

PLANNING DIVISION

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COMMUNITY WORKSHOP REQUIREMENTS

Applicability

All proposed discretionary development applications pending consideration by the Planning Commission and/or City Council, as well as Development Design Review Permits located in or adjacent to established Neighborhood Planning Areas, must first be presented to the general public at a Community Workshop, conducted by the Planning Division. These workshops are required in order to provide applicants with the opportunity to inform nearby property owners of their proposed development and to allow residents the opportunity to ask questions and provide input directly to the applicant. The applicant is responsible for presenting the proposed project to attendees at the Community Workshop. Planning Division staff attends the meeting to answer procedural questions and to provide clarification on the zoning conformance of the projects.

Community Workshops are typically held the third Monday of each month, unless this falls on a holiday or special circumstances arise.

Procedure

Before each scheduled Community Workshop, Planning staff will assemble an agenda for distribution to the affected residential planning neighborhood (see General Plan Neighborhoods Map, Figure V-2).

Applicants are required to distribute only the agenda (via U.S. Mail) to all current property owners within the planning neighborhood where the proposed development is located. If a project is adjacent to one or more neighborhoods, all property owners of the adjacent neighborhood(s) must also be included in the distribution. For projects not located within a designated neighborhood, the Planning Manager will determine which, if any, neighborhood should be notified.

Notification of the Community Workshop is provided on-site by the applicant ten (10) days before the scheduled meeting (See "On-Site Posting Requirements" handout). City staff also posts the agenda on the Planning Division website (www.planning.cityofoxnard.org).

An affidavit certifying the requisite mailing of the agenda shall be completed by the applicant and submitted to the Planning Division at least 10 days prior to the Community Workshop date. A copy of the mailing list is required along with the affidavit submittal. The affidavit form is attached for convenience. **If the applicant fails to provide the mailing affidavit and/or mailing list by the deadline above, Planning staff will remove the proposed project from the agenda and reschedule the project to the next Community Workshop.**

Please note that the applicant is also required to comply with the On-Site Posting Requirements for all public meetings, including Community Workshops.

AFFIDAVIT OF MAILING

I, _____ hereby certify that, pursuant to the City of Oxnard's Community Workshop Requirements, an agenda for an upcoming Community Workshop was mailed (via U.S. Mail) to all property owners, as required for the following planning application:

Project Case No.: _____

Project address/location: _____

Applicant name: _____

Applicant address: _____

Applicant phone no.: _____

Date of mailing: _____

Date of Community Workshop*: _____

**Must be at least 10 days after the mailing date.*

Neighborhood name: _____

Neighborhood name: _____

Neighborhood name: _____

Neighborhood name: _____

(If more room is needed, attach on separate page.)

I understand that any additional information prepared by the applicant, or on behalf of the applicant, must be provided under separate cover, and cannot be included as part of this mailing. I certify that only the Community Workshop agenda, as prepared by the City, is included with this mailing.

Along with this Affidavit of Mailing, I am hereby submitting a copy of the names and addresses of all property owners as they appear on the latest available assessment roll (not more than 6 months old) of the County of Ventura, within the applicable planning neighborhood(s), named above.

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

Executed:

Date

Signature

Title

Print Name