

**ALCOHOL SPECIAL USE PERMIT
SUBMITTAL REQUIREMENTS**



	Number of Copies
Application Form	1 original + 1 copy
Supplemental Project Information Questionnaire	1 original + 1 copy
Assessor's Parcel Map (with subject property outlined)	1
Mailing Labels	2 sets*
List of Property Owners within 300 foot radius	1*
List of Property Owners within 100 foot radius (coastal zone only)*	1*
Public Notice Affidavit (use attached form)*	1*
Site Plan (8 ½" x 11")	3**
Floor Plan (8 ½" x 11")	3**
Photographs of site and surroundings, labeled and with key map	1
Digital copies of photographs on a CD	1
Property Owner Authorization for Onsite Posting	1
Application Fees (make checks payable to "City of Oxnard")	1***

*The Planning Division can prepare Mailing Labels, List of Property Owners, & List of Residents (if applicable), for applicants for a nominal fee. In addition, the Public Notice Affidavit would not be required if the City prepares the labels and list.(s) (see pages 3 for more information).

** Additional sets of plans may be required after completeness review (see Page 2). Electronic copies of plans will be required prior to project hearing.

***Verify required fees with Planning Division staff.

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY

APPLICANT'S CERTIFICATION

I, (print name) _____, applicant (or designated agent of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed according to the instructions provided by the Planning Division in the submittal requirements for this permit. I understand that planning staff may reject the submittal of my application (within 30 days of submitting) due to missing information as listed above. I also understand that additional fees (including fees for environmental review) and information may be required during processing of this application.

Signature _____

Date _____

ALCOHOL PROJECT APPLICATION REQUIREMENTS

We are here to help. The Planning Division provides this document as an ingredient for successful processing of your Planning permit. We understand that processing your application with minimal delays is important to you, and it is important to the City as well. The plans and other items described in this document are intended to clearly, completely, and accurately illustrate, depict, and describe your project for City staff, the Planning Commission and City Council, and to demonstrate that your project meets requirements related to City regulations and standards, public notices and state laws. Everything listed in this document is required for a specific reason related to processing your permit. Please feel free to call us (805-385-7858) if you have any questions about the requirements or the permit process.

Who can prepare the plans? A professional designer, such as an architect, landscape architect, land planner, engineer, or a drafting service should prepare all plans submitted for file exhibits, unless applicant can demonstrate an appropriate level of drafting ability.

No incomplete or partial application packages. Your application package **must** include all of the required information when you submit it. Planning staff cannot accept incomplete submittal packages, poor quality graphics, or hold partial information packages.

The project planner will also notify the applicant when to submit electronic copies (PDF and JPEG format) of all plans. These will be used in a PowerPoint presentation by Planning staff.

APPLICATION FORM

- Describe the specific permit request in the Project Description section.
- Include the name of the project, Assessor's Parcel Number, and project address in the spaces provided.
- If the property does not have an address, call the Engineering Division (805-385-7890) to get an address.
- If more than one permit application is submitted at one time, indicate all of the appropriate permit types on one form.
- Include signature, mailing address, email address, and daytime phone number for applicant, designated agent, property owner, architect and engineer. Original signatures are required.
- Include name and contact information (including address, email address and phone number) for the one person that the project planner should contact regarding the project.
- If the property is in escrow, the current owner must sign the application form and provide a letter authorizing the pending owner to submit the application.

IMPORTANT If the property owner is not the applicant; the property owner must designate the applicant as the "Agent" (also known as "attorney-in-fact"), and sign the appropriate box on the application form to verify that the "agent" has permission to represent the proposed project on the property owner's land.

SUPPLEMENTAL PROJECT INFORMATION QUESTIONNAIRE:

- This Project Information Questionnaire must be filled in with as much detail as possible, even if the information is also provided on the plans.
- Attach additional pages, if necessary, to describe any processes and features of the project. Examples include environmental concerns and mitigation measures; "green" features of the project; lists of chemicals used, generated or stored on the property; operating features of the project, and other information that does not fit into any other part of the questionnaire, but will help explain the project.
- Be sure to sign and date the questionnaire on the last page.

