

**ADMINISTRATIVE PERMIT  
SUBMITTAL REQUIREMENTS**



<b>DEVELOPMENT DESIGN REVIEW (DDR)</b>	<b>Number of Copies</b>
Application Form	1
Supplemental Project Information Questionnaire	1
Assessor's Parcel Map (with property outlined)	1
Title Report (within the last 6 months)	1
Site Plan (folded)	10
Engineering Site Plan Information (may be included on site plan)	10
Floor Plan (folded)	10
Building Elevations (folded)	10
Colored Elevations (rolled)	1
Conceptual Landscape Plan (folded)	10
Copies (8 1/2"x11") of site plan, floor plans, elevations, and landscape plan	1 of each
Photographs of site and surrounding land uses	1
Master Sign Program - commercial and industrial projects only (folded)	1
Materials Sample Board -incl. light fixtures and color samples (8" x 14" maximum size – Catalog Cuts and flat samples ONLY)	1
Hazardous Waste Site Affidavit (attached)	1
Planning Application Fees (Make check payable to "City of Oxnard")*	1
Development Services Application Review Fees*	1

<b>MINOR MODIFICATIONS AND MOBILE HOME REVIEW PERMITS</b>	<b>Number of Copies</b>
Application Form	1
Supplemental Project Information Questionnaire	1
Assessor's Parcel Map (with property outlined)	1
Site Plan (folded) (4 additional plans and reduced plans for DAC)	4
Floor Plan (folded) (4 additional plans and reduced plans for DAC)	4
Building Elevations (folded) (4 additional plans and reduced plans for DAC)	4
Copies (8 1/2"x11") of site plan, floor plans, elevations, and landscape plan	1 of each
Colored Elevations (rolled)	1
Conceptual Landscape Plan (folded) (4 additional plans and reduced plans for DAC)	4
Photographs of site and surrounding land uses	1
Master Sign Program - (if changes proposed; folded)	1
Materials Sample Board -incl. light fixtures and color samples (8" x 14" maximum – Catalog Cuts only) (note: a photometrics plan may be required at a later date)	1
Hazardous Waste Site Affidavit (attached)	1
Planning Application Fees (Make check payable to "City of Oxnard")	1
Development Services Application Review Fees*	1

\*Verify applicable fees with Planning Division staff prior to application submittal meeting. Bring a schedule of the applicable fees to the submittal meeting.

**APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY (call 805-385-7858)**

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

Revised 3/23/11

**APPLICANT'S CERTIFICATION**

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Building Elevations (folded)	10
Colored Elevations (rolled)	1
Conceptual Landscape Plan (folded)	10
Copies of site plan, floor plans, elevations, and landscape plan	1 of each
Photographs of site and surrounding land uses	1
Master Sign Program—commercial and industrial projects only (folded)	1
Materials Sample Board -incl. light fixtures and color samples (8 " x 14" maximum - CUT SHEETS ONLY) (note: a photometrics plan may be required at a later date)	1
Hazardous Waste Site Affidavit (attached)	1
Planning Application Fees (Make check payable to "City of Oxnard")*	1
Development Services Application Review Fees	1

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Conceptual Landscape Plan (folded) (4 additional plans and reduced plans for DAC)	4
Photographs of site and surrounding land uses	1
Master Sign Program—(if changes proposed; folded)	1
Materials Sample Board (if changes proposed; 8 " x 14" maximum size)	1
Hazardous Waste Site Affidavit (attached)	1
Application Fees (Make check payable to "City of Oxnard")*	1

**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 submittal requirements form for this permit. I have also read and incorporated the requirements of the Specific Plan within which the project is located (as applicable).

Date

Signature

## PROJECT APPLICATION REQUIREMENTS

In order to complete an application for a land use permit, specific materials illustrating and describing the intended use are required. The required materials are intended to accurately describe the features of a proposed use or project and to simplify review by City staff, the Development Advisory Committee and the Planning Manager. **Please note that all of the required information on the checklist on the preceding page must be provided when the application is submitted.**

All plans submitted for file exhibits must be prepared by a professional designer, such as an architect, landscape architect, land planner, engineer, or a drafting service, unless the applicant can demonstrate an appropriate level of graphic ability.

**NOTE:** Planning Division staff will not accept incomplete application packages, mailed applications, or poor quality graphics. All materials must be prepared according to the instructions contained in this document.

All copies with the exception of colored illustrations, shall be folded and stapled together to approximately 8 ½" by 11" with the title block showing. The minimum size of any drawing is 24 by 36 inches, unless a smaller size is specified in this document or is approved by Planning. Colored illustrations, including elevations, shall be rolled, not mounted. All material should have preparer's name, project address, assessors parcel number and date.

