

ZONE CHANGE APPLICATION AND INSTRUCTIONS

IT IS NECESSARY THAT YOUR APPLICATION INCLUDE ALL OF THE FOLLOWING INFORMATION TO AVOID DELAYED PROCESSING, AS YOUR APPLICATION WILL BE RETURNED TO YOU FOR CORRECTED RESUBMITTAL, IF INCOMPLETE.

1. Application Completed as indicated on the form and submitted with original signature.

The APPLICATION must be completed and submitted with the entire packet.

2. Filing fee The filing fee covers the cost 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. Legal Description One (1) Copy

A LEGAL DESCRIPTION must be provided with sufficient bearings and dimensions of the perimeter to enable an accurate plotting to be made of the property involved.

NOTES:

ALL PLANS shall be folded to a size LESS THAN 8 1/2" x 13" and shall display the title block in the lower right hand corner. Plans shall NOT BE COLLATED but shall be submitted in "**like**" sets (e.g. All Page 1's *folded individually* and secured in one set; all Page 2's *folded individually* and secured in one set, etc.)

The application shall be complete and legible and **SUBMITTED IN PERSON** at the public counter of the Community Development Department, 2100 East Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for hours of operation.

Submittals at the public counter **DO NOT** constitute filing. You will be notified by mail within thirty (30) days of the date the application is submitted as to whether or not your application was accepted by the Community Development Department as "complete" for processing.

Submit pertinent information on Environmental Impact Determination.

You may obtain instructions for the preparation of maps, plans, sketches, or other data or information pertinent to this particular request from the office of the Community Development Department prior to filing.

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PROJECT #: _____

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 OF THOUSAND OAKS – COMMUNITY DEVELOPMENT DEPARTMENT APPLICATION FOR ZONE CHANGE

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

Zone Change Request from: _____ zone to _____ zone.

I. APPLICANT/PROPERTY OWNER INFORMATION*

Name (person and firm/corporation): _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

II. PROPERTY INFORMATION – attach copy of Assessor’s Parcel Map

Property Location (lot and tract number): _____

Acreage: _____

Located on the (N, S, E, W) side of _____ (Street/Road) approximately
_____ feet (N, S, E, W) _____ (Street/Road) in the
_____ (Newbury Park, Thousand Oaks, Westlake Village) which is shown
on Thousand Oaks Map, Section _____.

III. PROJECT COORDINATOR INFORMATION

Name of Project Coordinator: _____

Relationship of Project Coordinator to Applicant: _____

Address: _____

City/State/Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

IV. REQUEST

State reasons for proposed change of zone. Include justification for any departure from the Land Use Element of the General Plan, if a departure is requested.

PROJECT #: _____

**CITY OF THOUSAND OAKS – COMMUNITY DEVELOPMENT DEPARTMENT
PROPERTY OWNERS STATEMENT OF CERTIFICATION**

The names and address of all owners of the property included in this Zone Change Application are:

<u>SIGNATURE</u>	<u>ADDRESS</u>	<u>LOT/BLOCK/TRACT NO.</u>	<u>DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF THE PROPERTY OWNER/APPLICANT is a Corporation, the name, address and title 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.

A change of zone application may be filed only by the owner of said property, or by a person with a Power of Attorney from the owner authorizing the application, or by the Attorney-at-Law for the owner.

Indicate your authority below:

_____ I am the owner of said property.

_____ I have a Power of Attorney from the owner

_____ I am the Attorney-at-Law authorized to act for the owner in this application.

I declare under penalty of perjury, that the foregoing is true and correct.

Executed at (city) _____, California, this _____ day of

_____, 20_____

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 filed _____ Received by: _____

