

**DEVELOPMENT PERMIT / SPECIAL USE PERMIT  
or MAJOR MODIFICATION TO ABOVE  
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. **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 accepted as 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 accepted as complete for processing.
2. **Filing Fee/Deposit:** The Thousand Oaks Municipal Code requires that a fee and/or deposit 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.
3. **Plans:** Submit each plan listed below in bound sets as follows: 10 sets of plans (three bound/stapled rolled sets in 36" x 48" size, seven bound/stapled sets 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 including stormwater mitigation features (rolled plans drawn to a scale no less than 1" = 20')
  - Building Elevation Plans (rolled plans drawn to a scale not less than 1/8" = 1')
  - Floor Plans – if applicable (rolled plans drawn to a scale not less than 1/8" = 1')
  - Sample Board of Colors & Materials (one copy only) – maximum size 8½"x14"
  - Supplemental Plans: contact the Community Development Department to determine if any supplemental 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. **Environmental Requirements:** Include specific environmental information as required in the pre-application review meeting report.
6. **Traffic Study:** Some projects will require the preparation of a traffic study. Typically, this is discussed and determined during the pre-application review process. Traffic studies for proposed development projects are prepared by consultants selected by and

under the direction of the City. If a traffic study is required, you will be asked to submit an agreement to pay the costs, and a deposit of the full estimated cost in order for the City to authorize the consultant to begin the work.

7. **Inclusionary Housing Program:** If you are proposing a residential project with six (6) or more dwelling units, it will be subject to this program, pursuant to Thousand Oaks Municipal Code Section 9-10.301, et seq. These requirements can be satisfied either by payment of an in-lieu fee as established by City Council resolution, or by providing affordable housing units within the project. If you choose to provide affordable units within the project in order to satisfy this requirement, you will need to submit an Inclusionary Housing Plan with the information described in Sec. 9-10.304 of the Municipal Code.
8. **Density Bonus Program:** If you are requesting a Density Bonus as part of your application, you will be subject to the requirements and procedures set forth in the Thousand Oaks Municipal Code Section 9-10.501, et seq., including submittal of a separate density bonus application and the Density Bonus Plan described in Sec. 9-10.506.
9. **Nonresidential Development Linkage Fee Program:** If you are proposing nonresidential development or conversion of nonresidential space containing 7,500 square feet or more, you may be subject to the payment of a fee, set by City Council resolution, to support Affordable Housing programs, as required by Thousand Oaks Municipal Code Section 9-10.401, et seq.
10. **Supplemental Information:** may be requested during processing in order to adequately process your case.
11. **Title Report:** Include two (2) copies of the current Title Report for all properties involved in this request.
12. **Parkland Dedication (“QUIMBY”) Fee:** As a condition of residential development, you are subject to the dedication of land, payment of fees, or both, for park and recreational purposes as set forth in Municipal Code Sections 9-4.2601 et. seq.





# 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 #: \_\_\_\_\_

## DEVELOPMENT PERMIT / SPECIAL USE PERMIT or MAJOR MODIFICATION TO ABOVE APPLICATION AND AFFIDAVIT

Type of Requested:     DP Permit     SUP Permit    Pre-Application #: \_\_\_\_\_

Type of Modification:     Major                      Original Case No. \_\_\_\_\_

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

Name (person and title if applicable): \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

### II. APPLICANT INFORMATION (The person/organization/entity the projects is being completed for.)

Name (person and title if applicable): \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

### III. PROJECT COORDINATOR/APPLICANT'S REPRESENTATIVE INFORMATION

Name (person and title if applicable): \_\_\_\_\_

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

Relationship of Project Coordinator to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

Project is being done for Company/Organization: \_\_\_\_\_

### IV. REQUEST

Please provide a detailed description of your request:

\_\_\_\_\_  
\_\_\_\_\_

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

**V. PROPERTY INFORMATION**

Assessor's Parcel No.(s): \_\_\_\_\_

Street address (if not available, location description): \_\_\_\_\_

Property Use:     Commercial     Industrial     Institutional     Other \_\_\_\_\_

Area of Site:            Gross Acres \_\_\_\_\_            Net Acres \_\_\_\_\_

Current zoning of the property is: \_\_\_\_\_ as shown on the Thousand Oaks Zoning Map, Section(s) \_\_\_\_\_

Are there any special setbacks existing by deed? \_\_\_\_\_

Identify deed restrictions, existing and proposed: \_\_\_\_\_

**VI. AFFIDAVIT\***

I declare under penalty of perjury, that I/we, \_\_\_\_\_, am/are the (circle one) property owner, attorney of the property owner, or person with power of attorney or other authority from the property owner for the property listed above, and that the foregoing is true and correct, and that I am legally authorized to submit this application on behalf of the property owner.

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: \_\_\_\_\_



## **PRECISE PLAN OF DESIGN INFORMATION FOR DEVELOPMENT/SPECIAL USE PERMITS**

### **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 Municipal Code and applicable design 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 site's dimensions with relation to the proposed structures and permitted uses;
2. The adequacy, compatibility and harmony of the exterior building design, colors, materials and architectural features with the existing environment and the adopted guidelines;
3. The location of the property in relation to surrounding property zoned for a less dense use, such as a residential use;
4. The relationship of topography and grade to finished floor elevations of the site being improved;
5. The proper orientation of the main elevation with respect to nearby streets and improvements;

6. Any other matters relevant to implement the purpose set forth in Section 9-4.1800 of this article.

## **APPLICATION**

When preparing applications for submittal, the precise plan of design shall be simultaneously prepared in accordance with the attached checklist for site plan and elevation drawings. In conjunctions with preparation of the elevation/plans the applicable architectural standards and guidelines should be thoroughly reviewed *prior* to preparation of said plans and drawings of the development.

