



City of Ojai
Community Development Department

Project _____
Received _____
Date _____

ADMINISTRATIVE APPROVAL

- Certificate of Compliance Home Occupation Permit Sign Tree **Minor Conditional Use Permit**
 Final Parcel/Tract Map Minor Variance Other _____

OWNER INFORMATION:

Project Address: _____ PROJECT I.D. # _____

Assessor Parcel Number: _____ Zone: _____

DESCRIPTION: _____

Property Owner: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

APPLICANT:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

REPRESENTATIVE:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

AFFIDAVIT:

I declare that I am the owner / representative (indicate one) of the property involved in this application and that the information submitted herein is true and correct. I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I further declare I understand that prior to determining the project hearing date; the City has 30 days to deem the application complete or incomplete. I acknowledge and agree that the City of Ojai is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits, including but not limited to any litigation costs. I will be notified of the meeting date(s) set for the above matter and that I am to appear, either personally or by my representative, at such meetings(s).

Signature of Property Owner Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.	Date
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CONDITIONAL USE PERMIT APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS:

- Completed application form signed by property owner, or letter authorizing representative to sign.
- Cover letter or memo noting/listing all submitted materials (this is mandatory for initial submittal and any resubmittals)
- Filing Fee: Variable – Base Fee \$450.00 plus \$225 per hour
- Project description describing new or changed uses, structures, and improvements in detail
- Design Review Permit Application (if exterior improvements are proposed)
- 3 Plan sets, including: site plan, floor plans, exterior building elevations
- Site Plan: should depict all **existing** structures and conditions, as well as any new or **proposed** structures on the property
- Up-to-date title report (Ownership and legal description of property)
- Deed Restrictions (with expiration dates which affect the property)
- 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
- Environmental Review Summary
- Photographs of site, streetscape and adjacent properties on same side of street
- Property Owner (300-foot radius) mailing labels may be generated by Ventura County GIS Dept or by title company
- 11 x 17 reduced set of any full size plan sets

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED

PLANS:

All plans must be drawn at standard Architect or Engineer's scale and the scale and scale bar must be noted on the plans. The Designer's/Architect's/Engineer's name, address, phone number, and State License Number (if applicable, see next page) shall be noted on the plans. All plans shall be folded and in sets.

Site Plan – Shall include, at a minimum:

- North Arrow
- Adjacent streets and name of each street, (depict full ROW, dimension and call out all improvements, paved roadway, sidewalks, curbs, gutters, street trees, landscaping, etc.)
- Points of access (vehicle and pedestrian) from each street
- All property lines and their dimensions
- All easements affecting the property

Conditional Use Permit Application

- All existing and proposed buildings, their dimensions, and their setbacks from property lines
- All existing and proposed paved surfaces (and surface materials to be used), including walks, 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 existing and proposed parking spaces and their dimensions, all loading areas, and bicycle parking (for non-residential)
- All trash enclosure and recycling facility locations
- All existing and proposed ground-mounted (monument) signs and their dimensions
- All existing and proposed utility lines, pad, ground, or wall-mounted equipment, utility vaults, sewer, water, electrical, transformers, backflow preventers, gas meters, free standing mailboxes, etc.
- Type and location of exterior lighting
- Footprint of all buildings on lots directly abutting this site – up to 100 ft beyond property lines for large parcels

Public Art:

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.

Photographs:

- Photographs noting what is depicted and direction viewer is facing
- Color photographs of immediately adjacent buildings within 100 feet along the same street frontage

Briefly describe the size and use of existing structures on the property:

Briefly describe the type of use that is proposed, including, but not limited to number of employees, anticipated number of patrons, hours of operation, and number of parking spaces:

Will new structures or building additions be needed, or does the proposal utilize existing structures?

Are any other improvements proposed?

Exterior Building Modifications _____

New Landscaping _____

Driveways _____

Sidewalks _____

Utilities _____

Parking Spaces _____

Describe the land uses immediately surrounding the project site:

North: _____ South: _____

East: _____ West: _____

WHERE TO FILE:

Community Development Department
Ojai City Hall
401 S. Ventura Street
Ojai, CA 93023
(805) 646-5581

OFFICE HOURS:

8:00 am to 5:00 pm
Monday through Friday