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

**NOTE:** Development Services has separate processing fees and application requirements. Call Development Services (385-7925) to verify the exact amount of the fees and materials required for your project.

**APPLICATION FORM** must be completed, including project address, signature and daytime phone numbers of the applicant, property owner, architect and engineer. The address (if available; otherwise use location) and assessor's parcel number of the project site 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.

**SUPPLEMENTAL 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.

**TITLE REPORT** a title report of not less than 6 months old shall be provided at time of application. If the project is more than six months until issuance of building permits, a new title report may have to be provided.

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

1. Location and dimensions of existing and proposed structures, with existing and proposed structures clearly labeled. Existing structures proposed for demolition must also be labeled.
1. Building setback dimensions, from building(s) to all property lines and between buildings.
2. Dimensions of landscape planters; height and materials of fences.
3. Type, area (square feet) and use of each structure, both proposed and existing.
4. Location, type, illumination colors, of all exterior and accent light fixtures. A photometric plan may be required at a future date.
5. Proposed landscape areas (label); species and size identification of existing trees.
6. Proposed parking areas, including location, dimensions, intended uses, and striping specification for parking spaces, aisles, and driveway throats. The specifications for parking space size and striping must be shown on the site plan. Standard, compact, motorcycle and handicap parking spaces must be shown. (Use the specification figures from the Parking Ordinance.)
7. Number of parking spaces required and number of spaces provided (by type).

8. 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.
9. Location, identification and dimensions of easements on, adjacent to or otherwise affecting the property.
10. Scale and north arrow. Provide "reference North" if "true" north is not perpendicular or parallel to the property lines.
11. Location, capacity and design of bicycle rack(s).
12. Property boundaries, dimensions and area (in square feet and acres).
13. Location and identification of any amenities to be included in any outdoor private or common recreation area. Include outdoor lunch or seating areas, fountains, etc.
14. Location, size, materials, copy and design of freestanding, monument and structural signs.
15. Phasing lines (if any).
16. Structures, land uses, walls and other improvements within 50 feet of the project boundaries.
17. Dimension from property line(s) to center of adjacent street(s).
18. Identification and dimensions of existing and proposed sidewalks, curbs and streets.
19. Vicinity map locating the proposed development within Oxnard.
20. Width and configuration of streets (including striping, left-turn pockets and median identification from which the development has access).
21. Identification and dimensions of loading areas and trash (refuse) enclosures. Show loading area striping. Indicate material and color of trash enclosure and gates.
22. Type of paving materials proposed, including scored concrete and other enhanced pavement.
23. On-site directional signs, pavement striping and painted arrows.
24. On-site lighting including building and parking lot lighting. Provide fixture details/colors on cut sheets.
25. Location of aboveground utility vaults, transformers, building backflow preventers and other facilities. Contact Southern California Edison Company to determine where new utility vaults should be placed for the project.
26. Wheel tracking for delivery trucks, fire apparatus and refuse trucks in parking areas, loading areas and for service to refuse enclosure(s). A minimum of 48-foot radius must be provided.
27. Name and street address of the project.
28. Name, address, and telephone number of the architect, landscape architect or other design professional that prepared the plans (include on every drawing).

**ENGINEERING SITE PLAN INFORMATION** (minimum size 24"x 36") is generally to be placed on a separate site plan. This information is required to complete an application for City of Oxnard review. Questions regarding the engineering site plan information should be directed to Development Services at 385-7925.

The following information must be included:

1. Based on engineering scale with a north arrow, vicinity map and plan date.
2. Provide tract number, project address, name of subdivision and/or planning permit number (some of these may not have been assigned at the time of submittal.)
3. Name of developer, owner and engineer along with address and telephone number for all three.
4. Acreage within the proposed development per lot.
5. Boundary lines and/or property lines with dimensions along with legal description of total parcel.
6. Lot lines and dimensions, and lot and block numbers.
7. Name, location and width of proposed streets with approved access to the property, together with location and width of all recorded easements and rights-of-way.
8. Typical cross sections of street improvements for both public and private streets.

