertinent information.





# Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362  
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org  
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

CITY PROJECT #: \_\_\_\_\_

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## MINOR MODIFICATION APPLICATION AND AFFIDAVIT

ASSESSORS PARCEL NO.(S): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_- \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_- \_\_\_\_\_ - \_\_\_\_\_

Minor Modification of (case#): \_\_\_\_\_

### I. APPLICANT INFORMATION (the person/entity that the work is being completed for)

Name (person and firm/corporation): \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### II. PROPERTY OWNER INFORMATION (if different than Applicant)

Name (person and firm/corporation): \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### III. PROPERTY INFORMATION

Property Location (street address and location description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this a gated community?  Yes  No

CITY PROJECT #: \_\_\_\_\_

**IV. PROJECT COORDINATOR/APPLICANT'S REPRESENTATIVE INFORMATION**

Name (person and firm/corporation): \_\_\_\_\_  
Company/Organization (if applicable): \_\_\_\_\_  
Relationship of Project Coordinator to Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

**V. REQUEST**

Explain full extent of revisions to the permit and purpose for changes:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. AFFIDAVIT\***

I declare under penalty of perjury, that I, \_\_\_\_\_, am the (circle one) owner, attorney of the owner, or person with power of attorney from the owner of the property involved in this application, and that the foregoing is true and correct.

Executed at (city) \_\_\_\_\_, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

**\*IF THE PROPERTY OWNER/APPLICANT** is a Corporation, the names, addresses and titles of all officers of the Corporation shall accompany this application. If the property owner/applicant is a General Partner, the name and address of all General Partners shall accompany this application.

**(For Department Use Only)**

Fee \$ \_\_\_\_\_ Date received: \_\_\_\_\_ Received by: \_\_\_\_\_



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## **PRECISE PLAN OF DESIGN INFORMATION**

### **PURPOSE**

In accordance with Section 9-4.1800 et seq. of the Thousand Oaks Municipal Code, a precise plan of design is required to be submitted with the permit application to assure that the nature and appearance of any new or modified use and/or development will be compatible and harmonious with the uses on the surrounding properties and to insure that no deleterious effects will accrue to the historic, economic, social, and cultural well being of the community.

### **WHEN REQUIRED**

A precise plan of design is required before the commencement of any use or construction or exterior modification of any structure that will exceed an annual improvement valuation as determined by the yearly change in the Construction Cost Index.

### **PRECISE PLAN OF DESIGN**

The precise plan of design shall be comprised of a site plan and elevation drawings of the proposed use and development. These two items and other material and exhibits will be reviewed and evaluated together as improvement plans for the development by the Community Development Director, Planning Commission or City Council (on appeal) to insure, among other requirements, that the functional arrangement of all structures, off-street parking and landscaping, as well as the general appearance of the building(s), conforms with the intent, purpose, and standards of the Precise Plan Section of the Municipal Code and Resolutions.

Although encouraging the broadest possible range of individual and creative design and in accordance with the adopted guidelines and standards, the precise plan of design shall be reviewed to consider and weigh:

1. The nature of the use and structure in relation to the specific zone and surrounding area.
2. The site dimensions of the parcel and their relationship to the utility of the structures proposed.
3. The relationship of the subject parcel and proposed improvements to surrounding developments.

4. The relationship of topography, grade and finish grade elevation of the site being improved to neighboring sites.
5. The conformity and harmony of the exterior design, colors, materials, and architectural features with neighboring structures.

### **APPLICATION**

The precise plan of design shall be simultaneously prepared in accordance with the attached checklist for site plan and elevation drawings. Included in the elevation-drawing checklist are the architectural standards and guidelines, which should be thoroughly reviewed *prior* to preparation of said plans and drawings of the development.

### **ADMINISTRATION**

The precise plan of design, as submitted, may be disapproved, conditionally approved, or modified if the Community Development Director, Planning Commission, or City Council finds that the design:

1. Would substantially depreciate property values in the vicinity; or
2. Would be substantially and materially incompatible with the natural environment and beauty of surrounding properties in the City in particular and the Conejo Valley in general; or
3. Would deter an orderly and attractive development of the community in general and surrounding property in particular; or
4. Would otherwise adversely affect the public, peace, safety or general economic welfare;  
or
5. Would not materially comply with the adopted guidelines and standards.



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## **SITE PLAN CHECKLIST**

### **MAP FORMAT**

1. Title block as follows:
  - Case title. If revised plan, indicate "Revision 1, 2, etc."
  - Name, address, and phone number of applicant
2. Name, address, and phone number of person or firm who prepared the plan and date of preparation (include revision date when applicable.)
3. North arrow and scale (drawings shall be orientated with north at the top of the plan to a scale not less than 1" - 30', unless approval has been granted by the Community Development Department to reduce the scale for drawings over 9 square feet).
4. Legend for the plan must include all items listed in the MAP LEGEND section.
5. A vicinity or area map at a scale of 1"-500' showing the major existing circulation pattern, and all proposed major streets, existing major water courses, and existing flood control channels within one-mile of the exterior boundaries of the subdivision.

### **PARCEL SPECIFICATIONS**

1. Fully dimensioned subject parcel boundaries.
2. Abutting street information:
  - Name of Street(s)
  - Existing and proposed street width(s).
  - Parkway width(s).
  - Existing and proposed sidewalk dimensions.
  - Existing and proposed access and driveway dimensions.
  - Median Strips and traffic islands.
  - Grade elevations of street/s adjacent to property.
3. Name, location, and width of closest intersecting street.
4. Existing and proposed contours and watercourses.
5. Location and dimensions of all existing or proposed easements.
6. Identify property line locations.