TIP: If the project description changes at any time during processing, the applicant may be required to provide a letter describing the changes, or revise the application form and project information questionnaire, or both of these for the permanent Planning Division file.

ASSESSOR’S PARCEL MAP:

- Show the subject property clearly outlined or highlighted.
- Assessor’s parcel maps are available at the County of Ventura Assessor’s Office, 800 South Victoria Avenue, Ventura, CA 93009-1270 (or on the Internet: go to <http://assessor.countyofventura.org/research/mappage.asp>).

MAILING LABELS FOR OWNERS & RESIDENTS for sending notices of hearings are required for all projects. The applicant can provide three sets of labels OR the City can prepare the labels and other forms for a fee see **TIP 2** at the end of this section. The City will mail the public hearing notices.

The property owners’ and residents’ address information must come from the latest Ventura County Assessor’s roll, available at the Ventura County Assessor’s Office, County Government Center, 800 South Victoria Avenue, Ventura, California (805 654-2181).

IMPORTANT Labels must be current within 6 months of the public meeting date. If newer labels/lists are required, it is the applicants responsibility to provide these, as described herein (this is not applicable if the applicant paid the Planning Division to prepare the labels and lists).

TIP 1: In the coastal zone mailing labels for residents are required in addition to the owner mailing labels.

The mailing labels must be typed as shown below, in all uppercase (capital) letters and must include:

1. Assessor’s parcel numbers, property owner names, and addresses of property owners within a 300-foot radius of the exterior property boundaries (for all projects).
2. Assessor’s parcel numbers, RESIDENT typed in the “full name” area of the label, and addresses of residents’ within a 100-foot radius of the exterior property boundaries (for projects within the coastal zone).
3. The applicant and other individuals the applicant wishes to receive notices of public hearings.

ASSESSORS PARCEL NO.
 FULL NAME(S)
 ADDRESS ST #APT
 CITY STATE ZIP

Sample label (1" x 2 3/4")

Note: Use standard two-letter abbreviations for street suffixes and states (e.g., ST, AV, BL, CA, etc.), and do not use periods and commas

Type the project’s Assessor’s Parcel Numbers and mailing addresses on 1" x 2 3/4" labels on 3-column, 8 1/2 inch x 11-inch sheets (30 to 33 labels per sheet) of mailing labels, such as Avery 5160 or 5960, (available at office supply stores). Other label formats are not acceptable.

Use a separate page for each set of labels.

TIP 2: The Planning Division can prepare the Mailing Labels, List of Property Owners, and for coastal projects Mailing Labels for Residents and List of Residents. In addition, the applicant will not be required to submit the Public Notice Affidavit. To arrange for the Planning Division to prepare these items, include payment of the “Property Owners’ List” fee for each “data set” required.

LIST OF PROPERTY OWNERS must include all property owners, their addresses and their assessor’s parcel numbers within a 300-foot radius of the property boundaries. (See **TIP 2** in the **Mailing Labels** section)

LIST OF RESIDENTS (COASTAL PROJECT ONLY) must be labeled as such, and include all residents (occupants), their addresses and their assessor’s parcel numbers within a 100-foot radius of the property boundaries. (See **TIPS 1 & 2** in the **Mailing Labels** section)

PUBLIC NOTICE AFFIDAVIT is a signed statement (use the attached form) completed by the applicant or applicant’s agent stating that the list of property owners, and, if applicable, list of residents is accurate and complete. (See **TIP 2** in the **Mailing Labels** section)

SITE PLAN: (minimum size 8 ½" x 11") must include:

