

## UNDERGROUND UTILITY WAIVER APPLICATION SUBMITTAL INSTRUCTIONS

This application package is to be **submitted in person** at the Community Development Department public counter, located at 2100 E. Thousand Oaks Boulevard, Thousand Oaks, California, 91362. Please call (805) 449-2323 for hours of operation. **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.**

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 it is not accepted as 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 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.)
  - The subject parcel and each abutting lot.
  - The perimeter and nearest intersecting street.
  - Lot and tract numbers or other legal description.
  - Location of utility poles abutting the property and power sources for overhead lines.
  - Any existing overhead drop lines and the building they serve, either on the subject parcel or abutting parcels.
  - Power source for the development.

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.
5. **Supplemental Plans and Information** may be requested during processing in order to adequately process your case.

The Community Development Department may grant waivers pursuant to Section 7-5.203 of the Thousand Oaks Municipal Code. Waivers may be granted for existing poles, as well as for on-site hook ups. It is the applicant's responsibility to demonstrate the infeasibility of undergrounding. For example, if soils are a problem, a soils or geology report must accompany

the application; if cost is excessive compared to the cost of the project, submit verified cost estimates by the Southern California Edison and/or the General Telephone Company; if grade differential contributes to the infeasibility of undergrounding, topographical contours must be shown on the plot plan.





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

## UNDERGROUND UTILITY WAIVER APPLICATION and AFFIDAVIT

Entitlement(s) associated with this project: \_\_\_\_\_

### 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/entity that the project is being completed for.)

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

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

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

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

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

### IV. PROPERTY/PROJECT INFORMATION & REQUEST

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

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

Tract No.: \_\_\_\_\_ Block: \_\_\_\_\_ Lot No.: \_\_\_\_\_

I request that Section 7-5.202 of the City of Thousand Oaks Municipal Code be waived in accordance with Section 7.5.203 of said Code for the following reason(s): \_\_\_\_\_

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

**IV. PROPERTY/PROJECT INFORMATION & REQUEST Continued**

If project is a single building, or there are relatively few adjacent lots, describe the location in relation to cross streets: \_\_\_\_\_

What is the type of development (i.e.: Single Family Detached/Attached Dwelling, Apartments, Commercial, Industrial, Office, etc.)? \_\_\_\_\_

Gross floor area of the building(s): \_\_\_\_\_

Setbacks from street(s): \_\_\_\_\_

Is this Waiver being requested for an existing pole?  Yes  No

Is this Waiver being requested for on-site service?  Yes  No

If overhead utilities would be served from other than the front street, describe location and method (i.e.: extra poles, location of transformers, length of on-site services, etc.): \_\_\_\_\_

If rock may be encountered in undergrounding, describe location and amount of same (a geological or soil report must be attached): \_\_\_\_\_

State the estimated cost of underground service for both existing poles and on-site service, if applicable: \_\_\_\_\_

I request that Section 7-5.202 of the City of Thousand Oaks Municipal Code be waived in accordance with Section 7.5.203 of said Code for the following reasons: \_\_\_\_\_

**V. AFFIDAVIT\***

I/we declare under penalty of perjury, that I/we, \_\_\_\_\_, am/are the 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/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.

