

**City of Thousand Oaks
Public Works Department**

Curb Address Painting Requirements

GENERAL REQUIREMENTS:

- Authority in City of Thousand Oaks Municipal Code Section 8-3.09
- No work may begin without first obtaining an encroachment permit and City of Thousand Oaks business license.
- Each permittee will be assigned one quadrant only (see map at counter).
 - 1. NW - West of Route 23 and North of 101 Fwy.
 - 2. NE - East of Route 23 and North of 101 Fwy.
 - 3. SE - South of 101 Fwy. and East of Route 23
 - 4. SW - South of 101 Fwy. and West of Route 23
- All permits are valid for a period of one year unless otherwise indicated on the permit. Permit may be renewed if no waiting list exists.
- PAINTING MUST BE PRE-AUTHORIZED IN WRITING BY THE RESIDENT.
- A draft sample of the request letter/door hanger must be submitted to the Public Works Department for approval prior to issuance of the permit. It shall contain the permittee's name and phone number, a place for the resident to indicate their consent, and the City of Thousand Oaks encroachment permit number and expiration date.
- Only address numbers are permitted to be painted on curb faces. No other markings, symbols, or designs shall be permitted.
- Numbers shall be 3-inch high stenciled black numerals on white background. Paint shall be acrylic emulsion similar in quality to traffic paint.
- Paint over existing numbers. Where no previous painted address exists, the location of the new address shall be within 3 feet of the driveway, on the same side as the house.

SPECIFIC REQUIREMENTS:

Non-profit Organizations:

- No encroachment permit fee
- Certificate of liability insurance

Public Agencies (Schools, etc.):

- No encroachment permit fee
- Signed Hold Harmless Agreement

Entrepreneurs:

- Standard fee for minor encroachment permits
- Certificate of liability insurance
- City business license