



## INSTRUCTIONS FOR SUBMITTING APPLICATIONS

DESIGN REVIEW PERMITS, CONDITIONAL USE PERMITS, VARIANCES,  
PLANNED DEVELOPMENT PERMITS, SUBDIVISION, TENTATIVE TRACT or  
PARCEL MAPS,  
FINAL PARCEL / TRACT MAPS

The Community Development Department reviews proposals for new developments, as well as changes to existing uses and development. Generally, the review is to ensure conformance with the City's General Plan and compliance with the City's Zoning Ordinance. Developments that require discretionary permits (e.g., Planned Development Permits, Use Permits, Administrative Variances, Design Review Permits, etc.) are subject to a public hearing process.

**APPLICATION SUBMITTAL** shall be made to the Community Development Department located at:

Ojai City Hall  
401 S. Ventura Street  
Ojai, CA 93023

Monday through Friday 8:00 a.m. to 5:00 p.m.

Phone: (805) 646-5581 Ext. 112

### **A. SUBMITTAL PROCEDURE**

- Make an appointment with a Planner to submit the project application. This meeting is intended to speed the processing of your application and will help determine if your application is complete.
- Incomplete applications, illegible or poor quality graphics will not be accepted.
- Projects that require multiple permits shall be filed concurrently.
- Within 30 days from the date the application is filed, staff will determine whether or not the application is complete. You will be notified when the status of the project changes.
- Please be advised that on April 10, 2018 the City Council adopted Resolution No. 18-13 which states that unless exempt as stated within the Resolution, all applications for a City permit that authorizes earth-disturbing activities, including but not limited to, any one or more of the types of permits listed in the Resolution, are subject to certain cultural resources review requirements such as CEQA - including but not limited to the tribal cultural resources review, analysis, and consultation requirements, PAA - Preliminary Archaeological Assessment, Phase 1 Archaeological Study, and/or CHRIS "Quick Check" through the California Historical Records Information System ("CHRIS")

**B. ITEMS / DOCUMENTS REQUIRED FOR SUBMITTAL** (utilize check boxes to document completion of required item)

1. **APPLICATION - Original (no facsimiles)** filled out and signed by the property owner, or by the owner's representative with owner's affidavit letter authorizing representative to sign.
2. **PROOF OF OWNERSHIP**, e.g. Copy of recent Title Report or Deed, which includes a legal description of all properties included in the application.
3. **FEES** - Payable to the City of Ojai upon submittal of the application. Fees are established by City Council Resolution and calculated from the City's current Fee Schedule. A list is available from the Community Development Department.
4. **COVER LETTER TRANSMITTAL FORM** – Listing all submitted materials (this is required for initial submittal and any resubmittals)
5. **PROJECT DESCRIPTION** – Describing the proposal including new or changed uses, structures, and improvements
6. **PROJECT DESIGN PLANS – NUMBER OF SETS REQUIRED:**

**a. Preliminary or Design Review**

**Five (5)** plan sets, standard size drawn to scale, such scale not to be less than 1"= 20'(not to exceed 30" x 42" or be less than 22" x 34" in size unless approved by Community Development Department)

**One (1)** reduced size set 11" x 17" (must be legible)

**One electronic copy (digital)**

**b. Planning Commission Hearing**

**Twelve (12)** standard size sets drawn to scale

**c. City Council Hearings**

**Ten (10)** standard size sets drawn to scale, include any revisions required by the Planning Commission

**One (1)** reduced size set 11" x 17" (must be legible)

**One (1)** electronic copy (digital)

**7. PROJECT DESIGN PLANS – ITEMS THAT MUST BE INCLUDED on the Site Plan**

**a. TITLE BLOCK**

Each sheet shall be labeled with the applicant/owner's name, project location/address and architect/designer or other professional's name, address, and phone number.

**b. ASSESSOR'S PARCEL NUMBER**

**c. SITE and BUILDINGS** (fully dimensioned, including garage doors, pool equipment, etc., shown to scale on plot plan)

North Arrow and scale of drawing

Location Map which indicates boundary of site and relationships to adjacent properties

All property lines and their dimensions

All existing and proposed buildings and their dimensions and setbacks from property lines

Type and use of all proposed and existing buildings and structures

Location of buildings to be removed drawn in dotted lines (demolition permit is required)

Square footage of each floor and total square footage

All existing and proposed paved surfaces, including walkways, driveways, patio slabs, etc.