1. Scale (for example 1" = 100' or less, based on engineering scale) with a north arrow. Provide "Reference North" if true north is not perpendicular or parallel to the property lines. All plans (site, floor, landscape and engineering plans, etc.) shall face the same direction (preferably with north to the top or left of the page).
2. Title block including applicant's name, name of project (if any), project address, and revision date (on each sheet).
3. Property boundaries, dimensions (length of property lines), and area (in square feet).
4. Identification of land use, dimensions, and square footage (area) of existing and proposed structures (buildings) or outdoor areas, including identifying structures proposed for demolition.
5. Location and width of adjacent streets, alleys, and sidewalks within 50 feet of the project boundaries.
6. Location, size, type (pole-mounted, building mounted, etc.), and lighting type (fluorescent, LED, etc.) of all exterior light fixtures.
7. Show location of standard, motorcycle and handicap parking spaces, as well as location of bike racks. The specifications for parking space size and striping must be shown on the site plan. (Use the specification figures from the Oxnard Zoning Ordinance, Off-Street Parking section.)
8. In an expansion of use is proposed (i.e. adding a dance floor) provide a table showing the number of parking spaces required (for each land use type) and number of spaces provided (by type), including standard, handicap, bicycle and motorcycle parking spaces.
9. Existing land uses, buildings and other structures (show as an outline on the plan), including walls, fences, and other improvements within 50 feet of the project boundaries. Identify by type, such as single family residence, retail store, office, 6 foot tall block wall, garage, etc.
10. Vicinity map, showing nearby and adjacent major streets and landmarks, locating the proposed development within Oxnard.

FLOOR PLAN (minimum size 8 ½" x 11") must show:

1. Building dimensions (outside of wall to outside of wall).
2. Existing and proposed use of each room
3. Dimensions and square footage of each existing and proposed room, including, offices, restrooms, mechanical rooms, hallways, etc.
4. Show seating layout if project is a restaurant, church or any use with fixed seating.
5. Location of doors and windows. Specify purpose of doors, such as main entrance, employee entrance, etc.
6. Provide fixture and shelving layout for stores and other uses with such items. If applicable, show location of alcohol storage, coolers, and shelving. Show dance floor or entertainment area if applicable.

PHOTOGRAPHS are to show:

1. Project site, including existing buildings and trees, if any.
2. Immediately surrounding land area and development (adjacent to and within 100 feet along the same street), particularly surrounding architecture and scale.
3. Print photographs onto bond paper or mount photographs on 8 ½" x 14" (maximum size) illustration board, with a key map showing the view of each photo and date of photos. DO NOT mount the photos on foam (core) board.

DIGITAL COPIES of the site photographs.

1. Provide a CD labeled with the applicant's name, project title, planning permit number(s), and date submitted. The CD shall include.
2. Include digital photographs (JPEG format) of all the photographs as described in the PHOTOGRAPHS section above with file names corresponding with the caption of the photo from the PHOTOGRAPH section above. .
3. JPEG format must be 200 dpi

PROPERTY OWNER AUTHORIZATION FOR ONSITE POSTING is a statement authorizing the City or its designated contractor to install on-site signage for public notification of public meetings (at a minimum Community Workshops, Planning Commission, and City Council, if necessary). The City or its authorized contractor may enter the subject property to install, maintain, and remove such signs

APPLICATION FEES are listed in the Planning Permit Fee Schedule. Please contact the Planning Division to verify the specific fees required.

1. One check may be submitted for all fees, except the County of Ventura environmental filing fee* (make payable to County of Ventura) and any traffic or legal services deposits.
2. Additional fees including, but not limited to, environmental fees, property owner lists & labels, on-site posting, and traffic or legal service deposits may be assessed and collected by your project planner at a later date.
3. Make check payable to “City of Oxnard.”

*This fee, if required, would be collected by your project planner immediately following the decision-maker’s action on the project(s).

References:

City Council Resolution No. 11,896, Standards for Special Use Permits to Sell Alcoholic Beverages

Department Contacts:

Planning Division	(805) 385-7858	Sr. Officer Cliff Waer	(805) 385-7490
State Alcohol Beverage Control	(805) 289-0100		

PUBLIC NOTICE AFFIDAVIT

I, (print name) _____

hereby certify that the attached lists contain the names and addresses of all property owners as they appear on the latest available assessment roll of the County of Ventura within 300 feet of the exterior boundaries of the project property AND residents/occupants within 100 feet, for projects in the Oxnard Coastal Zone. [STRIKE RESIDENT/OCCUPANT STANDARD IF NOT APPLICABLE].

I certify, under penalty of perjury, that the foregoing is true and correct.

(Signed) _____

Name _____

Address _____

Phone _____

Check one: Agent Owner Other

Date _____

Permit No. _____