

**MINOR/MAJOR DOWNTOWN
PERMIT APPLICATION**



**MINOR/MAJOR DOWNTOWN DESIGN REVIEW PERMIT
APPLICATION REQUIREMENTS**

| | | Number of Copies |
|--------------------------|---|------------------|
| <input type="checkbox"/> | Application Form | 1 |
| <input type="checkbox"/> | Project Information Questionnaire | 1 |
| <input type="checkbox"/> | Assessor's Parcel Map (with property outlined) | 1 |
| <input type="checkbox"/> | Plot Plan/Site Plan (8½" x 11" minimum) (provide lineal building & lot frontage) | 10 |
| <input type="checkbox"/> | Floor Plan, if applicable (8½" x 11" minimum) (provide lineal frontage of tenant space) | 10 |
| <input type="checkbox"/> | Color rendering of the building improvements (including but not limited to paint, signage, awnings, façade improvements). Must include accurate size, typeface, height, dimensions, colors, material and lighting and must be to scale. | 10 |
| <input type="checkbox"/> | If a sign is proposed: A statement of whether the sign will be illuminated. Provide drawing and/or catalog cut of the light fixture and electrical connections for the sign | 10 |
| <input type="checkbox"/> | Master Sign Program: Required for multi-tenant buildings | 10 |
| <input type="checkbox"/> | Samples of materials | 1 |
| <input type="checkbox"/> | Photographs of site and surrounding area | 10 |
| <input type="checkbox"/> | Applicant Certification (form below) | 1 |
| <input type="checkbox"/> | Application Fees (make checks payable to "City of Oxnard") | 1 |

NOTE: All copies shall be folded together to approximately 8½" x 11". Incomplete application packages or poor quality graphics will not be accepted. All materials must be prepared according to the directions contained in this document.

APPLICANT CERTIFICATION

I, _____, applicant (or representative 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 following the instructions provided by Planning Division in the application requirements form for this permit.

Date

Signature

WE ACCEPT APPLICATIONS BY APPOINTMENT ONLY

PLANNING DIVISION • 214 "C" STREET • OXNARD, CALIFORNIA 93030

MINOR/MAJOR DOWNTOWN PERMIT APPLICATION REQUIREMENTS

In order to complete an application for a Minor/Major Downtown Permit, the Planning Division requires you, as the applicant, to provide specific materials illustrating and describing your request. These required materials are intended to make the review by City staff and the Downtown Design Review Committee (DDRC) easier, and to accurately describe the features of a proposed project. If another discretionary permit is required for the project, application requirements for that permit must also be satisfied, in addition to the requirements for the Downtown Design Permit. **Please note that all of the required information must be provided when the application is submitted.**

APPLICATIONS NOT HAVING ALL OF THE REQUIRED MATERIALS AND INFORMATION WILL NOT BE ACCEPTED BY PLANNING DIVISION STAFF.

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 an appropriate level of drafting ability can be demonstrated. For projects that are part of the Downtown Façade and Paint Improvement Program you must use select a professional from the approved vendor list, on file with the Community Development Department. Please call 805-385-7407 to obtain the most current vendor list.

The minimum size of any drawing is 8½ inches by 11 inches.

APPLICATION FORM must be completed including project address, signature and daytime phone numbers of the property owner/applicant, designated agent, architect and engineer. The address (if available; otherwise use location) and assessor's parcel number must be included on the application. A separate application must be completed for each permit. If the property is in escrow, the current owner must sign the application.

PROJECT INFORMATION QUESTIONNAIRE must have all appropriate sections filled in with as much detail as possible. Be sure to sign the questionnaire on the last page.

ASSESSOR'S PARCEL MAP must be provided with the project property clearly outlined. Assessor's parcel maps are available at the Ventura County Assessor's Office, 800 South Victoria Avenue, Ventura, CA 93009.

