

DENSITY BONUS & AFFORDABLE DEVELOPMENT APPLICATION SUBMITTAL INSTRUCTIONS

The application you are submitting is required by The City of Thousand Oaks Municipal Code. **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 the application is complete for processing. If it is not a complete application, you will be notified in writing of the missing information. You will then have the opportunity to submit the additional items, and staff will conduct another review for completeness within 30 days.

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/Deposit:** The Thousand Oaks Municipal Code requires that a fee and/or deposit be paid at the time of filing to cover the costs incurred in processing of the application. Refer to the City's Fee Schedule or contact the Community Development Department to determine the current filing fee.
3. **Financial Pro Forma:** If you are proposing concessions or incentives other than those in Section 9-10.503(b) of the Thousand Oaks Municipal Code, please attach a pro forma to show that the concession or incentive will result in identifiable and actual cost reductions to provide affordable housing costs pursuant to Section 65915(d)(1)(A) of the California Government Code. City will retain consultant to review the proforma, which will require added deposit.
4. **Project Plan:** Plans submitted in association with the related entitlement permit application shall depict the number and location of all affordable and market-rate units and identify any requested deviations from City standards.
5. **Supplemental Information:** may be requested during processing in order to adequately evaluate the application.

The above requirements notwithstanding, the City shall comply with California Government Code Section 65915.

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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

DENSITY BONUS & AFFORDABLE DEVELOPMENT

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

I. PROPERTY OWNER INFORMATION (if different than Applicant)

Name (person and title if applicable): _____
Company/Organization (if applicable): _____
Address: _____ Phone: _____
City/State/Zip: _____ Mobile: _____
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: _____ Mobile: _____
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: _____ Mobile: _____
Email: _____

PROJECT #: _____

IV. TYPE OF PROJECT (consult with staff to select appropriate type)

- General Density Bonus
- Child Care Facility
- Senior Housing
- Special Needs Population: Transitional Foster Youth, Disabled Veterans, Homeless Units
- 100% Affordable Housing Project
- Condominium Conversion
- Land Donation

V. PROPERTY/PROJECT INFORMATION

Property Location (street address and location description): _____

What is the net acreage of the Property? _____

Maximum # of units allowed per General Plan/Zoning Designation: _____/_____

Total # of Units without Density Bonus: _____ Total # of Units with Density Bonus: _____

Affordable Units by Area Median Income (AMI) Category:

Extremely Low (0 – 30% AMI): _____

Very Low (30% – 50% AMI): _____

Tax Credit Project Only (50% – 60% AMI): _____

Lower (50% – 80% AMI): _____

Moderate (Single Family Projects Only 80% – 120% AMI): _____

Affordable Term: _____

- Project involve demolishing or removing existing affordable rental unit or units occupied by very-low or lower income households.
- Project located within ½ mile of major transit stop.
- The project includes a _____ square foot child care facility.
- The project is intended for a Special Needs Population. Please describe: _____



VI. DEVELOPMENT INCENTIVES (Please check development incentive(s) requested. Each request shall be clearly reflected on the plans.) See. TOMC section 9-10.503 for relationship between number of affordable units and number of incentives.

- 10% reduction in minimum property line setback requirements
- Reduction from 45% to a minimum of 40% in the common open space area standard contained in the space allocation formula of the RPD zone for medium density projects (4.5 to 15 units per net acre)
- Reduction from 35% to a minimum of 30% in the common open space area standard contained in the space allocation formula of the RPD zone for high density projects (15 to 30 units per net acre)
- Increase from 30% to a maximum of 35% in the maximum building coverage standard contained in the space allocation formula of the RPD zone applicable for medium density projects (4.5 to 15 units per net acre)
- Increase from 35% to 40% in the maximum building coverage standard contained in the space allocation formula of the RPD zone applicable for high density projects (15 to 30 units per net acre)
- Reduction in the required private yard area for townhomes from 400 square feet to a minimum of 300 square feet
- Allowable separation between buildings:
 - Two-story to two-story buildings with more than 2 units each a 20' minimum separation
 - Two-story to two-story buildings each with 2 units or less a 15' minimum separation
 - One-story to two-story buildings a 15' minimum separation
 - One-story to one-story buildings a 10' minimum separation
- For-sale units: driveway areas shall not be deducted from gross lot area for purposes of calculating maximum dwelling unit density
- Parking reduction as follows:
 - Zero to one-bedroom dwelling unit: 1 onsite parking space
 - Two to three-bedroom dwelling Unit: 2 onsite parking spaces
 - Four or more-bedroom dwelling Unit: 2.5 onsite parking spaces



VII. INCENTIVES, CONCESSIONS, MODIFICATIONS OR WAIVERS ("INCENTIVES")
REQUIRING PRO FORMA

- Pro forma attached to substantiate that the requested will result in actual cost reduction to provide affordable rent or housing costs.
- Describe incentives, concessions, modifications, or waivers requested: _____

VIII. 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: _____

