

GRADING DESIGN REVIEW OR MAJOR MODIFICATION TO ABOVE

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:** The Thousand Oaks Municipal Code requires that a fee be paid at the time of filing to cover the costs incurred in processing the application. Refer to the City's Fee Schedule or contact the Community Development to determine the current filing fee.
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 (maximum), 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.)
 - Grading Plan (rolled plans shall be drawn to a scale of no less than 1" = 20')
 - Site Plan drawing, including stormwater mitigation features and other pertinent exhibits (rolled plans shall be drawn to a scale of no less than 1" = 20')
 - Elevation drawings

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. **Colors and Materials Sample Board:** (one copy only) maximum size 8 ½" x 14"
5. **Electronic Files:** Submit a CD or flash drive containing a .pdf version of all plans submitted with this application.

Explanation of Above Items:

1. PRECISE PLAN OF DESIGN (site and elevation plans) must be prepared in accordance with the attached specifications and is required in conjunction with the Grading Design Review Application to commence any use or exterior modification of an existing structure when the annual improvement valuation exceeds a specific amount as determined by the yearly change in the Construction Cost Index. Note: The same number of plot plans and elevation drawings are required for exempt structures.

The Grading Design Review shall contain: 1) all contiguous land under control of the property owner; 2) abutting metes and bounds; 3) ownership cut lines; 4) street pattern including private streets; 5) location of all parks, schools, churches, etc.; and, 6) any existing or proposed Deed Restrictions affecting the property.

2. All exterior material and color samples (if applicable) must be included with the submittal of the application.





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

GRADING DESIGN REVIEW APPLICATION

Pre-Application Review No. _____

Assessor's Parcel # _____ - _____ - _____
_____-_____-_____
_____-_____-_____

DATE: _____

NAME OF APPLICANT: _____
(Person, Firm or Corporation)

ADDRESS OF APPLICANT: _____
(City, State & Zip Code)

TELEPHONE # OF APPLICANT: () _____ () _____
(Home) (Business)

REQUEST: _____
(Describe in detail the nature of the development or

Purpose for which the building, structure, improvement or premise is to be

Used, modified, demolished, etc.

LOCATION OF PROPERTY: _____
(Street Address)

Located on the (N,S,E,W) side of _____ approximately _____ feet (N,S,E,W)
of _____

ACREAGE OF PROPERTY: Gross _____ Net _____

The current zoning of the property is _____ as shown on the Thousand Oaks Zoning Map, Section/s _____.

<u>PROJECT COORDINATOR:</u> (If different from applicant)	<u>ENGINEER:</u>
_____	_____
(Name)	(Name)
_____	_____
(Company)	(Company)
_____	_____
(Address)	(Address)
_____	_____
(City/State/Zip Code)	(City/State/Zip Code)
_____	_____
(Business Telephone No.)	(Business Telephone No.)

OWNER'S STATEMENT AND CERTIFICATION

GRADING PERMIT No. _____ Modification No. _____

What special building setbacks exist by deed? _____

Indicate # of Single Family Detached Units _____

Indicate # of Single Family Attached Units _____

Indicate # of Multiple Family Units _____

Indicate # of Public Use Sites _____

(Parks, Schools, Churches, Open Space, etc.)

CURRENT OWNER(S) OF RECORD

Name _____
(Print or Type)

Name _____
(Print or Type)

Address _____

Address _____

City _____ Zip _____

City _____ Zip _____

Phone () _____
(Home)

Phone () _____
(Home)

Phone () _____
(Business)

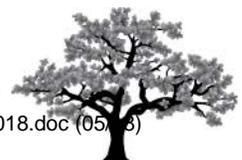
Phone () _____
(Business)

I, (Print Name) _____, swear under penalty of perjury that I am the (circle one) owner, attorney of the owner, or person with power of attorney or other authority from 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, 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.



