



# CITY OF THOUSAND OAKS PLANNING DIVISION NOTICE

*NEW PROCEDURES STARTING MONDAY, JUNE 29, 2020*

## Application Submittals

- Complete submittals required for **all applications**, including documents and fees.
- Incomplete submittals will not be accepted.
- All application documents to be submitted in digital format (PDF) through the Virtual Counter:  
<https://www.toaks.org/departments/community-development/virtualcounter>
- Applications may also be submitted physically with a digital copy of all documents (PDF on USB or CD).

## On-Site Sign Posting

- Sign Posting for Notice of Application and/or Public Hearing is the responsibility of the Applicant.
- Completed Affidavit of Posting and a date stamped photo of Sign Posting will be required. Completed Affidavit and photo to be submitted through the Virtual Counter.
- Staff will coordinate with applicant and/or project representative regarding project sign posting.

**planning@toaks.org**  
**805.449.2323**