

**DISCRETIONARY PERMIT
SUBMITTAL REQUIREMENTS**



Coastal Development Permit (CDP), Coastal Development Review Permit (CDRP), Development Design Review Permit (DDR), Development Plan (DP), Special Use Permit (SUP), Planned Development Permit (PD), and Major Modification to a SUP, DDR & PD

	NUMBER OF COPIES
<input type="checkbox"/> Application Form	1 original + 3 copies
<input type="checkbox"/> Project Information Questionnaire	1
<input type="checkbox"/> Assessor's Parcel Map (with subject property outlined)	2
<input type="checkbox"/> Mailing Labels*	3 sets
<input type="checkbox"/> List of Property Owners within 300 foot radius*	1
<input type="checkbox"/> List of Residents within 100 foot radius (Coastal Permits Only)*	1
<input type="checkbox"/> Public Notice Affidavit (use attached form)*	1
<input type="checkbox"/> Title Report (not more than 6 months old at application date)	2
<input type="checkbox"/> Site Plan (folded)	1**
<input type="checkbox"/> Engineering Site Plan (folded)	1**
<input type="checkbox"/> Floor Plan(s) (folded)	1**
<input type="checkbox"/> Building Elevations (folded)	1**
<input type="checkbox"/> Conceptual Landscape Plan (folded)	1**
<input type="checkbox"/> Colored Elevations (submit rolled, not mounted or folded)	1
<input type="checkbox"/> Reduced (8½" x 11" and 11" x 17") copies of all plans submitted	1 of each
<input type="checkbox"/> Preliminary Drainage Report	1
<input type="checkbox"/> Preliminary Post-Construction Stormwater Quality Report	1
<input type="checkbox"/> Photographs of site and surroundings, labeled and with key map	1
<input type="checkbox"/> Digital copies of photographs on a CD	1
<input type="checkbox"/> Materials Sample Board/Catalog cuts	1
<input type="checkbox"/> Hazardous Waste Site Affidavit (form attached)	1
<input type="checkbox"/> Planning Permit Application Fees (All 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 (see pages 3 & 4 for more information).

**Submit these plans folded together (in a set) to approximately 8½" x 11" or 8½" X 14", with the title block visible (showing name of the project and title of sheet). All plans must be internally consistent with regard to layout, setbacks, etc. *Additional sets of plans will be required after completeness review (see page 2). Electronic copies of plans will be required prior to project hearing(s).*

***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 _____

DISCRETIONARY PROJECT APPLICATION REQUIREMENTS

We are here to help. The Planning Division provides this document as an ingredient for successful processing of your Planning permit(s). Our goal is to help you develop the best project possible, while meeting the City's goals and policies contained in the Oxnard General Plan and other important policy documents, and complying with regulations and laws enforced by the City of Oxnard. We understand that processing your application with minimal delays is important to you, and it is important to the City as well.

Why do we need all these details? 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. You can help prevent delays caused by incomplete information or misunderstandings about your project by providing complete and clear information from the beginning of the process. 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.

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.

Who can prepare the plans? The plans must be prepared by a professional designer, such as an architect, landscape architect, civil engineer, or a drafting service, unless the applicant can demonstrate an appropriate level of graphic ability. In most cases, plans to be submitted for building permits (after the Planning permit process) must be prepared by specific licensed professionals, and having these professionals prepare plans for the planning permit may save time later.

Minimum size for any drawing is 24 by 36 inches, unless a smaller plan size is specified by this document or is approved by the Planning Division. Every plan sheet and other document submitted must include the applicant's name, name of the project (if any), project address, and Assessor's Parcel Number. Include preparation dates and revision dates on **all** materials submitted.

NEW!!! We care about trees, too. To prevent wasted paper, printing, and unnecessary costs to the applicant, your initial submittal consists of **one (1)** set of plans. Planning Division staff will review the first set of plans to determine if the project application is "complete for review." Ten (10) additional sets of plans will be required after your project planner determines the application is "complete for review," and ready for inter-departmental staff review. Ultimately, more sets of plans will be required for Planning Commission review. Your project planner will notify applicants when to submit these copies.

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.

PROJECT INFORMATION QUESTIONNAIRE:

- The 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, and/or revise the application form and project information questionnaire (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 public hearing notices 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.

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).

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).

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 2¾")

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 2¾" labels on 3-column, 8½" x 11" 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 and List of Property Owners and for coastal projects the additional 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.)

