

**PRECISE PLAN OF DESIGN APPLICATION FOR
MODIFICATIONS TO SINGLE-FAMILY DETACHED DWELLINGS
APPLICATION, INSTRUCTIONS, AND CHECKLIST**

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 material 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 to determine if the application 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:** The Thousand Oaks Municipal Code requires that a fee be paid at the time of filing to cover 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:** Submit each plan listed below in bound sets as follows: 2 sets of plans (one bound/stapled rolled set in 36" x 48" size, one bound/stapled set in 11" x 17" size). (The City reserves the right to request more copies of plans in order to efficiently process your application package.)
 - Site Plans, Plot Plans and Grading Plans (rolled plans drawn to a scale not less than 1" = 20')
 - Elevation Plans and Floor Plans (rolled plans 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.

All plans shall display the Title Block in the lower right-hand corner as well as a North Arrow.
Only plans collated into sets will be accepted.

4. **Electronic Files:** Submit a CD containing a .pdf version of all plans submitted with this application.
5. **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.
6. **Supplemental Information** may be requested during processing.
7. **Property/Homeowner's Associations** approval of this request shall be obtained and submitted with this application.

**PRECISE PLAN OF DESIGN APPLICATION FOR
MODIFICATIONS TO SINGLE-FAMILY DETACHED DWELLINGS
SITE PLAN CHECK LIST**

MAP LEGEND

- A. Brief description of the nature of request.
- B. Name, address and phone number of applicant, and project contact person if different from applicant.
- C. Job site location.
- D. North arrow and scale.

PLOT PLAN

- A. Fully dimensioned subject parcel boundaries.
- B. Name of adjacent streets.
- C. Setbacks between existing and proposed structures and all affected property lines.
- D. Location of all structures on the property and on adjacent properties within 50' of property line.
- E. Location of existing residence and proposed addition, with dimensions.
- F. Distances between buildings (eave to eave), if applicable.
- G. Proposed and existing garden and retaining walls and/or fences, when applicable.
- H. Location of oak trees and landmark trees, if applicable.
- I. Proposed grading concept, if applicable, to include slope and contour lines with top(s) and toe(s) of slopes clearly identified, and vertical height of proposed manufactured slopes clearly shown. (Contact the Department of Public Works to determine if grading permit is required).
- J. Location and extent of all easements in relationship to area of construction (check title report).
- K. Location of proposed and existing driveways, curb cuts, sidewalks and other public improvements.
- L. Location and extent of restricted use area, if applicable (check title report).

ROOF PLAN

- A. Identify ridgelines, roof elements, hips, valleys and other applicable components of the roof system.
- B. Indicate type and color of roof materials.

ELEVATION PLAN

- A. All elevations affected by the proposed addition and demonstrate how the addition(s) relates to the existing residence or structure.
- B. Full exterior dimensions, including building height(s).
- C. Existing and proposed building/roof materials, including color and any special treatment or cosmetic finishes. Product call-outs (manufacturer and product number) are strongly encouraged.

FLOOR PLAN

- A. Floor plan of the entire residence or structure, including proposed addition or alteration, clearly demarking new construction area, demolition area, and existing construction to remain.
- B. Identify all interior rooms.
- C. Interior garage dimensions.
- D. Removal and/or addition of any interior/exterior walls, doors, windows, etc.
- E. Gross floor area of addition.
- F. Gross floor of residence.





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

PROJECT #: _____

PRECISE PLAN OF DESIGN APPLICATION FOR MODIFICATIONS TO SINGLE-FAMILY DETACHED DWELLINGS APPLICATION and AFFIDAVIT

ASSESSORS PARCEL NO.(S): _____ - _____ - _____
_____- _____ - _____
_____- _____ - _____

Submittal Date: _____

NOTE: This application process involves review of the project for conformance with applicable design and development standards pertaining to your property, as well as provide opportunity for public review of the proposed change. After approval of this Precise Plan of Design, construction permit applications, with separate sets of plans, shall be submitted to the Building Division for plan checking purposes and permit issuance.

I. DESCRIPTION OF REQUEST

Request: _____

II. OWNER & PROPERTY INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____ Email: _____

Location of Property (street address): _____

Tract No.: _____ Lot No.: _____ Property Zoned? _____ Gated community? Yes / No

	First Floor	Second Floor	Total
Gross Floor Area of Main Dwelling (including garage):	_____	_____	_____
Gross Floor Area of Proposed Addition:	_____	_____	_____

Homeowners Association Name and Address (if applicable): _____

PROJECT #: _____

III. PROJECT COORDINATOR INFORMATION

Name (person): _____

Company/Organization (if applicable): _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____ Email: _____

IV. PERSON/ENTITY WORK IS BEING COMPLETED FOR (if different from owner)

Name: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____ Email: _____

V. AFFIDAVIT

I, (Print Name) _____ declare under penalty of perjury by the laws of the State of California, that I am the owner of the property involved in this application and that the foregoing statements and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

(Signature)

(Date)

IF THE PROPERTY OWNER/APPLICANT is a Corporation; attach a list of the name, address and title of all Officers to 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 filed _____ Received by: _____