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GRADING DESIGN REVIEW CHECKLIST

1. Sheet Size: Standard is 24" x 36" with 1 ½ inch border on left, ½ inch border on right.
2. Title Block.
3. North Arrow.
4. Numerical Scale.
5. Street Names.
6. Bench Mark.
7. Clearly delineated lot boundary.
8. Contours 200 feet minimum beyond lot boundary.
9. Vicinity map, if not shown elsewhere on the improvement plans.
10. Name of engineering firm which prepared the plans with signature and number (or seal) of Registered Civil Engineer.
11. Lot numbered and dimensioned per final map.
12. Streets dimensioned: right-of-way, pavement, parkways.
13. Sheet numbering and cross-reference.
14. Adjacent property labeled as to use, e.g., residential, existing tract number, commercial, agricultural, etc.
15. Existing irrigation lines, wells structures; their location and disposition.
16. Bench drains required for slopes over 25 feet in vertical height.
17. Pad drainage shall be 3% from front to back of lot.
18. Finished slopes to be shaded or cross-hatched per legend (cut and fill 2:1 minimum)
19. Property lines to cross slopes vertically only.
20. Setback of slopes from property line and buildings.
21. No fills toeing out on natural or cut slopes steeper than 2:1.

Grading Design Review Checklist: (Continued)

22. Special conditions or deviations included in grading permit.
23. Earthwork quantities indicated on plan.
24. Off-site borrow or fill areas to be shown on separate sheet if necessary with quantities.
25. Retaining wall details and permit number on plan.
26. Retaining and boundary walls and fences, with distance from property lines.
27. Notes regarding soils reports and geological reports, date and Engineer's or Geologist's name.
28. Indigenous trees (including but not limited to, all varieties of *Quercus*, *Platanus*, *Schinus*, *Juglans* and *Eucalyptus*) shall be shown on plans as well as base elevation, trunk diameter, height, dripline and five foot protective zone. The area within the protective zone shall remain undisturbed by grading, ornamental plants, irrigation and/or trenching unless specifically approved by the Department of Planning and Community Development under an Oak Tree Permit. An Oak Tree Report by a City-approved oak tree specialist, is required to be submitted with this application where oak trees are present.
29. Delineate all 25% or greater slope areas.

PRECISE PLAN OF DESIGN

PURPOSE

In accordance with Section 9-4.1802 of the Thousand Oaks Municipal Code and Resolution 80-182 of the City Council of the City of Thousand Oaks, 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

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. 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.

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 standard.

**PRECISE PLAN OF DESIGN
Site Plan Checklist**

I. MAP FORMAT

A. Title block as follows:

1. Case title. If revised plan, indicate "Revision 1,2, etc."
2. Name, address, and phone number of applicant

B. Name, address, and phone number of person or firm who prepared the plan and date of preparation (include revision date when applicable)

C. North arrow and scale (drawings shall be orientated to the north and shall not be less scale than 1" – 30', unless approval has been granted by the Planning Division to reduce the scale for drawings over nine (9) square feet)

D. Legend for the plan must include all items in Section V.

E. A vicinity or area map at 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.

F. All contiguous land under control of this applicant/owner.

G. All abutting metes and bounds ownership cut lines.

H. Street pattern including private streets.

II. PARCEL SPECIFICATIONS

A. Fully dimensioned subject parcel boundaries.

B. Abutting street information:

1. Name of Street(s)
2. Existing and proposed street width(s).
3. Parkway width(s)
4. Existing and proposed sidewalk dimensions.

- 5. Existing and proposed access and driveway dimensions.
- 6. Median Strips and traffic islands.
- 7. Grade elevations of street/s adjacent to property.
- C. Name, location, and width of closest intersecting street.
- D. Existing and proposed contours and watercourses.
- E. Location and dimensions of all existing or proposed easements.
- F. Identify property line locations.

III. PROPOSED DEVELOPMENT AND MODIFICATION

- A. All existing and proposed structures and physical features such as landmark trees, rock outcroppings, etc.
- B. Exterior building wall dimensions.
- C. Setbacks.
- D. Distances between buildings.
- E. Pad elevations of structures.
- F. Setback dimensions to both centerline of street and property lines.
- G. Identify treatment of open areas, including landscaped areas and materials (also noting nature and purpose of landscaping).
- H. Stormwater mitigation features including but not limited to bio-contact areas, bio-retention components, and all other Stormwater Quality BMPS.
- I. Wall and fence locations, materials and height.
- J. Enclosed trash areas location and design.
- K. Use of buildings/s.
- L. Physically handicapped path-of-travel to project boundary.
- M. Location of parkway trees.
- N. Proposed freestanding signs.
- O. Surveyed trunk and dripline locations of all oak and other landmark trees. Submit detailed report prepared by qualified Consultant addressing impacts and protective measures.