TITLE REPORT:

1. May not be more than 6 months old at time of application submittal. If more than six months elapses between application submittal and approval of the discretionary permit, or if the property configuration or ownership changes, an updated title report may be required.
2. Must include all subject properties in the application.

SITE PLAN (minimum size 24" x 36") must include the following information:

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. Vicinity map, showing nearby and adjacent major streets and landmarks, locating the proposed development within Oxnard.
3. Title block including applicant's name, name of project (if any), project address, and revision date.
4. Property boundaries, dimensions (length of property lines), and area (in square feet and acres). Show and label any property lines to be removed or moved, and new property lines to be created.
5. Identification of land use, dimensions, and square footage (area) of existing and proposed structures (buildings), including identifying structures proposed for demolition.
6. 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.
7. A table listing the square footage for each building (existing, proposed, and to be demolished) on the site, together with the total building area (square feet) that will exist when the proposed project is completed.
8. List and include square footage of the buildings in each phase if project will be built in phases.
9. Phasing lines and designation of each phase by number or letter. Include description of phasing in the Project Information Questionnaire.
10. A table listing in square feet, acres and percentage: 1) building coverage; 2) paved area; 3) landscape area; and 4) total land area.
11. Required and proposed building setback dimensions, from building(s) to all property lines and between buildings. Show all required setbacks as dashed lines.
12. Height and materials (e.g., slumpstone, vinyl, wood, etc.) of existing and proposed walls and fences.
13. Location, size, type (pole-mounted, building-mounted, etc.), and lighting type (fluorescent, LED, etc.) of all exterior light fixtures.
14. Label and provide dimensions of landscape planters (existing and proposed).
15. Type of proposed paving materials, including asphalt, concrete, scored concrete and enhanced pavement.

16. Parking areas, showing dimensions, intended users (e.g., employees, customers, visitors, etc.), and striping/markings for parking spaces, painted arrows, loading areas, drive aisles, and driveway throats.
17. 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.
18. 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.)
19. Location, capacity and design detail of bicycle rack(s). (Use the specification figures from the Oxnard Zoning Ordinance, Off-Street Parking section.)
20. Identification and dimensions of loading areas and loading area striping.
21. Location and dimensions of existing and proposed curb cuts on the site, within 50 feet of the project boundaries, and across the street from the site.
22. Location of any existing or proposed transit/bus stops within 50 feet of the project boundaries and across the street from the site. Show existing/proposed transit stop amenities (i.e., shelter, bench, bike racks, trash, and lighting).
23. Dimension from property line(s) to center of adjacent street(s).
24. Identification and dimensions of existing and proposed sidewalks, curbs and streets.
25. Width and configuration of streets (including striping, deceleration lanes, left-turn pockets and medians, etc.) from which the development has access, and within 50 feet of the project boundaries.
26. Location and identification of amenities, including site accessories and furnishings to be included in any outdoor private or common areas. Include outdoor seating areas, fountains, trash and recycling containers, and other similar street furniture.
27. Location, size, intent (e.g., tenant identification, directional, project identification) of existing and proposed directional, freestanding and monument signs.
28. Identification and dimensions of trash and recycling (refuse) enclosures.
29. Location of aboveground utility vaults, transformers, freestanding mailboxes, gas meters, building backflow preventers and other similar utility facilities. Contact Southern California Edison Company to determine where new utility vaults and transformers should be placed for the project.

ENGINEERING SITE PLAN (minimum size 24"x 36") is generally a separate plan sheet. This information may be included on the Site Plan, if approved by the Engineering Division. Contact Development Services, Engineering Division at 805-385-7925 if you have questions regarding the Engineering Site Plan. The following information must be included:

1. Scale (1" = 100' or less, based on engineering scale) with a north arrow and vicinity map.
2. Tract number, project address, name of subdivision. A planning permit number may be included on subsequent submittals.
3. Title block including applicant's name, name of project (if any), project address, and revision date.
4. Gross (if applicable) and net site acreage.
5. Boundary lines and/or property lines, with dimensions, along with the legal description.
6. Horizontal control (dimensions) for proposed and existing improvements. (e.g., drive aisle and sidewalk widths, parking stall dimensions, driveway curve radii, etc.)
7. Preliminary drainage scheme, including spot elevations. Plan must include enough offsite information to determine if the project will affect adjoining properties. Typically, 50 feet of offsite contour information is required unless existing walls or other structures clearly prevent drainage from or to adjacent properties.