All existing and proposed landscaped areas and all existing trees plotted and identified by species and diameter

All trees on and adjacent to project site that could be impacted from the proposed project

All trash enclosures and recycling facility locations

All existing and proposed ground mounted (monument) signs and their dimensions (for commercial projects)

Location of nearest building on abutting lots illustrated with edge line and use type identified

All existing and proposed utility lines, pad, ground, or wall mounted equipment, utility vaults, transformers, backflow preventers, gas meters, free standing mailboxes

Type and location of exterior lighting

A summary table in square feet, acres and percentage that includes: 1) total land area; 2) building coverage; 3) paved area; and, 4) landscape areas

A summary table of the total net floor area and proposed or existing use thereof D Zoning Ordinance required setback illustrated by a dashed line with measurement labeled

All existing and proposed walls and fences including height and type, with materials and colors designated

Location of water and sewer connection to public system

All facilities and accessory structures related to underground utilities and street lighting, and all mechanical equipment on the building(s) or on the site such as utility boxes, sprinkler gang valves and backflow devices, and indicate appropriate screening method, i.e. landscaping, fencing, etc., and materials used.

Existing and proposed fire hydrants within 300' of the project perimeter (per Fire Dept. requirements)

Existing and proposed utility poles

Percent of site covered by roofs and driveways

Base flood and finished floor elevations as determined by the City's Public Works/Engineering Department

**d. RIGHTS-OF-WAY** (fully dimensioned and shown on plot plan)

All existing and proposed streets and alleys and name of each street

Points of access (vehicular and pedestrian from each street)

Existing intersections close to the property and driveways adjacent to and directly across from property

Proposed streets (from approved City list of names)

Proposed street widenings and/or extensions

Existing and proposed sidewalks

Existing and proposed curb cuts

Existing and proposed easements, and type

Label existing and proposed

**e. PARKING and CIRCULATION** (fully dimensioned, shown on plot plan)(non-residential and multi-family)

All existing and proposed parking spaces, loading areas and bicycle parking and their dimensions

All parking spaces numbered, with calculations showing total spaces required by Code and total spaces provided on plans.

A summary table that includes total number of parking spaces and includes a breakdown of the number of standard, compact and accessible parking spaces

Wheel stops or curb substitutes (if applicable)

Parking space striping

Accessible parking

Ingress and egress to include all private drives

Pedestrian walkways and trails  
Loading space facilities, i.e. docks  
Indicate type of paving, asphalt or concrete  
Backup dimensions  
Label existing and proposed

**f. PRELIMINARY LANDSCAPING PLAN** (may not be needed for single-family residential depending on size)

Planting plan on separate sheet identifying all existing and proposed landscape material, including trees, shrubs, and ground cover, showing plants by species, quantities, sizes, spacing and location.

All existing and proposed landscaped areas, with calculations showing percentage of landscaping required by City Guidelines and total percentage provided on plan.

Square footage of common usable and private open space, e.g. patio areas

Outdoor lighting, placement and type.

Any storm water detention ponds or filtration devices

Water efficient criteria per Ojai Municipal Code Article 12 Landscaping Standards

**g. ELEVATIONS** (separate sheet or with floorplans)

Designate each building by a building number.

Show 2 cross-section lines that clearly portray buildings and grading concept.

Indicate natural grade (dotted lines) and finished grade (solid lines). Show all steps & stairways necessary to provide access to an elevated structure.

Provide front, right side, left side, and rear elevations of all proposed and existing buildings and structures, showing roof, walls, foundations if elevated, and all mechanical equipment.

Height from top of curb at front property line to highest point of structure

Height from adjacent grade to highest point of structure

General architectural features of buildings (window or door locations, trim, materials and colors)

Proposed and existing roof pitches on the elevation

Zoning Ordinance allowed height illustrated with a dashed line; with measurement labeled

Screening and dimensions of all existing and proposed roof-mounted and ground mounted equipment

All trash and recycling enclosures

All wall-mounted equipment, gutters, and down spouts

Roof plans depicting all roof-top equipment and screening

Label existing and proposed

**h. FLOORPLANS** (separate sheet)

Fully dimensioned and to scale.

Use and dimensions of all existing and proposed areas, including living room, kitchens, baths, bedrooms, hallways, dens, etc.

Label floor levels, ground floor, second floor, etc.

Indicate square footage for all units.

Label existing and proposed

All entrance and exit points, including doors, windows, stairways, etc.

All enclosed and/or covered parking areas

**i. GRADING AND DRAINAGE PLAN with SQUIMP requirements** (separate sheet)

stamped and signed by a licensed engineer for grading of 50 cubic yards of material or more; if grading is less, may be signed by an architect.

Grade elevations of major design aspects must be labeled.

Show amount of cut/fill material.

**j. HILLSIDE REQUIREMENTS**

Contour maps showing existing and proposed elevation changes at 2 foot intervals

Signature of licensed Civil Engineer, Land Surveyor or Architect

Amount of cut and fill in cubic yards

Elevation in feet at base of new construction

Section view demonstrating the structure silhouette

Measurement that clearly shows height between slab to ceiling top plate

Roof plan clearly showing all ridges and valleys

Retaining walls

**k. SOLAR SHADING STUDY**

Needed for residential building whose base elevation is greater than fifteen (15) feet. See handout.

