

**TENTATIVE TRACT MAP/LAND DIVISION  
OR MODIFICATION TO ABOVE  
APPLICATION SUBMITTAL INSTRUCTIONS**

The application you are submitting is required by Title 9, Chapter 3 of the City of Thousand Oaks Municipal Code and in accordance with the Subdivision Map Act. **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 the application is not 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. **Owner's Statement and Certification:** One copy.
4. **Title Report:** Submit two (2) copies of the Title Report prepared within the last 6 months, on all properties within the proposed subdivision.
5. **Assessor's Map:** One (1) copy of the Assessor's Map showing the property to be subdivided.
6. **Plans:** Submit the Tentative or Parcel Map plan in bound sets (if applicable) 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.)

Obtain a Tract Number from the Ventura County Recorder's Office and be sure to delineate on the map, all contiguous land under the control of this subdivider and show abutting metes and bounds, ownership cut lines, and street pattern including private streets. 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.**

7. **Electronic Files:** Submit a CD containing a .pdf version of all plans submitted with this application.
8. **Environmental Information:** Include all specific environmental information as required in your pre-application review meeting minutes.

9. **Traffic Study:** Some projects will require the preparation of a traffic study. Typically, this is discussed and determined during the pre-application review process. Traffic studies for proposed development projects are prepared by consultants selected by and under the direction of the City. If a traffic study is required, you will be asked to submit an agreement to pay the costs, and a deposit of the full estimated cost in order for the City to authorize the consultant to begin the work.
10. **Inclusionary Housing Program:** If you are proposing a residential project with six (6) or more dwelling units, it will be subject to this program, pursuant to Thousand Oaks Municipal Code Section 9-10.301, et seq. These requirements can be satisfied either by payment of an in-lieu fee as established by City Council resolution, or by providing affordable housing units within the project. If you choose to provide affordable units within the project in order to satisfy this requirement, you will need to submit an Inclusionary Housing Plan with the information described in Sec. 9-10.304 of the Municipal Code.
11. **Density Bonus Program:** If you are requesting a Density Bonus as part of your application, you will be subject to the requirements and procedures set forth in the Thousand Oaks Municipal Code Section 9-10.501, et seq., including submittal of a separate density bonus application and the Density Bonus Plan described in Sec. 9-10.506.
12. **Nonresidential Development Linkage Fee Program:** If you are proposing nonresidential development or conversion of nonresidential space containing 7,500 square feet or more, you may be subject to the payment of a fee, set by City Council resolution, to support Affordable Housing programs, as required by Thousand Oaks Municipal Code Section 9-10.401, et seq.
13. **Supplemental Information** may be requested during processing in order to adequately process your case.
14. **Parkland Dedication (“Quimby”) Fee:** As a condition of residential development, you are subject to the dedication of land, payment of fees, or both, for park and recreational purposes as set forth in the Thousand Oaks Municipal Code Sections 9-4.2601 et. seq.

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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

**TENTATIVE TRACT MAP/LAND DIVISION  
OR MODIFICATION TO ABOVE  
APPLICATION and AFFIDAVIT**

Type of Request:       Tentative Tract Map       Land Division  
Type of Modification:    Major       Minor      Original Case No. \_\_\_\_\_

**I. PROPERTY OWNER INFORMATION (if different than Applicant)**

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

**II. PROJECT COORDINATOR/APPLICANT'S REPRESENTATIVE INFORMATION**

Name (person and title if applicable): \_\_\_\_\_  
Company/Organization (if applicable): \_\_\_\_\_  
Relationship of Project Coordinator to Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_  
Email: \_\_\_\_\_  
Project is being done for Company/Organization: \_\_\_\_\_

**III. APPLICANT INFORMATION (The person/organization/entity the projects is being completed for.)**

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

**IV. REQUEST**

Please provide a detailed description of your request:  
\_\_\_\_\_  
\_\_\_\_\_

**V. PROPERTY INFORMATION**

Assessor's Parcel No.(s): \_\_\_\_\_  
\_\_\_\_\_

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

Street address (if not available, location description): \_\_\_\_\_

What is the acreage of the Property? \_\_\_\_\_ How many lots within the Property? \_\_\_\_\_

What is the nature of all existing and proposed deed restrictions? \_\_\_\_\_

What building setback(s) will be imposed by deed? \_\_\_\_\_

Indicate the Number of Lots Next to Each Proposed Use:

Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Unlimited Res. \_\_\_\_\_ Parking \_\_\_\_\_

Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Agricultural \_\_\_\_\_

Public Use Sites: \_\_\_\_\_ (Parks, Schools, Churches, Open Space, etc.)

**VI. AFFIDAVIT\***

I declare under penalty of perjury, that I/we, \_\_\_\_\_,  
am/are the (circle one) property owner, attorney of the property owner, or person with power of  
attorney from the property owner for the property listed above, and that the foregoing is true and  
correct, and that I am legally authorized to submit this application on behalf of the property  
owner.