8. Proposed location of all post-construction stormwater treatment Best Management Practices (BMPs) proposed for the project. Indicate overall dimensions for all surface BMPs, such as grass strip filters and grass swale filters. Provide typical sections (including vertical dimensions) for all grass filters or similar surface BMPs.
9. Location of existing and/or proposed detention basins, drainage inlets, channels or other watercourses on or adjacent to the property.
10. A section showing proposed bioswale(s), detention ponds or other filtration devices, relative to adjacent parking, street and other parts of the site. Cross-sections to be horizontally and vertically to scale, with dimensions shown.
11. Proposed location, side slopes (limited to 4:1 or flatter), top of slope set back (three feet or more from property lines) and required volume, if detention basins are required. Preliminary basin sizing calculations shall be included in the drainage report.
12. Location (and names, if applicable) of all existing public and private facilities (streets, alleys, sidewalks, curbs, driveways and drive aisles, bike lanes and paths, sewer, water, storm drain, water wells, fire hydrants, transformers, power poles, overhead utilities or other structures) onsite and directly adjacent to the site (within 100 feet) or within the adjacent right-of-way. Information shall include size, material and spot elevations.
13. Location of any existing or proposed transit/bus stops within 100 feet of the project boundaries and across the street from the site. Show existing/proposed transit stop amenities (i.e., shelter, bench, bike racks, trash, and lighting.)
14. Show how proposed improvements will join existing improvements, and show facilities to be removed and replaced.
15. Location and width of existing and proposed curb cuts onsite and within 100 feet of the project, including driveways on the opposite side of the street or alley. Additional information may be required depending on project-specific conditions.
16. Show wheel tracking for trucks (fire trucks, delivery trucks and refuse truck access paths) in parking areas, loading areas and for serving the refuse enclosure(s). Contact the City Traffic Engineer to obtain an electronic/digital file of the wheel tracking. The wheel tracking is slightly smaller than a 48-foot turning radius.
17. Dimensioned typical cross-sections of all new and widened streets or alleys (public and private). Plan views must also specify the proposed curb dimensions for each street and the proposed sidewalk/parkway layout.
18. Location, dimensions, purpose, and disposition of all existing and proposed easements which traverse or abut the property.

FLOOR PLAN (minimum size 24" x 36") must show:

1. Title block including applicant's name, name of project (if any), project address, and revision date.
2. Existing and proposed building dimensions (outside of wall to outside of wall).
3. Existing and proposed use, dimensions and square footage of each existing and proposed room, including living room, bedrooms, garages, offices, restrooms, mechanical rooms, hallways, etc. Show seating layout if project is a restaurant, church or any use with fixed seating. 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.
4. Interior garage dimensions for enclosed and covered parking, and loading areas. If covered parking is proposed, show the measurements to the inside of the support structures/posts.
5. Location of doors and windows. Specify purpose of doors, such as main entrance, employee entrance, etc.

6. For parking structures related to commercial, industrial, institutional and multifamily projects: show parking spaces, labeled dimensions, intended users (e.g., "Employees Only"), and striping/markings for parking spaces, painted arrows, loading areas, drive aisles, and driveway throats. Identify standard, motorcycle and handicap parking spaces. Include the specifications for parking space size and striping. (Use the specification figures from the Oxnard Zoning Ordinance, Off-Street Parking section.)

BUILDING ELEVATIONS* (minimum size 24" x 36") must show:

1. Title block including applicant's name, name of project (if any), project address, and revision date.
2. All building sides, with dimensions specified. If the project has an interior courtyard and/or recessed elevations, include these as well. Label elevations with north, south, east and west, including a reference point.
3. Architectural features, including windows, doors, trim, exterior light fixtures, roof overhangs, materials, colors, etc.
4. Product, finish and color specification of exterior building materials, wall-mounted lighting, and other features (consistent with materials board).
5. Height of each building, measured from average grade to highest point of the structure and from the average curb height of the adjacent public street(s) to average grade of the site.
6. Height allowed by City Code, illustrated with a dashed line with dimension labeled.
7. Trash and recycling enclosures. Indicate color and materials of the enclosure, gates and cover.
8. All wall-mounted gutters, downspouts, and roof drains.
9. Cross-section of the site, showing berms and bioswales relative to the building, parking area, courtyards, etc., to accurately depict site massing. Cross-sections to be horizontally and vertically to scale, with dimensions shown.
10. Section showing that parapet walls (or roof wells) will prevent visibility of roof-mounted equipment from adjacent roads and other prominent viewpoints.
11. If proposal is an addition, show how addition fits with existing building.
12. Location of existing building signs. Include notations for signs to be removed.
13. Location of proposed building signs, including placeholder business names, materials, and dimensions.

