

**PRECISE PLAN OF DESIGN FOR NEW  
SINGLE-FAMILY DETACHED DWELLINGS  
APPLICATION INSTRUCTIONS**

The Precise Plan of Design (PPD) application you are submitting is required by the City of Thousand Oaks Municipal Code (Section 9-4.1802) and will consider planning, zoning, and architectural issues associated with the construction of a new residence. **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.**

This application package is to be **submitted in person** at the Community Development Department (CDD) public counter, located at 2100 E. Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for business hours.

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 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 completed. The application must be submitted with an original 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. **Title Report:** Submit a Title Report prepared within the last 6 months, on the property for which you are submitting this application.
4. **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.)
  - Plot Plans (rolled plans drawn to a scale no less than 1" = 20')
  - Elevation Plans (rolled plans drawn to a scale no less than 1/8" = 1')
  - Floor Plans (rolled plans drawn to a scale no less than 1/8" = 1')
  - Roof Plans (rolled plans drawn to a scale no less than 1/8" = 1')
  - Grading Plans (rolled plans drawn to a scale no less than 1" = 20')
  - Contact CDD to determine if additional 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.**

5. **Electronic Files:** Submit a CD containing a .pdf version of all plans submitted with this application.
6. **Sample Board:** One copy of Sample Board of Colors & Materials (maximum size of 8½” x 14”).
7. **Additional Information** such as photographs and renderings are recommended but not required and should be submitted at a scale large enough to illustrate the subjects under consideration.
8. **Traffic Study:** Submittal of a Traffic Study, if more than one home is proposed, including a signed agreement and fee.
9. **Supplemental Information** may be requested during processing.
10. **Homeowner’s Association:** If the property is located within a tract that is governed by a Homeowner’s Owner’s Association or within a subdivision governed by CC&R’s which require architectural review, you are encouraged to obtain appropriate approvals prior to submitting a Precise Plan of Design application. Project approval by the Community Development Department does not guarantee compliance with applicable tract CC&R’s.





# 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

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

## PRECISE PLAN OF DESIGN FOR NEW SINGLE-FAMILY DETACHED DWELLINGS APPLICATION and AFFIDAVIT

ASSESSORS PARCEL NO.(S): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\_\_\_\_\_- \_\_\_\_\_ - \_\_\_\_\_  
Submittal Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### I. APPLICANT INFORMATION (not applicant's representative)

Name (person and firm/corporation): \_\_\_\_\_  
Company/Organization (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

### II. PROPERTY OWNER INFORMATION (if different than Applicant)

Name (person and firm/corporation): \_\_\_\_\_  
Company/Organization (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

### III. PROJECT COORDINATOR/APPLICANT'S REPRESENTATIVE INFORMATION

Name (person and firm/corporation): \_\_\_\_\_  
Company/Organization (if applicable): \_\_\_\_\_  
Relationship of Project Coordinator to Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_

**IV. PROPERTY INFORMATION**

Property Location (street address and location description): \_\_\_\_\_

Tract No.: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Property Zone: \_\_\_\_\_

Is this a gated community?  Yes  No

Proposed Gross Floor Area of Main Dwelling (including garage):  

	<u>1st Floor</u>	<u>2nd Floor</u>	<u>Total</u>
_____	_____	_____	_____

Homeowners Association Name and Address (if applicable): \_\_\_\_\_

**V. REQUEST**

Please provide a detailed description of your request:

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

**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 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 received: \_\_\_\_\_ Received by: \_\_\_\_\_



## SITE PLAN CHECKLIST

### MAP FORMAT

1. Title block as follows:
  - Case title. If revised plan, indicate "Revision 1, 2, etc."
  - Name, address, and phone number of applicant
2. Name, address, and phone number of person or firm who prepared the plan and date of preparation (include revision date when applicable.)
3. North arrow and scale (drawings shall be orientated with north at the top of the plan to a scale not less than 1" - 30', unless approval has been granted by the Community Development Department to reduce the scale for drawings over 9 square feet).
4. Legend for the plan must include all items listed in the MAP LEGEND section.
5. 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

1. Fully dimensioned subject parcel boundaries.
2. Abutting street information:
  - Name of Street(s)
  - Existing and proposed street width(s).
  - Parkway width(s).
  - Existing and proposed sidewalk dimensions.
  - Existing and proposed access and driveway dimensions.
  - Median Strips and traffic islands.
  - Grade elevations of street/s adjacent to property.
3. Name, location, and width of closest intersecting street.
4. Existing and proposed contours and watercourses.
5. Location and dimensions of all existing or proposed easements.
6. Identify property line locations.

### PROPOSED DEVELOPMENT AND MODIFICATION

1. All existing and proposed structures and physical features such as landmark trees, rock outcroppings, etc.
2. Location of all existing structures within 50' of the property line.
3. Exterior building wall dimensions.
4. Setbacks.

5. Distances between buildings.
6. Pad elevations.
7. Setback dimensions to the property line.
8. Identify treatment of open areas, including landscaped areas and materials (also noting nature and purpose of landscaping).
9. Wall and fence locations, materials and height.
10. Use of building/s.
11. Location of parkway trees.
12. Surveyed trunk and dripline locations of all oak and other landmark trees. Submit detailed report prepared by qualified Consultant addressing impacts and protective measures. If a tree permit is required, a separate application must be submitted.
13. 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.)

#### MAP LEGEND

1. Net acreage of parcel
2. Gross floor area for all buildings
3. Percentage of land covered by structures
4. Parking area (spaces, garage and guest spaces when required).
5. Required on-site parking per Municipal Code.

#### GRADING PLAN

1. Pad elevations for lots contiguous to the development boundary. \_\_\_ DPW
2. 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
3. Design of proposed walls, including perimeter, garden walls and retaining walls. \_\_\_ DPW
4. 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:

- One foot when the slope of ground is less than 5%.
- Two feet when the slope of ground is between 5% and 10%.
- Five feet when the slope of ground is between 10% and 25%.
- 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, \_\_\_ DPW 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. \_\_\_ DPW
- 7. Type of grading to be performed on all "cut and fill" slopes shall be shown and labeled. \_\_\_ DPW
- 8. Water courses, estimated ultimate quantity of water (Q) in cubic feet per second in each \_\_\_ DPW watercourse 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.
- 9. Existing and proposed easements. \_\_\_ DPW
- 10. Existing and proposed public utilities. \_\_\_ DPW
- 11. Water supply - source and size of service connections. \_\_\_ DPW
- 12. Sewerage disposal and sewer connection point and elevation. \_\_\_ DPW



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## ELEVATION PLAN CHECKLIST

### DRAWING FORMAT

1. Title as follows:
  - Case title. If revised plan, indicate "Revision 1, 2, etc."
  - 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. 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.
4. Drawings shall include all exterior building walls.

### PROPOSED BUILDING OR MODIFICATION

1. Fully dimensioned exterior building wall heights.
2. Architectural features and designs fully illustrated.
3. Exterior doors and windows delineated.
4. Distribution of exterior materials and colors to be used.
5. Roof design and method of screening air conditioning unit, etc. (roof plan).
6. Floor Plans (All interior spaces defined).

### ADDITIONAL REQUIREMENTS

1. Conceptual landscaping design. Plans to be prepared by a California Registered Landscape Architect (when applicable).