9. Width and location of alleys.
10. Location and width of existing and proposed curb cuts on-site and within 100 feet of the project including those driveways on the opposite side of the street or alley. Additional information may be required depending on project specific conditions.
11. Clearly show how the proposed project improvements will join existing improvements including providing widths of adjoining improvements. This must include sidewalks, curb & gutter, site walls, drive aisles, etc.
12. Wheel tracking for trucks (including fire and refuse access paths.) Refuse and fire vehicles must be provided with a 48 foot radius path which does not require vehicle to back up.
13. Preliminary drainage scheme including spot elevations. Plan must include enough off-site information to determine if the project will affect adjoining properties. 50 feet of off-site contour information is typically required unless existing walls or other structures clearly prevent drainage from or to adjacent properties.
14. Contour map and/or spot elevations, including the location and width of watercourses.
15. Proposed land use classification of lots.
16. All proposed facilities (sewer, water, storm drain, water wells, fire hydrants, transformers or other structures) on-site or within adjacent rights of way.
17. All existing facilities (sewer, water, storm drain, water wells, fire hydrants, transformers, power poles, overhead utilities or other structures) onsite, directly adjacent to the site or within adjacent rights of way. Label facilities that are to be removed.
18. Location of railroads.
19. Location of any existing or proposed detention basins, drainage inlets, channels or other water courses on or adjacent to the property.
20. Location of fire hydrants.
21. A written submittal of the project's proposed long term National Pollutant Discharge Elimination System (NPDES) Best Management Practices (BMPs) such as oil water separators, sand filters, landscape areas for infiltration, detention basins, or other stormwater quality devices that will be constructed with the project to prohibit pollutants from entering the storm water system. This submittal should only include the long term BMPs that will remain in place after completion of construction.
22. Horizontal control for the proposed and existing improvements.
23. Location, dimensions, purpose and disposition of all existing and/or proposed easements.
24. Note: If a lot line adjustment or lot merger is contemplated, an existing and proposed condition plan is required and the application must be submitted concurrently.

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

1. Room identification and square footage of each room. Show seating layout if project is a restaurant.
2. Room and building dimensions.
3. Location of doors and windows.

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

1. All building sides, with dimensions specified. Height of each building is to be shown from the average grade to the highest point of the structure and from average curb height to average grade. If proposal is an addition, show how addition fits with existing building.
2. Product and color specification of exterior building materials and other features.
3. Proposed building signs, including materials and dimensions.
4. A section showing parapet walls (or roof wells) and roof-mounted equipment.
5. Perspective drawings may not be submitted instead of elevations.
6. Lighting mounted on the building (provide catalog cut or drawing on materials board).

**NOTE:** Any trees or vegetation depicted in a building elevation shall be illustrated at no more than approximately three years growth and shall illustrate only those species identified in the **Conceptual Landscape Plan**.

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

1. Match the exterior building materials as closely as possible.
2. Be submitted rolled; not mounted on cardboard or formboard.

**CONCEPTUAL LANDSCAPE PLAN** (minimum size 24" x 36") must include:

1. General location, container size and species identification of trees, groundcover and shrubs.
2. Existing trees that will be relocated or removed.
3. Height of bermed landscaping.
4. Location and identification of hardscape and other landscape features, such as walkways, fountains, pools, etc.
5. Location and identification of outdoor furniture, and other recreational amenities.
6. A note indicating that the landscaping will comply with the applicable **Parks Landscape Standards** and **Water Conserving Landscape Ordinance**.
7. Other features and requirements specified by the appropriate Parks Landscape Standards.

**Note:** Conceptual landscape plans should be prepared by a registered landscape architect.

**REDUCED COPIES\*** (8 " x 11") of:

1. Site plan.
2. Building elevations.
3. Conceptual landscape plan.
4. Floor plan.
5. Other plans submitted.

**PHOTOGRAPHS** are to show:

1. The project site.
2. Immediately surrounding land area and development, particularly surrounding architecture and scale.
3. Mount the photographs on an 8 1/2" x 14" illustration board with a key map.

**MASTER SIGN PROGRAM** must include:

1. Location, dimensions, area, color, type, copy (or "placeholder" wording) and materials for all signs located on the project site. Include building signs, drawn to scale (with typical dimensions), on elevation drawings.
2. Elevation view of monument, or freestanding signs, including dimensions.
3. Method of sign area calculation.

For most commercial projects, the sign program information may be located on the site plan and building elevation drawings.

For shopping centers and multi-tenant industrial projects, sign program specifications are to be submitted as a separate document (8 " x 11"). In addition to the information listed above, the sign program must include the method of calculating sign area for each tenant space, area of each tenant sign (including height of letters and length of the sign), placement of signs on the proposed building, letter style and color restrictions.

**MATERIALS SAMPLE BOARD** (8 ½" x 14" x ¼" maximum size\*) is an illustration board with small cut sheets of each exterior material mounted upon it. It must include:

1. Exterior materials samples (in correct colors) for:
 

Roofing	Windows, glass block and other glazing
Siding and Trim	Metallic, Masonry and Plastic Exterior Materials
Window Framing	Decorative building lighting
2. Color and product specifications (example: Manufacturer and color name and/or number of wood stain; manufacturer, color and type of roof tile).
3. Description of each material's location on the proposed building or buildings.
4. Note: a photometrics plan may be required at a later date

\*The materials board must fit in the Planning project file, so the board must not exceed the maximum size. Any larger board submitted will be returned to the applicant and the application will be deemed incomplete.