*Perspective drawings may not be submitted instead of elevations.

CONCEPTUAL LANDSCAPE PLAN (minimum size 24" x 36") must use the site plan as the base plan and include:

1. Title block including applicant's name, name of project (if any), project address, and revision date.
2. Location, container size, spacing dimension, and species identification of trees, groundcover and shrubs.
3. Existing trees that will be relocated or removed, with species and size labeled. (An arborist report is required for removal of existing trees. Contact the Planning Division for arborist report requirements).
4. Existing and proposed tree locations relative to existing and proposed light poles and lighting bollards.
5. Height of bermed landscaping and hedges.
6. Identification of bioswale or detention areas. This must be consistent with the engineering (civil) plans.
7. A section showing proposed bioswale(s), detention ponds or other filtration devices, relative to adjacent parking, street and other parts of the site. Cross-sections to be horizontally and vertically to scale, with dimensions shown.
8. A horizontally and vertically dimensioned landscape section that shows the relationship between street frontage adjacent to parking lot areas and the required 36" high visual screen.

TIP: Conceptual landscape plans must comply with the applicable City of Oxnard Landscape Standards and the Water Efficient Landscape Ordinance.

9. Location and identification of hardscape and other landscape features (walkways, fountains, pools, etc.).
10. Location, identification, and specifications for outdoor site furniture and recreational amenities.
11. A note indicating that the landscaping will comply with the applicable City of Oxnard Landscape Standards.
12. A note indicating that the landscaping and irrigation will comply with the City of Oxnard Water Efficient Landscape Ordinance (City Council Ordinance No. 2822) and Landscape Water Conservation Standards.

COLORED ELEVATIONS* (minimum size 24" x 36") must:

1. Match the specified exterior building materials as closely as possible to that shown on the materials sample board.
2. Show all sides of the building(s), including interior courtyards, with color applied to every elevation.
3. Be submitted rolled, not mounted on cardboard or foamboard, and not folded.

*Perspective drawings may not be submitted instead of color elevations.

NOTE: Reduced color photocopies of the final approved colored elevations will be required (for permanent Planning Division files) prior to issuance of building permits.

NOTE: Any trees or other vegetation depicted in a building elevation (or colored elevation) shall be illustrated at no more than approximately three years' growth; shall illustrate only those species identified in the **Conceptual Landscape Plan**; and shall not obscure building elements.

REDUCED COPIES OF PLANS:

1. One copy of every plan sheet submitted, reduced to 8½" x 11" size.
2. One copy of every plan sheet submitted, reduced to 11" x 17" size. Additional copies will be required at a later date for distribution to the decision-makers.

NOTE: The project planner will notify the applicant when to submit electronic copies (PDF and JPEG format) of all plans, and these will be used in a PowerPoint presentation by the Planning staff. The applicant must provide a CD labeled with the applicant's name, project title, planning permit number(s), and date submitted. Files required include full-sized & reduced PDFs and an 8½" x 11" JPEG of each plan sheet as a separate file. JPEGs must be 200 dpi. If a master sign program is part of the project request, the applicant will be required to submit an 8½" x 11" JPEG and Microsoft Word version of the program. File names on the CD are to correspond with the name of the plan sheet.

PRELIMINARY DRAINAGE REPORT is a written report bound, not stapled, that includes:

1. A narrative describing pre- and post-project drainage patterns and conveyance paths. Narrative must describe existing storm drain system in surrounding public or private streets and proposed project use of, and impact on, those systems.
2. A hydrology map and preliminary hydrology calculations using City standard hydrology method. The Ventura County Watershed Protection District (VCQPD) hydrology method may be used only when determined appropriate in advance by the City Engineer.
3. Discussion of project specific drainage requirements (e.g., on-site detention due to downstream deficiencies) and associated calculations demonstrating project implementation.
4. Discussion of project finished floor elevations relative to adjacent streets and potential for flooding during significant storm events. In addition, indicate FEMA FIRM flood zone assigned to project area.

POST-CONSTRUCTION STORMWATER QUALITY REPORT* is a written report bound, not stapled, demonstrating project compliance with the Countywide Stormwater Quality Municipal Separate Storm Sewer System Permit (“MS4” permit).

