

## ADMINISTRATIVE ACTION (AA) APPLICATION AND 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.

**IMPORTANT:** Please follow the application submittal instructions detailed below. Failure to complete the application material 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 to determine if it is complete for processing. If it is not deemed 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 provided. The application must be submitted with an original wet signature before your application will be deemed 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: 5 sets of plans (two bound/stapled rolled sets in 36" x 48" size, three 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 shall be drawn to a scale of no less than 1" = 20')
  - Elevation and Floor Plans (rolled plans shall be drawn to a scale of no 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. **Notification Requirement:** List of all tenants with names and complete mailing addresses (for multi-tenant commercial/industrial buildings) must be provided to the Community Development Department for notification purposes. To ensure timely processing of notifications, please submit this list with your application.

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

## ADMINISTRATIVE ACTION APPLICATION

### I. PROPERTY OWNER INFORMATION

Name (person): \_\_\_\_\_

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

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

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

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

### II. PERSON/ENTITY WORK IS BEING COMPLETED FOR (if different from owner)

Name (person): \_\_\_\_\_

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

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

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

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

### III. PROJECT COORDINATOR

Name (person): \_\_\_\_\_

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

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

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

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

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

### IV. PROPERTY INFORMATION

Property Location(s) (street address, lot #, tract #, APN if no street address): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this a gated community?  Yes  No

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

**V. REQUEST**

Explain full extent the project and reason for any requested development standard deviation:

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

**VI. AFFIDAVIT**

I declare, 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 is true and correct.

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 filed \_\_\_\_\_ Received by: \_\_\_\_\_

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(8/13)



## PRECISE PLAN OF DESIGN INFORMATION

### PURPOSE

In accordance with Section 9-4.1802 of the Thousand Oaks Municipal Code and Resolution 2006-108 of the City Council of the City of Thousand Oaks, a precise plan of design is required 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.

### 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, in addition to other material and exhibits, will be reviewed and evaluated as improvement plans for the development by the Community Development Director, Planning Commission or City Council (on appeal) to ensure, 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 of Design Section of the Municipal Code and any applicable Policy Resolution.

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 including, but not limited to, natural grade and proposed finish grade of the site being improved relative to neighboring sites.
5. The conformity and harmony of the exterior design, colors, materials, and architectural features with neighboring structures.

## **APPLICATION**

All submittals shall include the precise plan of design requirements provided on 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 for the proposed improvements.

## **ADMINISTRATION**

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 standards.



## PRECISE PLAN OF DESIGN SITE PLAN CHECKLIST

### **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. The scale shall not be larger scale than 1" - 30', unless approval of a larger scale has been granted by the Community Development Department. The scale and north arrow must be clearly identified on the plan(s).
- D. Legend for the plan must include all items contained in "map legend" on the following page.
- E. A vicinity or area map at a 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.

### **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.

**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. Wall and fence locations, materials, and height.
- I. Enclosed trash areas location and design.
- J. Use of building(s).
- K. Physically handicapped path-of-travel to project area.
- L. Location of parkway trees.
- M. Proposed freestanding signs.
- N. Surveyed trunk and dripline locations of all oak and other landmark trees. Submit detailed report prepared by qualified Consultant addressing impacts and protective measures.
- O. Utilities Services Summary. This summary shall include all public or private utilities companies that will serve the development (e.g., water, sewers, gas, electricity, telephone, cable TV, etc.).

**PARKING AREA**

- A. Summary breakdown, layout, and dimensions of all types of parking stalls (i.e. physically handicapped, compact, guest, etc.).
- B. Dimensions of all access ways, turnaround areas, driveways, alleys, and walks.
- C. Location and dimensions of street loading space area(s).
- 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.





**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 (breakdown by residential unit type).
- 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.

**GRADING PLAN**

- A. Pad elevations for lots contiguous to the development boundary. \_\_\_\_\_ (DPW)
- B. All existing land use structures, fences, tree rows, oak trees, wells, and prominent features within the development, including those on immediately adjoining land. \_\_\_\_\_ (DPW)  
\_\_\_\_\_ (CDD)
- C. Design of proposed garden retaining wall(s). \_\_\_\_\_ (DPW)
- D. 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:

- 1. One foot when the slope of ground is less than 5%.
  - 2. Two feet when the slope of ground is between 5% and 10%.
  - 3. Five feet when the slope of ground is between 10% and 25%.
  - 4. 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).
- E. 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. \_\_\_\_\_ (DPW)
  - F. Daylight line between "cut and fill" slopes shall be shown. \_\_\_\_\_ (DPW)
  - G. Type of grading to be performed on all "cut and fill" slopes shall be shown and labeled. \_\_\_\_\_ (DPW)
  - H. Water courses, estimated ultimate quantity of water (Q) in 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. \_\_\_\_\_ (DPW)
  - 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 elevation. \_\_\_\_\_ (DPW)



## PRECISE PLAN OF DESIGN ELEVATION PLAN CHECKLIST

### **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 Community Development Department to reduce the scale of the drawings).
- D. Drawings shall include all exterior building walls.

### **PROPOSED DEVELOPMENT**

- 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 any roof equipment (air conditioning unit, etc.).
- F. Floor Plans (All interior spaces identified).

### **ADDITIONAL REQUIREMENTS**

- A. Conceptual landscaping design. Plans to be prepared by a California Registered Landscape Architect.
- B. Freestanding and On-Building Sign(s) (when applicable).