**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. The applicant shall consult the list available at Planning Division to determine if the proposed project is included on the hazardous waste list.

**APPLICATION FEES** are listed in the Planning Permit Fee Schedule. Please contact Planning Division to verify the total fees required. Bring a schedule of the applicable fees to the submittal meeting.

**References**

Oxnard City Code: Chapters 16 (Zoning), 17 (Coastal Zoning) and 15 (Subdivisions) (see [www.AmLegal.com](http://www.AmLegal.com))  
 City of Oxnard 2030 General Plan  
 City of Oxnard Landscape Standards  
 Oxnard Fire Department, Fire Protection Planning Guide  
 Oxnard Design Guidelines  
 Applicable Specific Plan and Sign Program (if any; contact the Planning Division)  
 Planning Division Web Page: [www.oxnard.org/planning](http://www.oxnard.org/planning)  
 City of Oxnard Web Site : [www.oxnard.org](http://www.oxnard.org)

**City Staff Contacts: (all numbers are 805 area code)**

Planning Division .....385-7858 .....Planner.name@oxnard.org  Landscape Standards/Trees..... 385-XXXX Landscape Arch .....pending  Solid Waste/Refuse.....385-8224 Solid Waste Comp Specialist..... .....Andrea.Torres@oxnard.org  Fire Department .....385-7720 Fire Marshal..... Sergio.Martinez@oxnard.org  Police/Crime Prevention ..... 385-7940 Sr. Officer Waer..... Cliff.Waer@oxnardpd.org	Development Services .....385-7925 Sup. Civil Engineer..... Paul.Wendt@oxnard.org  Traffic .....385-7872 Asst Traffic Engineer ....Earnel.bihis@oxnard.org  Wastewater/Sewer.....385-3962 Wastewater Environmental Specialist Alfredo.salcedo@oxnard.org  Recycling .....385-8070 Recycling Coordinator.....Jay Duncan@oxnard.org
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**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 reverse side) and hereby confirm that the proposed project to be located at \_\_\_\_\_  
\_\_\_\_\_ (**is\***) (**is not**) contained on the hazardous site lists as prepared by the State Department of  
Health Services, State Water Resources Board and the California 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. \_\_\_\_\_

\*If the project site is on one of the lists specified by Section 65962.5, a statement must be submitted  
with your application indicating which list the site is on and what corrective measures will be taken  
to remove the site from the state list.

## LISTS RELATING TO HAZARDOUS WASTES

### Section 65962.5

- a) The State Department of Health Services shall compile and update as appropriate, but at least annually, and shall submit to the Office of Planning and Research, a list of all of the following:
  - (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code.
  - (2) All land designated as hazardous waste property or border zone property pursuant to Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code.
  - (3) All information received by the State Department of Health Services pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposal on public land.
  - (4) All sites listed pursuant to Section 25356 of the Health and Safety Code.
  - (5) All sites included in the Abandoned Site Assessment Program.
  - (6) A list of all public drinking water wells which contain detectable levels of organic contaminants and which are subject to water analysis pursuant to Section 4026.2 or 4026.3 of the Health and Safety Code.
- b) The State Water Resources Control Board shall compile and update as appropriate, but at least annually, and shall submit to the Office of Planning and Research, a list of all of the following:
  - (1) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code.
  - (2) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the State Department of Health Services pursuant to subdivision (e) of Section 13273 of the Water Code.
  - (3) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, which concern the discharge of wastes which are hazardous materials.
- c) The local enforcement agency, as designated pursuant to Section 18501 of Title 14 of the California Administrative Code, shall compile as appropriate, but at least annually, and shall submit to the California Waste Management Board, a list of all solid waste disposal facilities from which there is a known migration of hazardous waste. The California Waste Management Board shall compile the local lists into a statewide list which shall be submitted to the Office of Planning and Research and shall be available to any person who requests the information.
- d) The Office of Planning and Research shall consolidate the information submitted pursuant to this section and distribute it in a timely fashion to each city and county in which sites on the lists are located.
- e) Before a local agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project is located on a site which is included on any of the lists compiled pursuant to this section. If the site is included on a list, the list shall be specified on the statement.
- f) This section shall become operative on July 1, 1987.

(Added by Stats. 1986, Ch. 1048)

**SOURCE:** California Government Code