***NOTE:** The Post-Construction Stormwater Quality Report is required for projects listed on page 12 of this document.

This report may be combined with the Preliminary Drainage Report. The report must include:

1. An introduction (narrative) generally describing the project (including key outdoor activities such as material storage, fueling, or vehicle maintenance) and the approach taken to comply with the MS4 permit.
2. The body of the report must be organized to specifically follow the steps outlined in Chapter 2 of the 2011 Technical Guidance Manual for Stormwater Quality Control Measures (“TGM”). All calculations required for a step shall be included with that step. If a step is not applicable, notate as “N/A” with a short note explaining non-applicability.
3. The Best Management Practices (BMPs) Sizing Worksheets found in Appendix E of the TGM shall be included with the appropriate step from Chapter 2 of the TGM. Engineering site plan shall indicate location of all project BMPs. Engineer shall determine that appropriate space is provided for implementation during construction document phase.
4. As a reference document to Post-Construction Stormwater Quality Report, applicant shall provide a geotechnical study that includes percolation tests, soil borings, and groundwater level when infiltration based BMPs are proposed. (*See TGM appendix C for soil test pit investigation and infiltration testing methods.*)

The TGM can be found at <http://www.vcstormwater.org/technicalguidancemanual.html>.

TIP: This report must show compliance with the MS4 Permit. Please contact Paul Wendt, Supervising Civil Engineer (805-385-7894) if you have questions about the applicability of these requirements and the content required in the report.

PHOTOGRAPHS OF THE SITE & SURROUNDING AREA 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 and label photographs onto bond paper or mount and label photographs on 8½" x 14" (maximum size) illustration boards, with a key map showing the view of each photo and date of photos. Photos mounted on foam (core) board or any board more that ¼" thick will not be accepted.

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.
2. Include digital photographs (JPEG format with 200 dpi) of all the photographs as described in the PHOTOGRAPHS section above with file names corresponding with the caption of the photo from the PHOTOGRAPHS section above.

MATERIALS SAMPLE BOARD is an illustration board with small color samples, cut sheets or catalog cuts of each exterior material mounted upon it. Materials board may not be larger than 8½" x 14" x ¼", including materials samples. It must include:

1. Samples or photos of all exterior materials (in correct colors) for:
 - Paint, stucco
 - Roofing type
 - Siding and Trim materials
 - Window Framing
 - Windows, glass block and other glazing
 - Metal, masonry and other exterior materials
 - Decorative exterior building lighting; post-mounted light fixtures
 - Other architectural features

2. Color and product specifications (example: manufacturer and color name and/or number of wood stain; manufacturer name, color and type of roof tile).
3. Texture sample for materials such as stucco or plaster.
4. Key each material's location on the exterior of building elevation plans.

IMPORTANT! Do not submit bulky samples of stucco, block, window frames, metal or other materials. Use photos from the manufacturer's catalog showing a close-up of the material and a photo of the material in use on an existing building or other structure. You may submit catalog sheets from the manufacturer in addition to the materials board.

Material sample boards larger than specified above (including materials/sample thickness) will not be accepted. The materials board **must** fit in a legal size project file.

HAZARDOUS WASTE SITE AFFIDAVIT (use attached form) is a statement required by State law indicating if the proposed project is located on a site which is included on any of the hazardous waste lists compiled by the State Office of Planning and Research (OPR).

1. Consult the list available at <http://www.calepa.ca.gov/sitecleanup/Corteselist> to determine if the proposed project is included on the OPR compiled hazardous waste list. (Government Code Section 65962.5 "Cortese" List)
2. If the project site is on a state Hazardous Waste list, provide a status report indicating which list the project site is listed upon, and specific actions that will be taken to remove the project site from the list, including by whom and when (include a time schedule).

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:

Planning Division web site: www.planning.cityofoxnard.org

- City of Oxnard Landscape Standards
- Specific Plan, if applicable
- Sign Program, if applicable
- City of Oxnard General Plan

Oxnard Fire Department, Fire Protection Planning Guide (Contact the Fire Department for this guide)

City of Oxnard web site: www.ci.oxnard.ca.us

- City of Oxnard Zoning, Coastal Zoning, & Subdivision Ordinances (*Chapters 15, 16 and 17 of Oxnard City Code; see www.Amlegal.com*)
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CITY OF OXNARD STAFF CONTACTS
(all 805 area code)

Planning Division385-7858
.....Planner.name@ci.oxnard.ca.us

Landscape Standards/Trees385-7412
Landscape Archdavid.gorcey@ci.oxnard.ca.us

Environmental Resources/Refuse385-8223
Solid Waste Supervisor.. Eric.Okada@ci.oxnard.ca.us