**PROPOSED DEVELOPMENT AND MODIFICATION**

1. Identify all existing and proposed structures and physical features such as landmark trees, rock outcroppings, etc.
2. Identify the location of all existing structures within 50' of the property line.
3. Exterior building wall dimensions.
4. Setbacks.
5. Distances between buildings.
6. Pad elevations.
7. Setback dimensions to both centerline of street and property line.
8. Identify treatment of open areas, including landscaped areas and materials (also noting nature and purpose of landscaping).
9. Stormwater Mitigation features including but not limited to bio-contact areas, bio-retention components and other stormwater quality BMPS.
10. Wall and fence locations, materials and height.
11. Enclosed trash areas location and design.
12. Use of building/s.
13. Physically handicapped path-of-travel to project boundary.
14. Location of parkway trees.
15. Proposed freestanding signs.
16. Cross sections may be required depending on the building(s) proposed. Contact the Community Development Department for further direction on satisfying this requirement.
17. Surveyed trunk and dripline locations of all oak and other landmark trees. Submit detailed report prepared by qualified Consultant addressing impacts and protective measures. If a tree permit is required, a separate application must be submitted.
18. Utilities Services Summary. This summary shall include all public or private utilities companies that will serve the development (e.g., water, sewers, gas, electricity, telephone, cable TV, etc.)



**PARKING AREA**

1. Summary breakdown, layout and dimensions of all types parking stalls, i.e. physically handicapped, compact, guest, etc.
2. Dimensions of all access ways, turnaround areas, driveways, alleys, and walks
3. Off-street loading space and facilities
4. Exterior lighting locations.
5. Type of parking and driveway area surfacing (Indicate physically handicapped paths-of-travel, as applicable)
6. Conceptual design of landscaped areas
7. Overall paved area dimensions
8. Detail concrete curbing and retaining walls
9. Berming and screening treatment

**MAP LEGEND**

1. Net acreage of parcel
2. Gross floor area for all buildings
3. Percentage of land covered by structures
4. Parking area (square feet and % of coverage).
5. Summary analysis of proposed on-site parking. (Breakdown by residential unit type.)
6. Required on-site parking per Municipal Code.
7. Percentage and exact square footage of landscaping in parking area, excluding setback landscaping, adjacent building landscaping and other required planter areas.

**GRADING PLAN**

1. Pad elevations for lots contiguous to the development boundary. \_\_\_\_\_ DPW
2. All existing land use structures, fences, tree rows, oak trees, wells, and prominent features within the development, including those on immediately adjoining land. \_\_\_\_\_ DPW  
\_\_\_\_\_ CDD



- 3. Design of proposed walls, including perimeter, garden walls and retaining walls. \_\_\_ DPW
- 4. Existing contour lines, their extension 100 feet beyond the development boundary and sufficient additional topography to define adjacent drainage channels and justify feasibility of extending streets that dead end at development boundaries. \_\_\_ DPW

The contour intervals shall be as follows:

- o One foot when the slope of ground is less than 5%.
- o Two feet when the slope of ground is between 5% and 10%.
- o Five feet when the slope of ground is between 10% and 25%.
- o Ten feet when the slope is greater than 25%. (At least every fifth contour shall be clearly labeled and highlighted so as to be distinctive.)

- 5. Top and toe of all proposed slopes or embankments shall be shown as dotted lines, and proposed slopes or embankments shall be shaded lightly so as not to obscure other data. All contemplated grading shall be so indicated. \_\_\_ DPW
- 6. Daylight line between "cut and fill" slopes shall be shown. \_\_\_ DPW
- 7. Type of grading to be performed on all "cut and fill" slopes shall be shown and labeled. \_\_\_ DPW
- 8. Water courses, estimated ultimate quantity of water (Q) in cubic feet per second in each watercourse at various locations, storm water drainage easements, irrigation lines, drainage structures, wells, and tile drains. The extension of off-site drainage system, cross-section, and slope of drainage channels shall be shown. \_\_\_ DPW
- 9. Existing and proposed easements. \_\_\_ DPW
- 10. Existing and proposed public utilities. \_\_\_ DPW
- 11. Water supply - source and size of service connections. \_\_\_ DPW
- 12. Sewerage disposal and sewer connection point and elevation. \_\_\_ DPW



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## **ELEVATION PLAN CHECKLIST**

### **DRAWING FORMAT**

1. Title as follows:
  - o Case title. If revised plan, indicate "Revision 1, 2, etc."
  - o Name, address, and phone number of applicant.
2. Name, address, and phone number of person or firm who prepared the drawing and date of preparation. (Include revision date when applicable.)
3. Scale (drawings shall not be less than 1/8" = 1" unless approval has been granted by the Community Development Department to reduce the scale of the drawings.)
4. Drawings shall include all exterior building walls.

### **PROPOSED BUILDING OR MODIFICATION**

1. Fully dimensioned exterior building wall heights.
2. Architectural features and designs fully illustrated.
3. Exterior doors and windows delineated.
4. Distribution of exterior materials and colors to be used.
5. Roof design and method of screening air conditioning unit, etc. (roof plan).
6. Floor Plans (All interior spaces defined).

### **ADDITIONAL REQUIREMENTS**

1. Conceptual landscaping design. Plans to be prepared by a California Registered Landscape Architect (when applicable).
2. Freestanding Sign (when applicable).