

**SPECIAL USE PERMIT TO ALLOW SALE AND CONSUMPTION
OF ALCOHOLIC BEVERAGES AND/OR TO ALLOW LIVE ENTERTAINMENT
APPLICATION AND INSTRUCTIONS**

YOUR APPLICATION MUST INCLUDE ALL OF THE FOLLOWING INFORMATION TO AVOID DELAYED PROCESSING. YOUR APPLICATION WILL BE RETURNED TO YOU FOR CORRECTED RESUBMITTAL IF INCOMPLETE.

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. **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. Plot Plan (rolled plans shall be drawn to a scale of no less than 1" = 20')
 - b. Floor Plans (rolled plans shall be drawn to a scale of no less than 1/8" = 1')
 - c. Assessor's Map (one copy only)

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.
6. **Parking Study (if applicable)**

ADDITIONAL INFORMATION:

Exhibits such as photographs and renderings on a scale large enough to illustrate the issues under consideration are recommended but are not required.

All aspects of the application shall be complete and legible and shall be SUBMITTED IN PERSON at the public counter of the Community Development Department. Please call (805) 449-2323 for hours of operation.

Your submittal at the public counter DOES NOT constitute filing. You will be notified by mail within 30 days of the date the application was submitted as to whether or not your application was accepted by the Community Development Department as complete for processing.

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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

APPLICATION and AFFIDAVIT

ASSESSORS PARCEL NO.(S): _____ - _____ - _____
_____ - _____ - _____
_____ - _____ - _____

Date: _____

I. APPLICATION REQUEST

Type of Request: Alcoholic Beverage Consumption Live Entertainment

Describe in detail the nature of the request and the proposed hours of operation: _____

II. APPLICANT INFORMATION*

Name (person and firm/corporation): _____
Address: _____
City/State/Zip: _____
Phone: (_____) _____ Fax: (_____) _____
Email: _____

III. PROPERTY OWNER INFORMATION (If different from applicant)

Name: _____
Address: _____
City/State/Zip: _____
Phone: (_____) _____ Fax: (_____) _____
Email: _____

IV. PROPERTY INFORMATION – attach copy of Assessor’s Parcel Map

Location of Property (address) _____

PROJECT #: _____

V. PROJECT COORDINATOR INFORMATION

ARCHITECT/OTHER:

Name _____

Company _____

Address _____

City/Zip _____

Phone (____) _____

Email _____

ENGINEER/OTHER:

Name _____

Company _____

Address _____

City/Zip _____

Phone (____) _____

Email _____

VI. AFFIDAVIT

I, (Print Name) _____ declare under penalty of perjury by the laws of the State of California, that I am the owner of the property involved in this application and that the foregoing statements and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

(Signature)

(Date)

IF THE PROPERTY OWNER/APPLICANT is a Corporation; attach a list of the name, address and title of all Officers to this application. If the property owner/applicant is a General Partner, the name and address of all General Partners shall accompany this application.