## **ADMINISTRATION**

The precise plan of design, as submitted, will be denied if the Community Development Director, Planning Commission, or City Council finds that the design:

1. Would be substantially and materially incompatible or out of scale with the natural environment and surrounding properties; or
2. Would deter an orderly and attractive development of the community in general and surrounding property in particular; or
3. Would otherwise adversely affect the public, peace, safety or general economic welfare; or
4. Would not materially comply with the adopted guidelines and standards.
5. Would not be compatible with neighborhood properties to ensure a minimal loss of primary and visual impact on adjacent properties.



**SITE PLAN CHECKLIST  
FOR DEVELOPMENT/SPECIAL USE PERMITS**

**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 and be prepared at a scale not less than 1" = 20', 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"=1,000' 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 project.

**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 and proposed easements.
6. Identify property line locations.

**PROPOSED DEVELOPMENT AND MODIFICATION**

1. All existing and proposed structures and physical features such as trees, rock outcroppings, etc.

2. 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 lines.
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. Trash enclosure location(s) and design.
12. Use of building(s).
13. Disabled path-of-travel to public way.
14. Location of parkway trees.
15. Proposed freestanding signs.
16. Surveyed trunk and dripline locations of all oak and other landmark trees. Submit detailed report prepared by qualified Consultant addressing the health of each tree and any potential development impacts and protective mitigation measures. See oak/landmark tree permit application for further information.
17. Utilities Services Summary. This summary shall include all public or private utilities companies that will serve the development (e.g., water, sewer, gas, electricity, telephone, cable TV, etc.)

### **PARKING AREA**

1. Summary breakdown, layout and dimensions of all types parking stalls, i.e. disabled, 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 disabled 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 off-street parking.
6. Required off-street 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, landmark 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:

- One foot when the slope of ground is less than 5%.
- Two feet when the slope of ground is between 5% and 10%.
- Five feet when the slope of ground is between 10% and 25%.
- 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 \_\_\_\_\_ DPW lines, and proposed slopes or embankments shall be shaded lightly so as not to obscure other data. All contemplated grading shall be so indicated.



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



## **ELEVATION PLAN CHECKLIST**

### **DRAWING FORMAT**

1. Title 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 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 with appropriate cross sections to illustrate design intent.
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 and dimensioned).

### **ADDITIONAL REQUIREMENTS**

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



# 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

## **AGREEMENT FOR PAYMENT OF COSTS EXCEEDING SUBMITTED DEPOSIT**

**SIGN AND RETURN this form to the Community Development Department, City of Thousand Oaks with submittal of your project application(s).** To process your application for the project identified below, you are charged based on the City's current User Fee Manual, at a time and material rate which may include charges for the actual cost of City staff time, City-paid consultants and any materials\* necessary to process the application.

I \_\_\_\_\_ am the person responsible for Payment and I agree to pay any additional sum exceeding my submitted deposit, based on actual cost of staff time, consultant time, and materials\*. (Refer to City's User Fee Manual for hourly staff time rates.)

I acknowledge and agree that: 1) I may be required to pay an additional deposit once 75% of the original is exhausted; 2) I will pay all invoiced payments within 30 days of the date of the invoice; 3) the City reserves the right to stop work on a project if payments for invoices are not received.

If the total cost of processing the application is less than the deposit, the City will direct the refund balance to the person/entity that submitted the deposit unless stated otherwise below. Refunds are processed once all staff, consultant and/or material related to the project have been completed.

I FURTHER AGREE THAT IF THE PROJECT APPLICANT OR PROPERTY OWNER CHANGES DURING APPLICATION PROCESSING, I WILL REMAIN FULLY RESPONSIBLE FOR PAYMENT OF ALL AMOUNTS UNDER THIS AGREEMENT UNTIL A FULLY EXECUTED AGREEMENT BY THE NEW PROJECT APPLICANT OR PROPERTY OWNER HAS BEEN RECEIVED AND ACKNOWLEDGED BY THE CITY.

\*Materials are defined as any City expense (such as legal advertisements, mailings, signage, duplication, CDs/DVDs, or other applicable materials) reasonably incurred due to the processing of your application.

### **PROJECT AND PROPERTY IDENTIFICATION**

Person or Entity work is being completed for: \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_

Project Location(s)\*\*: \_\_\_\_\_

Project Description: \_\_\_\_\_

\*\*Specify property street address(es). If street address is not available, please specify the assessor's parcel number(s). If any of the listed projects are located in a City Right-of-Way or easement and do not have a specific address or assessor's parcel number, you must obtain a new address from the Public Works Department prior to application(s) submittal to the City.

AGREEMENT FOR PAYMENT

Page 2

PARTY RESPONSIBLE FOR PAYMENT

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

INVOICES MAILED TO (If different then Party Responsible for Payment.)

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

REFUNDS:

In the event that the deposit(s) exceeds the costs associated with the project, the excess deposit will be returned to the entity that made the payment. If the refund should go to another party, please complete this section.

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

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

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Company: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Company: \_\_\_\_\_

Project Coordinator Signature: \_\_\_\_\_ Company: \_\_\_\_\_

FOR CITY USE ONLY

Date Agreement Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Project/Case # assigned: \_\_\_\_\_

CDD:\440-10\clj\h:\common\forms...\Planning\Planning App...\Agreement for Payment-all-new.docx (1/2017)

