Applying for a Minor or Major Modification

1 To apply for a Minor or Major Modification, click "Apply" then "Plans"

2 You are applying for a modification to an existing entitlement. Either a Development Permit (DP), Special Use Permit (SUP), Residential Planned Development (RPD), or Hillside Planned Development (HPD). No other Plan Types allow for a "Minor Modification" or "Major Modification".

If you don’t know whether you’re modifying a DP, SUP, RPD, or HPD, please contact planning@toaks.org, provide the project address and we’re happy to provide that information to you BEFORE applying.
The Plan Types are alphabetized, so keep scrolling to find the appropriate Plan Type for your project. Remember, Minor/Major Modifications only exist on Development Permits, Special Use Permits, Residential Planned Developments, or Hillside Planned Developments.

HINT: A Minor Modification is a very specific permit type; an addition to your single-family home may NOT require the Minor Modification permit type.
4  Add project location by clicking "+"

5  Search for the project address and press "Enter"
6 Remember: Less is more! Do not include "Drive" or "Ave", if there is a directional like "East" type "E" - without a period.

7 Select the address and "Add" to the project
Click "Next" in the bottom right corner to move to Step 2.

Add a project description, click "Next" to move to Step 3.

NOTE: As stated in red below, applications must be paid within SEVEN days of invoicing. Invoices are due upon receipt and are provided within 24 hours of successful submittal.
10 Add your information as the "Application" (required), property owner information, etc.

Click "Next" in the bottom right corner to move to Step 4.

CONTACTS
Applications must be submitted by the property owner or their authorized agent. If you

2100 E Thousand Oaks Blvd.,
Thousand Oaks, CA, 91362

Add Contact

11 Step 4 is an important step when applying for a Minor/Major Modification.

ed Development

Contacts  More Info  Attachments
12 From the dropdown, select the appropriate kind of Modification you are applying for, Minor, Major, or None. This is CRITICAL for a proper application submittal.

**It Details**

- Is this a Modification, if yes, what kind?
- Is this modification for a Single-Family Dwelling?
- ADA Parking Restriping or Parking Modification?
- Time Extension (First)?

13 Complete all of Step 4 with as much information as possible.
Continue through Steps 5 (upload plans, signed application, proof of ownership, etc), Step 6 (provide a digital signature), and Step 7 (review and submit). Click "Submit" and Voila!