Executed at (city) \_\_\_\_\_, California, this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

**\*IF THE PROPERTY OWNER** 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: \_\_\_\_\_

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## SUBDIVISION CHECK LIST

All tentative maps submitted to this office must include the following information at the time of submittal and must have been prepared within 12 months of submittal date.

### I. Map Format

- A. Title Block in the bottom right hand corner as follows:
1. Tract Number (obtain from Ventura County Surveyor's Office). If revised map, indicated "Revision No. 1, 2, etc."
  2. Name, address, and phone number of subdivider.
  3. Name, address, and phone number of owner.  (CDD)
- B. Name, address, and phone number of person or firm who prepared the map, and date of preparation.
- C. North arrow and scale (map shall be orientated to the north and shall not be less in scale than 1"=100', unless approval has been granted by the Community Development Department to reduce the scale for maps over 42" in length in any direction).  (CDD)
- D. Lot Summary. This summary shall include the total acreage and the total lots in the proposed subdivision (including an individual summary of single-family, multiple-family, commercial, industrial, school sites, park sites, church sites, and open space lots).  (CDD)
- E. Utility Services Summary. This shall include all public or private utilities companies that will serve the subdivision (including water, sewers, gas, electricity, telephone, cable TV, etc.).  (UTIL)

### II. LOCATION MAP.

A vicinity or area map at 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.  (CDD)

### III. MAP SPECIFICATIONS

- A. All boundary lines of the subdivision (Blue Border) with approximate bearings and distances.  (CDD)
- B. Individual lot lines, dimensions, pad elevations, and number of each lot. Each lot and its dimensions shall be shown on one sheet of the map. Pad elevations for lots contiguous to the tract boundary.  (CDD)
- C. The proposed use and classification of each lot. The individual lot sizes excluding areas as defined in Section 9-3.602 and 9-3.603 of the Thousand Oaks Municipal Code.  (CDD)
- D. All existing land use structures, fences, tree rows, oak trees, wells, trails and prominent features within the subdivision, including those on contiguous or immediately adjoining land.  (CDD)
- E. Dedication described, dimension given, tract number of adjacent tracts, and adjoining property uses.  (CDD)
- F. Proposed walls, including perimeter, garden walls and retaining walls.  (CDD)

Tentative Tract/Land Division/Modification

Subdivision Checklist

Page 2

- G. Existing contour lines, extension 100 feet beyond the tract boundary and sufficient additional topography to define adjacent drainage channels and justify feasibility of extending streets that dead end at tract boundaries. The contour intervals shall be as follows:
1. One foot when the slope of ground is less than five percent.
  2. Two feet when the slope of ground is between five and ten percent.
  3. Five feet when the slope of ground is between ten and twenty-five percent.
  4. Ten feet when the slope greater than twenty-five percent. (Every fifth contour shall be clearly labeled and indicated to be distinctive.)  (DPW)
- H. 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. Delineate natural slope categories as follows:
- 0 – 10%      10.1 – 15%      15.1 – 24.9%      25% or greater       (DPW)
- I. Daylight line between “cut and fill” slopes shall be shown.  (DPW)
- J. Type of grading to be performed on all “cut and fill” slopes shall be shown and labeled.  (DPW)
- K. Water courses, estimated ultimate quantity of water in cubic feet per second in each water course at various locations, stormwater drainage easements, irrigation lines, drainage structures, wells, and tile drains. The extension of off-site drainage system, cross-section, and slope of drainage.  (DPW)
- L. Stormwater Quality & Quantity Mitigation features and devices  (DPW)
- M. Existing and proposed easements.  (DPW)
- N. Existing and proposed public utilities.  (DPW)
- O. Water supply – show all existing adjacent and onsite mains, plus all proposed public mains and easements.  (UTIL)
- P. Wastewater – show all existing adjacent and onsite mains, plus all proposed public wastewater mains and easements.  (UTIL)
- Q. Groundwater – show location of all well sites which have not been destroyed (are operative or capped).  (UTIL)
- R. Refuse/Recycling – show location and dimensions of proposed enclosure structures.  (UTIL)

IV. STREET DATA

- A. Street location, length, width, names (names shall be submitted on tentative tract map – North-South traffic way to be called Avenues; East-West to be called Streets; and cul-de-sacs to be called Circle, Court, or Place).  (CDD)
- B. Adjacent and connecting streets with width of right-of-way and street name.  (CDD)
- C. Proposed tree planting.  (CDD)
- D. Proposed street grades with proposed centerline of elevations shown at intersections and at least every 150 feet along alignment.  (DPW)
- E. Centerline radius of street curves.  (DPW)
- F. Beginning and ending of vertical curves on streets.  (DPW)
- G. Finish grade at street intersections.  (DPW)