- P. Utilities Services Summary. This summary shall include all public or private utility companies that will serve the development (including water, sewer, gas, electricity, telephone, cable TV, etc.).

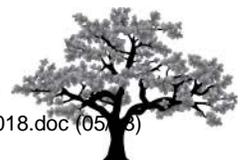
IV. PARKING AREA (COMMERCIAL/INDUSTRIAL PROJECTS ONLY)

- A. Summary breakdown, layout and dimensions of all types parking stalls, i.e. physically handicapped, compact, guest, etc.
- B. Dimensions of all access ways, turnaround areas, driveways, alleys, and walks.
- C. Off-street loading space and facilities.
- D. Exterior lighting locations.
- E. Type of parking and driveway area surfacing (Indicate physically handicapped paths-of-travel, as applicable).
- F. Conceptual design of landscaped areas.
- G. Overall paved area dimensions.
- H. Detail concrete curbing and retaining walls.
- I. Berming and screening treatment.

V. MAP LEGEND

- A. Net acreage of parcel.
- B. Gross floor area for all buildings.
- C. Percentage of land covered by structures.
- D. Parking area (square feet and % of coverage).
- E. Summary analysis of proposed on-site parking.
- F. Required on-site parking per Municipal Code.
- G. Percentage and exact square footage of landscaping in parking area, excluding setback landscaping, adjacent building landscaping and other required planter areas.

VI. GRADING PLAN



- A. Pad elevations for lots contiguous to the development boundary _____(DPW)
- B. All existing land use structures, fences, tree rows, oak trees, _____(DPW)
Wells, and prominent features within the development, _____(CDD)
Including those on immediately adjoining land.
- C. Design of proposed walls, including perimeter, garden _____(DPW)
Walls and retaining walls.
- D. Existing contour lines, their extension 100 feet beyond the _____(DPW)
development boundary and sufficient additional topography to
define adjacent drainage channels and justify feasibility of
extending streets that dead end at development boundaries.
The contour intervals shall be as follows:
- E. Top and toe of all proposed slopes or embankments shall be _____(DPW)
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.
- F. Daylight line between “cut and fill” slopes shall be shows. _____(DPW)
- G. Type of grading to be performed on all “cut and fill” slopes _____(DPW)
Shall be shown and labeled.
- H. Water courses, estimated ultimate quantity of water (Q) in _____(DPW)
Cubic feet per second in each water course 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.
- I. Existing and proposed easements. _____(DPW)
- J. Existing and proposed public utilities._____(DPW)
- K. Water supply – source and size of service connections. _____(DPW)
- L. Sewerage disposal and sewer connection point and _____(DPW)
Elevation._____

**PRECISE PLAN OF DESIGN
Elevation Plan Checklist**

I. DRAWING FORMAT

A. Title as follows:

1. Case title. If revised plan, indicate "Revision 1, 2, etc."
2. Name, address, and phone number of applicant.

B. Name, address, and phone number of person or firm who prepared the drawing and date of preparation. (Include revision date when applicable.)

C. Scale (drawings shall not be less than 1/8" = 1" unless approval has been granted by the Planning Department to reduce the scale of the drawings.)

D. Drawings shall include all exterior building walls and dimensional heights if dish is located on roof.

II. PROPOSED BUILDING OR MODIFICATION

A. Fully dimensioned exterior building wall heights.

B. Architectural features and designs fully illustrated.

C. Exterior doors and windows delineated.

D. Distribution of exterior materials and colors to be used.

E. Roof design and method of screening air condition unit, etc. (roof plan).

F. Floor plans (all exterior spaces defined).

III. ADDITIONAL REQUIREMENTS

Conceptual landscaping design. Plans to be prepared by a California Registered Landscape Architect.

Freestanding Sign (when applicable).