**j. 3-D COMPUTER MODELING** (may be required at the discretion of Planner)  
(All new non-residential projects or where existing building mass is altered)

Plans shall include a 3-D model indicating building mass, building height, and number of stories

3-D model shall include existing adjacent buildings of a scale sufficient to evaluate neighborhood context

Views shall include pedestrian level views and views from elevated roadways and properties

**k. PROPERTY LINE/HEIGHT SURVEYS** (may be required at the discretion of Planner)

Required elevation points shown on the site plan in feet (A separate sheet is not acceptable)

Signature of required licensed Civil Engineer, Land Surveyor or Architect

Existing grade elevation, in feet, at all corners of the property

Existing mid-point grade elevation of the front property line

Existing elevation at the top of the curb

Existing elevation of street level on each side and at mid-point adjacent to front property

Finished grade at all corners of proposed or altered buildings

Finished floor elevation of proposed or altered buildings

Setbacks from existing/proposed building to the existing property lines

**l. HILLSIDE HEIGHT SURVEY** (for properties located in the hillside)

Elevation points shown on the site plan in feet at the required five locations along the front and rear property line and at the rear setback line (A separate sheet is not acceptable)

Signature of licensed Civil Engineer, Land Surveyor or Architect

Elevation in feet at base of new construction

Elevation in feet to top, highest point of existing and/or proposed structure

Calculations based on the City's Hillside Height Ordinance formula

Measurement that clearly shows height between slab to ceiling top plate

Roof plan clearly showing all ridges and valleys

**m. DIGITAL PLAN COPIES**

Complete plan set in one Adobe Acrobat (.pdf) document

PowerPoint presentation containing slides of each plan sheet (slides with animation and large borders are not acceptable)

Digital photographs with file names identifying content (e.g. "East of project site," "100 S. Ojai Avenue," etc.)

All digital documents placed on a disk labeled with applicant's name and project title

**n. SIGN DESIGN PLAN**

For ground mounted signs show location, orientation and distance from property line and nearest building

For wall signs clearly show location on elevation in relation to windows, doors, roofline, fascia and other architectural elements

Dimensions of overall sign area

Dimensions of letters and type of font

All sign plans shall include the exact style, size, colors and materials proposed

All existing ground mounted and/or wall signs, including type and size

For wall signs clearly show linear feet dimension of storefront for each proposed sign location

Sign program shall describe and pictorially represent location, dimensions, colors, letter style, letter height, and sign type of all proposed and possible future signs for an entire site

**GENERAL NOTES:**

- All plans shall show the applicant/owner name, project location/address, and the name, address, phone number and state license number of the design professional that prepared the plans.
- Each sheet in the set numbered.



- Notes that are not readily delineated on the plans shall be placed in a "Note Section".
- Any revisions to plans shall be noted in the title box.
- A utility clearance stamp from Southern California Edison Company (683-5211) for new service, relocation, upgrading or undergrounding.
- All designs and plans must meet the criteria of all applicable State laws and regulations on architecture and engineering, i.e., signed by a registered professional.
- Show one foot contour intervals for all existing and proposed contours. Two foot contour Intervals required for hillside sites.
- Folded plans - All plan sets are to be folded together to 8 1/2" x 11" file size, with title block to the outside. If modifications are made to the plans at a later date, ten (12) additional copies of each sheet modified (with revision date) must be provided and folded into the plan sets 15 days prior to the Planning Commission (PC) or City Council (CC) meeting at which the project will be discussed.
- Submitted plans are the property of the City of Ojai and **are not returnable**.
- Plans submitted with the initial application are distributed for review by other City Departments as needed.
- All projects for Commercial, Industrial, Multi-Family Residential and clustered single-family projects (5 or more dwelling units), and discretionary project proposal plans must be prepared by a licensed architect or engineer certified in appropriate specialty (Assembly Bill 1005;1990).
- Note: Upon approval of plans by the appropriate governing body (PC or CC), plans will require the stamp and signature of a licensed architect or engineer to validate the permit.

## 8. COLOR RENDERING

- Color rendering of exterior building elevation plans.
- Exterior artists' perspective that accurately represents the completed project
- Color renderings are not required to be folded.

## 9. MATERIALS/COLORS

- Color/Material Board not to exceed 8-1/2 x 14 inches

- A quality photo that accurately and correctly represents the project can be substituted
- Fully display exterior materials and paint colors.
- Samples of Samples of each proposed color including name and code number
- Sample of each proposed type and texture of materials
- Colors/materials keyed to indicate location on exterior building elevation plan
- Color boards are not required to be folded.

