

REQUEST TO INITIATE GENERAL PLAN AMENDMENT APPLICATION AND INSTRUCTIONS

IT IS NECESSARY THAT YOUR APPLICATION INCLUDE ALL OF THE FOLLOWING INFORMATION TO AVOID DELAYED PROCESSING, AS 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 provided. The application must be submitted with an original wet 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. **Location Map**: One Copy sized 11" x 17"

INSTRUCTIONS:

The Request to Initiate a General Plan Amendment is filed pursuant to Section 9-2.403 of the Thousand Oaks Municipal Code. Unlike other applications, filing the Request does not automatically trigger processing of the application and rendering a decision. The General Plan articulates the City's basic development policies, and can only be amended by the City Council. Consideration of any change to the General Plan must first be initiated by the City Council itself, and it is completely discretionary with the Council to determine if it is in the City's best interest to consider a specific proposed amendment.

Therefore, a Request to Initiate a General Plan Amendment is first presented to the City Council for "screening" – that is to determine whether it should go forward to the evaluation and decision-making process. If the City Council agrees to initiate the Amendment, then the proposed Amendment will be processed by staff, including the preparation of an environmental document and staff report, and the proposal will be scheduled for public hearings before the Planning Commission (for recommendation) and City Council (for decision.)

If, on the other hand, the City Council determines not to initiate the Amendment, then the proposal will receive no further consideration, and the applicant will be entitled to a refund of a portion of the filing fee.

The application must be complete and legible and **SUBMITTED IN PERSON**, with the required filing fee, at the public counter of the Community Development Department, 2100 East Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for business hours.

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Community Development Department

CASE #: _____

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 FOR INITIATION OF GENERAL PLAN AMENDMENT

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

I. APPLICANT/PROPERTY OWNER INFORMATION*

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

II. PROPERTY INFORMATION – attach copy of Assessor’s Parcel Map or other Map clearly showing the Boundaries of the Proposed General Plan Amendment Area

Property Location: _____

Total Acreage: _____

III. PROJECT COORDINATOR INFORMATION

Name of Project Coordinator: _____
Relationship of Project Coordinator to Applicant: _____
Address: _____
City/State/Zip: _____
Phone: (_____) _____ Fax: (_____) _____
Email: _____

IV. REQUEST

State the proposed Amendment (e.g., Amend the Land Use Element of the General Plan from low density residential to medium density residential)

CASE #: _____

V. JUSTIFICATION

State the reasons why the City Council should allow consideration of this Amendment, including such factors as compatibility of land use, consistency with General Plan development goals and policies, and benefits that the Amendment would provide.

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 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.

(For Department Use Only)

Fee \$ _____ Date filed _____ Received by: _____





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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

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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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