

**RESIDENTIAL CAPACITY ALLOCATION:  
PRE-SCREENING APPLICATION INSTRUCTIONS**

This application package is to be submitted at the Community Development Department public counter, located at 2100 East Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for hours of operation. **Please follow the application submittal instructions below. Failure to complete the application package as required may result in your package being rejected at time of submittal.**

1. **Pre-Screening 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. See Attachment.
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. **Agreement for Payment of Costs Exceeding Submitted Deposit:** This application shall be submitted with the Pre-screening 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. See Attachment.
4. **Project Description:** Provide a description of the proposed project, separate from the brief description required on the application, including how the project meets these criteria:
  - a. **Suitability of the Site**
    - 1) Is the site suitable for residential use?
    - 2) Would a residential use be compatible with surrounding uses?
    - 3) Would the proposed number of units requested be appropriate on this site?
    - 4) Is the site in proximity to services (shopping, recreation, transit) for future residents?
  - b. **Conceptual Site Plan**
    - 1) Does the conceptual site plan demonstrate a commitment to providing superior pedestrian and vehicular circulation within the project?
    - 2) Is the number and location of buildings suitable for the site and surrounding environment?
    - 3) Does the conceptual site plan demonstrate that an adequate parking supply can be provided?
    - 4) Is the developer committed to preserving key oak and landmark trees in the project?
  - c. **Provision of Regional Housing Needs Assessment (RHNA) units**

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- 1) Will the project help the City accommodate its RHNA allocation?
  - d. Community Benefits
    - 1) Does the project provide additional affordable housing beyond what is normally required by a density bonus?
    - 2) Does the developer propose dedication of land (or funds) for public purpose, including but not limited to open space acquisition?
    - 3) Does the developer propose off-site public infrastructure improvements not already required by the project?
    - 4) Will the developer commit to designing and constructing new buildings to exceed “green building” standards?
    - 5) Will the developer commit to providing ample resident amenities?
    - 6) Is the developer proposing other similar benefits to the community?
  - e. SP 20 Criteria: In addition to the factors identified in sections 4 a-d above, the following factors are applicable to projects within the Thousand Oaks Boulevard Specific Plan (SP 20) area:
    - 1) Does the project create a quality, well-connected pedestrian-oriented environment along Thousand Oaks Boulevard?
    - 2) Does the project provide housing units above non-residential space along Thousand Oaks Boulevard?
    - 3) Can the project serve as a catalyst to stimulate additional development on Thousand Oaks Boulevard?
5. **Electronic Files:** Submit a flash drive containing a compiled .pdf of all plans submitted with this application as a set. The set shall include:
- a. Title Sheet with project statistics.
  - b. Conceptual Site Plan.
  - c. Conceptual Grading Plan **if** requested by staff due to on-site topography.

All plans shall display the Title Block in the lower right-hand corner as well as a North Arrow. Plans shall be drawn to a scale of no less than 1" = 20')





**RESIDENTIAL CAPACITY ALLOCATION:  
PRESCREENING APPLICATION AND AFFIDAVIT**

**I. PROPERTY OWNER INFORMATION**

Name (person and title if applicable): \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

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

Name (person and title if applicable): \_\_\_\_\_

Company/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**III. 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: \_\_\_\_\_

**IV. REQUEST**

Please provide a brief description of your request:

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

**V. PROPERTY INFORMATION**

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

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

Property Use:  Stand-alone Residential  Mixed-Use

Area of Site: Gross Acres \_\_\_\_\_ Net Acres (gross minus streets) \_\_\_\_\_

Proposed number of dwellings: \_\_\_\_\_

Zoning of the property: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

General Plan land use designation: Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

**VI. AFFIDAVIT\***

I declare under penalty of perjury, that I/we, \_\_\_\_\_, am/are (circle one) the property owner, attorney of the property owner, or person with power of attorney or other authority 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/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.