Police/Crime Prevention.....385-7940
Sr. Officer..... Cliff.Waer@oxnardpd.org

Wastewater/Sewer385-3962
Sr. Wastewater Environmental Specialist
.....Alfredo.Salcedo@ci.oxnard.ca.us

Development Services, Engineering385-7925
Sup. Civil Engineerpaul.wendt@ci.oxnard.ca.us

Fire Prevention.....385-7720
Fire Marshal... ..Rod.Thorp@ci.oxnard.ca.us

Recycling.....385-8060
Recycling Coordinator Jay.Duncan@ci.oxnard.ca.us

Traffic385-7872
Assist. Traffic Engineer ... Earnel.Bihis@ci.oxnard.ca.us

Post-Construction Stormwater Quality Report

The Post-Construction Stormwater Quality Report is required for projects listed below (*See Section 1.5 of the TGM for more detail*):

New Development Projects

1. All development projects equal to 1 acre or greater of disturbed area that adds more than 10,000 square feet of impervious surface area.
2. Industrial parks with 10,000 square feet or more of total altered surface area.
3. Commercial strip malls with 10,000 square feet or more of impervious surface area.
4. Retail gasoline outlets with 5,000 square feet or more of total altered surface area.
5. Restaurants [Standard Industrial Classification (SIC) of 5812] with 5,000 square feet or more of total altered surface area.
6. Parking lots with 5,000 square feet or more of impervious surface area, or with 25 or more parking spaces.
7. Streets, roads, highways, and freeway construction of 10,000 square feet or more of impervious surface area.
8. Automotive service facilities (Standard Industrial Classification (SIC) of 5013, 5014, 5511, 5541, 7532 through 7534 and 7536 through 7539) of 5,000 square feet or more of total altered surface area.
9. Projects located in or directly adjacent to, or discharging directly to an Environmentally Sensitive Area (ESA), where the development will:
 - a) Discharge stormwater runoff that is likely to impact a sensitive biological species or habitat; and
 - b) Create 2,500 square feet or more of impervious surface area.
10. ***Redevelopment Projects*** (*not necessarily a project located in a "Redevelopment Project Area"*) defined as redevelopment of a site listed in categories 1 through 9 above that involves land-disturbing activity that results in the creation or addition or replacement of 5,000 square feet or more of impervious surface area on an already developed site.

Additionally:

- a) Projects where redevelopment results in an alteration to more than fifty percent of impervious surfaces of an existing development, and the existing development was not subject to the post-development stormwater quality control requirements of Board Order 00-108, shall mitigate the entire redevelopment project area.
- b) Projects where redevelopment results in an alteration to more than fifty percent of impervious surfaces of an existing development, and the existing development was subject to the post development stormwater quality control requirements of Board Order 00-108, must mitigate only the altered portion of the redevelopment project area (not the entire project area).
- c) Projects where redevelopment results in an alteration of less than fifty percent of impervious surfaces of an existing development must mitigate only the altered portion of the redevelopment project area (not the entire project area).

Land-disturbing activity that results in the creation or addition or replacement of less than 5,000 square feet of impervious surface area on an already developed site, or that results in a decrease in impervious area which was subject to the post-development stormwater quality control requirements of Board Order 00-108, is not subject to mitigation unless directed by the City of Oxnard.

Redevelopment does not include routine maintenance activities that are conducted to maintain the original line and grade, hydraulic capacity, or original purpose of the facility or emergency redevelopment activity required to protect public health and safety. Impervious surface replacement, such as the reconstruction or repaving of parking lots and roadways, that does not disturb additional area and maintains the original line, grade and alignment, is considered a routine maintenance activity.

Additions to existing single-family dwellings and accessory structure projects are exempt from the redevelopment requirements unless the project creates, adds, or replaces 10,000 square feet of impervious surface area.

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. _____

HAZARDOUS WASTE SITE AFFIDAVIT

I, _____ (property owner, agent, etc.) hereby certify that I have read and understand Section 65962.5 of the California Government Code (reprinted on next page) and hereby confirm that the proposed project to be located at *(insert address)*

_____ *(circle one)* **(is*) (is not)** contained on the hazardous site lists as prepared by the State Department of Health Services, Department of Toxic Substances Control, State Water Resources Board and the California Integrated Waste Management Board.

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. _____

*NOTE: If the project site is on one of the lists specified by Section 65962.5, submit a statement with the project application identifying which list the site is on, what corrective measures will be taken to remove the site from the state list and the timing of such actions.