V. DESIGN AND IMPROVEMENTS

- A. A grading plan which accurately delineates the manufactured slope areas that encroach into twenty-five percent (25%) or higher slope terrain.  (CDD)
- B. The plotting of all dwelling units and accessory buildings on every pad, with all setback dimensions and useable open space clearly delineated on the site plan.  (CDD)
- C. Identification of all one- two- and three-story units and the percent mixture within the project boundaries.  (CDD)
- D. Complete elevation plans for all houses, floor plans for selling units and accessory structures.  (CDD)
- E. Identification of recreation vehicle storage areas on the plan set aside as a common facility or as private storage space on individual lots.  (CDD)
- F. Preparation of a certified archaeological survey of all areas that may be directly or indirectly affected by development of the site.  (CDD)
- G. Preparation of a comprehensive flora report, identifying all native and non-native vegetation existing on the property. This report shall also address all potential impacts associated with the project. The fuel modification zone shall also be identified on the site plan. Information shall also be submitted identifying a landscape replacement program for affected areas.  (CDD)
- H. Identification of a maintenance program along with appropriate vehicular and pedestrian access for maintenance crews for all common areas including fuel modification zones.  (CDD)
- I. The submittal of a phasing plan, which shall include the following:
  - 1. Recording of the final map.
  - 2. Grading of lots and infrastructure.
  - 3. Construction of dwelling units, including accessory common facilities.  (CDD)
- J. A depiction of all cut and fill slopes that are over five feet in vertical height showing elevation for the base and top of slopes as well as all proposed key ways to stabilize slopes.  (DPW)
- K. Delineation of off-site grading and written authorization from the affected owners, granting a grading easement, as well as other necessary easements to record the final map.  (DPW)
- L. Identification on the map, showing the quantity of cut and fill material, as well as the amount to be imported and exported and final destination.  (DPW)
- M. Written verification from all service utility companies that there is adequate capacity to allow connections during the life of the tentative map.  (DPW)
- N. The submittal of a traffic report, containing information as required by the City Transportation Planner and Traffic Engineer.  (DPW)
- O. A soils/geotechnical report (2 copies) shall be prepared by a registered geotechnical consultant.  (DPW)

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# Community Development Department

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## **AGREEMENT FOR PAYMENT OF COSTS EXCEEDING SUBMITTED DEPOSIT**

**SIGN AND RETURN this form to the Community Development Department, City of Thousand Oaks with submittal of your project application(s).** To process your application for the project identified below, you are charged based on the City's current User Fee Manual, at a time and material rate which may include charges for the actual cost of City staff time, City-paid consultants and any materials\* necessary to process the application.

I \_\_\_\_\_ am the person responsible for Payment and I agree to pay any additional sum exceeding my submitted deposit, based on actual cost of staff time, consultant time, and materials\*. (Refer to City's User Fee Manual for hourly staff time rates.)

I acknowledge and agree that: 1) I may be required to pay an additional deposit once 75% of the original is exhausted; 2) I will pay all invoiced payments within 30 days of the date of the invoice; 3) the City reserves the right to stop work on a project if payments for invoices are not received.

If the total cost of processing the application is less than the deposit, the City will direct the refund balance to the person/entity that submitted the deposit unless stated otherwise below. Refunds are processed once all staff, consultant and/or material related to the project have been completed.

I FURTHER AGREE THAT IF THE PROJECT APPLICANT OR PROPERTY OWNER CHANGES DURING APPLICATION PROCESSING, I WILL REMAIN FULLY RESPONSIBLE FOR PAYMENT OF ALL AMOUNTS UNDER THIS AGREEMENT UNTIL A FULLY EXECUTED AGREEMENT BY THE NEW PROJECT APPLICANT OR PROPERTY OWNER HAS BEEN RECEIVED AND ACKNOWLEDGED BY THE CITY.

\*Materials are defined as any City expense (such as legal advertisements, mailings, signage, duplication, CDs/DVDs, or other applicable materials) reasonably incurred due to the processing of your application.

### **PROJECT AND PROPERTY IDENTIFICATION**

Person or Entity work is being completed for: \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_

Project Location(s)\*\*: \_\_\_\_\_

Project Description: \_\_\_\_\_

\*\*Specify property street address(es). If street address is not available, please specify the assessor's parcel number(s). If any of the listed projects are located in a City Right-of-Way or easement and do not have a specific address or assessor's parcel number, you must obtain a new address from the Public Works Department prior to application(s) submittal to the City.



AGREEMENT FOR PAYMENT

Page 2

PARTY RESPONSIBLE FOR PAYMENT

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

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

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

INVOICES MAILED TO (If different then Party Responsible for Payment.)

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

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

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

REFUNDS:

In the event that the deposit(s) exceeds the costs associated with the project, the excess deposit will be returned to the entity that made the payment. If the refund should go to another party, please complete this section.

Contact Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

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

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

Property Owner Signature: \_\_\_\_\_ Company: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Company: \_\_\_\_\_

Project Coordinator Signature: \_\_\_\_\_ Company: \_\_\_\_\_

FOR CITY USE ONLY

Date Agreement Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Project/Case # assigned: \_\_\_\_\_

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