

RESIDENTIAL CAPACITY ALLOCATION: PRE-SCREENING APPLICATION INSTRUCTIONS

This application package is to be **submitted in person** at the Community Development Department public counter, located at 2100 East Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for hours of operation. **Please follow the application submittal instructions below. Failure to complete the application package as required may result in your package being rejected at time of submittal.**

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. **Project Description:** Provide a description of the proposed project. Projects within the Thousand Oaks Boulevard Specific Plan (SP No. 20) area will be evaluated according to the criteria listed below. If the proposed project is within this Specific Plan area, then include a narrative in the project description that describes how the project meets these criteria:
 - a. Consistency with the goals, purposes and vision and development standards of the Thousand Oaks Boulevard Specific Plan.
 - b. Conformance with other City development and environmental policies and requirements (e.g. grading and protected trees).
 - c. Degree to which the project creates a pedestrian-oriented environment along Thousand Oaks Boulevard.
 - d. Degree to which the project incorporates housing units above non-residential space on Thousand Oaks Boulevard.
 - e. Quality of architectural design and proposed finishes.
 - f. Compatibility with surrounding land uses.
 - g. Location of the project with respect to potential enhancement of key sections of Thousand Oaks Boulevard and stimulation of compatible development.
4. **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.)
 - a. Title Sheet with project statistics.
 - b. Site Plans and Preliminary Grading Plans (rolled plans shall be drawn to a scale of no less than 1" = 20')
 - c. Building Elevations (rolled plans shall be drawn to a scale of no less than 1/8" = 1')
 - d. Artist Renderings

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.**

**Residential Capacity Allocation:
Pre-screening Application Instructions
Page 2**

5. **Electronic Files**: Submit a CD containing a .pdf version of all plans submitted with this application.





CITY 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

RESIDENTIAL CAPACITY ALLOCATION: PRESCREENING APPLICATION AND AFFIDAVIT

I. PROPERTY OWNER INFORMATION

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 project 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 brief description of your request:

V. PROPERTY INFORMATION

Assessor's Parcel No.(s): _____

Street address (if not available, location description): _____

Property Use: Stand-alone Residential Mixed-Use

Area of Site: Gross Acres _____ Net Acres (gross minus streets) _____

Proposed number of dwellings: _____

Current zoning of the property is: _____

Current General Plan land use designation is: _____

VI. AFFIDAVIT*

I declare under penalty of perjury, that I/we, _____, am/are (circle one) the 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: _____



RESIDENTIAL CAPACITY ALLOCATION: PLAN REQUIREMENTS

A. Title Sheet

1. North arrow and scale
2. Title block as follows: Name, address, and phone number of applicant
3. Brief project description including number of proposed units and any commercial areas
4. Project address and assessor parcel number(s)
5. Applicant, property owner and consultants
6. Zoning and General Plan land use designations
7. Proposed setbacks
8. Gross and net acreage of parcel(s)
9. Number of dwellings in mixed-use buildings and number in all-residential buildings
10. Residential density (dwellings/net acre) of mixed-use and all-residential portions of the site
11. Gross floor area for all buildings
12. Building footprints (s.f. and as percentage of parcel area)
13. Housing unit mix (by number of bedrooms per unit)
14. Residential Planned Development space calculations (where applicable)
15. Analysis of required and proposed parking for different uses. Identify standard, compact and disabled parking. Identify any proposed on-street parking (SP No. 20 only).
16. Vicinity map showing the major existing circulation pattern, and any proposed streets
17. Utility providers
18. Area of proposed landscaping in parking areas (s.f. and as percentage of parking area)
19. Additional information for projects within the Thousand Oaks Specific Plan (SP No. 20) area:
 - a. Public open space (s.f. and as percentage of building footprint)
 - b. Public art (if proposed as part of project)
 - c. Average depth of 1st floor commercial spaces

B. Site Plan

1. Fully dimensioned parcel boundaries
2. Abutting street information:
 - a. Name of street(s)
 - b. Parkway width(s)
 - c. Existing and proposed sidewalk dimensions
 - d. Existing and proposed access and driveway dimensions
 - e. Median strips and traffic islands
 - f. Grade elevations of street(s) adjacent to property
3. Location and dimensions of existing and proposed easements and land to be dedicated for streets and public use
4. Existing and proposed structures, and physical features such as trees and rock outcroppings
5. Trunk diameters (@ 4.5 feet above grade) and dripline locations of oak and landmark trees
6. Location of existing structures within 50' of the property line
7. Exterior building wall dimensions
8. Distances between buildings
9. Setback dimensions to both centerline of street and property lines
10. Identify treatment of open areas, including landscaped areas
11. Wall and fence locations, materials and height.

12. Trash enclosure and fire hydrant location(s) (existing and proposed)
13. Use of building(s)
14. Disabled path-of-travel to public way
15. Overhead utility lines and poles
16. Layout and dimensions of all types parking stalls, i.e. disabled, compact, guest, etc.
17. Dimensions of all access ways, turnaround areas, driveways, alleys, and walks
18. Off-street loading spaces and facilities
19. Commercial, residential and mixed-use parking areas

C. Preliminary Grading Plan

1. Existing and proposed pad elevations and existing elevations for land contiguous to the development boundary
2. Existing land use structures, fences, tree rows, oak trees, landmark trees, wells, and prominent features within the development, including those on adjoining land
3. Location and height of proposed perimeter, garden, and retaining walls
4. Existing and proposed contour lines. Contour intervals shall be as follows:
 - a. One foot when the slope of ground is less than 5%
 - b. Two feet when the slope of ground is between 5% and 10%
 - c. Five feet when the slope of ground is between 10% and 25%
 - d. 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 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
7. Type of grading to be performed on cut and fill slopes shall be shown and labeled
8. Existing and proposed easements
9. Existing and proposed public utilities, including water and sewer connections
10. Areas subject to flooding, liquefaction or other hazards.

D. Building Elevations

1. Title Block as follows:
 - a. Case title and preparation date
 - b. 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. Fully dimensioned exterior building wall heights. Number of stories and average height of each building
4. Architectural features and designs
5. Exterior doors and windows delineated
6. Distribution of exterior materials and colors to be used

E. Artist Renderings

Color renderings showing a minimum of two views of the project, including at least one from the adjacent public right of way





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)