PLOT PLAN/SITE PLAN: (minimum size 8½" x 11") must include:

- a. North arrow and scale
- b. Location map showing major streets
- c. Location and width of adjacent streets, alleys, and sidewalks
- d. Dimensioned property boundaries
- e. Lineal building & lot frontage
- f. Location and use of existing and proposed structures
- g. Dimensioned projections into the public right of way
- h. If signs are proposed, calculation of allowed square footage of signs for the site/building based on City Ordinance
- i. If signs are proposed, calculation of the proposed square footage of signs for the site/building
- j. Calculation of the existing square footage of signs located on the site/building, including window and awning signage

FLOOR PLAN: (minimum size 8½" x 11") must include:

- a. Room and tenant identification
- b. Room and building dimensions
- c. If located within a multi-tenant building, provide both lineal frontages of the building and individual tenant spaces

COLOR RENDERING OF THE BUILDING IMPROVEMENTS: (minimum 8 ½" x 11") must include:

- a. All building sides visible from public view with dimensions specified. Show height of building as measured from average adjacent curb to the highest point of the structure. If proposal is an addition, show how addition fits with existing building.
- b. Product and color specification of exterior building materials and other features. Match the colors & materials as closely as possible
- c. Proposed building signs- Provide typeface, height, length, dimensions, square footage, materials and colors of proposed & existing sign(s), including window signage. Specify if a sign is double sided
- d. Proposed building awnings- Provide height, length, dimensions, materials and colors of the proposed & existing awnings. If signage is included on awnings provide the typeface, height, length, and square footage of the signage
- e. If signage or an awning is proposed, provide rendering of each these items on the overall improvement rendering as well as separate renderings.
- f. A section showing parapet walls (or roof wells) and roof-mounted equipment.
- g. Perspective drawings may not be submitted instead of elevations.
- h. Lighting mounted on the building (provide catalog cut or drawing on materials board).

STATEMENT ON SIGN ILLUMINATION & DRAWING OF FIXTURE AND/OR CONNECTIONS:

- a. Provide a statement on 8 ½" x 11" stating if & how the sign is to be illuminated
- b. If sign is to be externally illuminated provide a catalog cut sheet and/or drawing of the proposed lighting (this is to be included on the rendering of the building and drawing of the proposed sign)
- c. Lighting shall be provided under awnings to illuminate the walkway. Provide a catalog cut sheet and/or drawing of the proposed lighting
- d. Provide detail and/or drawings of electrical connections for the sign and lighting

MASTER SIGN PROGRAM for multi-tenant projects, sign program specifications are to be submitted as a separate document (8 ½" x 11") and must include:

- a. Location, dimensions, sign area, color, type, fonts, and materials for all signs located on the project site, drawn to scale on elevation drawings
- b. Must include height of the letters and length of the signs for all tenants
- c. Placement of signs on the proposed building, letter style and color restrictions
- d. Proposed sign lighting.
- e. Proposed sign attachments and details to the building. .
- f. Method of sign area calculation for the entire building and each tenant space.

SAMPLES OF MATERIALS

- a. Provide color and product specifications, including manufacturer, material, and color name
- b. Description of each material's location on the proposed building or buildings.
- c. Exterior materials samples (in correct colors) for:
 - Roofing
 - Siding and Trim
 - Window Framing
 - Windows, glass block and other glazing
 - Metallic, Masonry and Plastic Exterior
 - Decorative building lighting

PHOTOGRAPHS are to show:

- a. The project site. Note, on the pictures, any signs/awnings to be removed
- b. Immediately surrounding land area and development
- c. Adhere the photographs to an 8½" x 14" x ¼" (max size) illustration board or paper with a key map (printed digital copies will be accepted if labeled)

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

Building and Engineering has a separate processing fee. Contact Building and Engineering at (805) 385-7925 to verify the amount of the fees and application materials required for your project.

References:

City of Oxnard Zoning Ordinance (Chapter 16 of the Oxnard City Code)
CBD Design Criteria for Over the Counter Downtown Design Review Permits (Resolution No. 12,097)
The Oxnard Downtown District Master Plan, 1996
Downtown Strategic Plan, 2005

City Staff Contacts:

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|-----------------------------|----------|-------------------------------|----------|
| Planning..... | 385-7858 | Building and Engineering..... | 385-7925 |
| Community Development | 385-7407 | | |