

**PRE-APPLICATION REVIEW
APPLICATION REQUIREMENTS**



	Number of Copies
<input type="checkbox"/> Application Form	1
<input type="checkbox"/> Project Information Questionnaire	1
<input type="checkbox"/> Letter Stating Reasons for Pre-application Request	1
<input type="checkbox"/> Site Plan	10
<input type="checkbox"/> Floor Plan	10
<input type="checkbox"/> Building Elevations	10
<input type="checkbox"/> Colored Elevations	1
<input type="checkbox"/> 8 ½ x 11 copies of site plan, floor plans, elevations, and landscape plan	1 of each
<input type="checkbox"/> Photographs of site and surrounding uses	1
<input type="checkbox"/> Application Fees (Make check payable to “City of Oxnard”)*	1

Planning Division staff will not accept incomplete application packages or poor quality graphics. All materials must be prepared according to the directions contained in this document.

All Presentation Packages are in addition to the above submittal requirements.

All copies/plans, with the exception of colored illustrations, shall be folded and stapled together to approximately 8 ½" by 11" with the title block showing. Colored illustrations, including elevations, shall be rolled, not mounted.

Any questions regarding application filing requirements should be directed to Planning Division at (805) 385-7858.

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

PRE-APPLICATION REVIEW

A. Pre-application Review

New development projects which may have a **significant** impact on the City's roads, sewer, and water systems or which may impact adjoining properties or neighborhoods are required to be submitted for a pre-application review. The purpose of the pre-application review process is to identify land use, design, environmental, infrastructure, public service and policy issues that may be of significant concern to the City Council. The purpose of this policy is to afford an early opportunity to inform the City Council and allow individual Council comments early in the planning process.

During a pre-application review, City staff reviews site plans, elevations, and other project information to determine a proposed project's consistency with City requirements, appropriateness in relationship to adjacent land uses and responses to community design considerations. This process allows an applicant and the City to assess these issues prior to the applicant committing to the expense of drafting plans which may be unacceptable and time spent filing a formal application which does not meet City requirements.

Before drawing detailed plans, a developer or designer should discuss his or her ideas and concepts with City representatives in Planning.

A Pre-application **is required** for the following projects/items:

1. Major infill projects in existing residential areas.
2. Major commercial and office projects in nonspecific areas.
3. Major coastal and downtown projects.
4. Large multi-family and small lot single-family projects.
5. General Plan Amendments.
6. Such other projects, which in the opinion of the Planning Division Manager, are of such nature or location as to warrant early review by the City Council.

B. City Staff Review

The pre-application request shall be reviewed by Planning staff relative to the review of applicable City policies, development standards and capabilities of the City to provide necessary services, consistent with the proposed project. Additional issues may be identified by the City's Development Advisory Committee working within the parameters of the City's project review process and redevelopment codes and policies.

C. City Council Review

Following the staff review, the staff evaluation shall be forwarded and scheduled for presentation as a City Council discussion session item. The pre-application will be scheduled for City Council discussion without a recommendation from staff. Staff and the applicant will present the project to the City Council.

Following the project presentation, the City Council will be invited to make individual comments on various aspects of the proposal. The comments made by Council members should assist the applicant in determining whether to proceed with the submission of a formal application.

Such comments shall confer no vested rights upon the applicant to proceed and the City may thereafter reject the formal application even though it complies with the approved pre-application request. In conformance with State Law, no formal direction or decision-making will take place until a project has undergone appropriate environmental review, public hearings, and evaluation for consistency with adopted City codes and plans.

D. Fees

Fees, in the amounts to be established by City Council resolution, are required for the filing and processing for a pre-application request. Pre-application fees are done with an initial filing deposit, which represents

150% of the average cost to process this particular permit. The actual charge may vary depending upon the amount of time actually required to process the permit. The total charge may not exceed the filing fee deposit without previous approval by the Planning Division Manager. If the Manager determines that additional costs beyond the deposit amount are justified, Planning staff will ask the applicant to deposit additional funds to cover the estimated additional costs. Planning staff will process refunds to the applicant if the actual costs are less than the original deposit or any additional amount deposited by the applicant.

E. Formal Application

After receiving responses to a pre-application review, an applicant may submit a formal application. *City Council and City staff comments and suggestions made at the pre-application review study session should be incorporated into the final project proposal.*

Materials illustrating and describing the intended land use are required in order to complete an application for a land use permit. These materials are required in order to assist City staff, Hearing Officer, Planning Commission, and the City Council to make informed decisions by providing a complete and accurate description of the proposed use or project features.

A complete checklist of the required submittal materials for each type of development or land use permit is available from the Planning Division Counter. The City will only accept **complete** applications and an appointment must be made with a representative from Planning prior to submitting an application. In addition to Planning requirements, Development Services has separate submittal and fee requirements.

All plans submitted for file exhibits must be prepared by a professional designer, such as an architect, landscape architect, land planner, engineer, or drafting service.

Before you call Planning to make an appointment to submit your application package, double-check your materials to be certain you have all the required plans and other documents, and that all information on the submittal requirements checklist is included on the appropriate plan or document.

CITY OF OXNARD STAFF CONTACTS

(all 805 area code)

Planning Division 385-7858
..... Planner.name@ci.oxnard.ca.us

Landscape Standards/Trees 385-7412
Landscape Arch..... david.gorcey@ci.oxnard.ca.us

Environmental Resources/Refuse..... 385-8223
Eric Okada..... Eric.Okada@ci.oxnard.ca.us

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

Wastewater/Sewer 385-3962
Sr. Wastewater Environmental Specialist
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