## **10. PHOTOGRAPHS**

- Photographs of the property and adjacent sites within 100 feet, including any existing structures on the property, streetscape, and adjacent properties on same side of street showing existing conditions and/or buildings.
- Photos labeled to identify content and date taken.
- For Public Hearing items, submit 5 sets of colored photos.

## **11. DETAIL OR PHOTOGRAPH OF ANY PROPOSED EXTERIOR DARK SKY LIGHT FIXTURES**

## **12. PHOTOMETRIC STUDY LIGHTING PLAN** (if commercial or non-single family residential)

Photometric plan indicating light levels on site and off site at least 10 feet including rights-of-way

## **13. PUBLIC ART REQUIREMENT** (see Public Art Program handout)

Complete Public Art Requirement steps (if commercial or non-single family residential, required if project exceeds \$300,000) If your private development project falls under a covered project, please pick up a copy of the Public Artwork Guidelines for Private Developers available at the Community Development Department and follow the guidelines.

Any project which exceeds \$300,000 in value as determined by the Building Official is subject to Ojai Municipal Code Section 4-16 Public Arts Program. Prior to the issuance of any permits, the applicant shall submit for review plans which clearly indicate that portion of the project which may be exempt under Section 4-16.205 in compliance with the Public Art Program.

## **14. CULTURAL PRESERVATION**

## **15. CEQA & CITY ENVIRONMENTAL REVIEW**

- Complete an Environmental Review Summary.
- Any project not exempt from California Environmental Quality Act (CEQA) will be required to pay the State Department of Fish & Game fee for their review.

- Refer to current fee schedule for fee.

**16. HISTORIC PRESERVATION**

Landmarked properties will require a Work Permit (please see Work Permit handout)

**17. PUBLIC NOTICING REQUIREMENTS**

For entitlement permits subject to a public hearing, the following items are required:

PUBLIC HEARING NOTIFICATION INFORMATION – The applicant may obtain from the County of Ventura Planning Department:

- Mailing List** containing Assessor's parcel numbers and mailing addresses for all property owners within a **300' radius** of the perimeter of the project site; **Note:** to consider any project involving the use of hazardous materials, the handling of solid waste, and alcoholic beverage sales, a **1000' radius** must be used to create the mailing list for notification.
- Mailing Labels** - Two (2) individual typed sets prepared from the property owner's list as required above, on 8 1/2" x 11" three column, gummed sheet labels.
- Affidavit of Certification**, signed by the person who prepared the property owner's list.
- Assessor's Parcel Map Pages** - Copies of all pages used to prepare the property owners list or a County/City prepared map indicating the 300' or 1000' radius.

**18. OJAI VALLEY SANITARY DISTRICT "AVAILABILITY" LETTER**

**19. WATER DISTRICT "CAN & WILL SERVE LETTER"**

**20. EVIDENCE**

Evidence that the proposal meets all Code requirements, either shown on the plans or submitted in writing. (Such as: lot coverage, open space and landscape calculations, setbacks and lot dimensions.)

**21. HOME OWNER'S ASSOCIATION**

Letter of approval (if applicable where there are CC&Rs or an association).

**22. OTHER WRITTEN INFORMATION** which would support the request.

**C. PUBLIC HEARING PROCEDURE**

- The applicant or his/her representative must appear at the hearing(s)** scheduled before the Planning Commission and/or City Council. Failure to appear may result in a continuance, which requires an additional fee or possible denial of the project.
- Following public notification of a hearing, an additional fee will be required for a request for continuance by the applicant. Hearing dates may be coordinated with staff prior to scheduling without a continuance fee.
- PowerPoint Presentations shall be submitted 48 hours prior to the meeting.

**D. SPECIAL REQUIREMENTS**

1. **Industrial/Commercial** projects with a shower included in the plans must have a conditional use permit if not covered by a planned development permit, e.g. if the project is in a planned development zone.
2. **A final certificate of occupancy** will be issued by the City only if the applicant has met or is meeting air quality standards applicable to Sections 25505, 25533, and 25534 of the Health and Safety Code. Permit applications are available from the Planning Department. Proof of compliance or exemption can be obtained from the Ventura County Air Pollution Control District (VCAPCD).
3. The **Project Number** issued by the City **Planning Department**, shall be referenced **on all correspondence and plan revisions** submitted to the City regarding the project.
4. The **Project number**, the **Resolution number**, and the **Conditions of Approval** adopted for the project shall be printed on plans submitted for plan check with the Building & Safety Department.

**E. SPECIAL INSTRUCTIONS**

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**Certification**

I (print name), \_\_\_\_\_ applicant or representative of the applicant, do hereby state that I have submitted plans containing all of the required information identified within this form. I understand that planning staff may reject the submittal of my application (within 30 days of filing) for lacking any of the aforementioned information. In this case, the application is deemed incomplete, will not be processed, and will unnecessarily extend the application processing time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date