



# City of Camarillo

## Department of Community Development

# DEVELOPMENT ALLOTMENT

## Application

<b>SUBMITTAL</b>	City of Camarillo Department of Community Development 601 Carmen Drive P.O. Box 248 Camarillo, CA 93011-0248 Phone: 805.388.5360; Fax: 805.388.5388 Email: <a href="mailto:comdevemail@cityofcamarillo.org">comdevemail@cityofcamarillo.org</a>	<b>APPLICATION</b> <small>Staff Use</small>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Application</b></td> <td style="width: 50%;"><b>Project No.</b></td> </tr> <tr> <td><b>Allotment Application No.</b> _____</td> <td>_____</td> </tr> <tr> <td>Fee _____</td> <td>_____</td> </tr> <tr> <td>Received by _____</td> <td>_____</td> </tr> <tr> <td>Date Filed _____</td> <td>_____</td> </tr> <tr> <td>HTE No. _____</td> <td>_____</td> </tr> </table> <p style="text-align: right;"><i>(Keep Receipt with Application)</i></p>	<b>Application</b>	<b>Project No.</b>	<b>Allotment Application No.</b> _____	_____	Fee _____	_____	Received by _____	_____	Date Filed _____	_____	HTE No. _____	_____
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HTE No. _____	_____														

<b>NOTE</b>	<p>Prior to submittal of the application, it is advised that the applicant review the requested proposal with the Department of Community Development in order to review requirements of the Residential Development Allotment Program. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development. A Development Allotment request must be filed with a development request for a new project and may only be submitted between August 1 and December 31.</p> <p>➤ Agenda reports will be emailed to all applicants and representatives.</p>
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<b>APPLICANT</b>	<b>APPLICANT</b> _____ Contact Person _____ Email (required) _____ Address _____ City _____ State _____ Zip _____ Phone (8 am – 5 pm) _____ Cell _____ Fax _____
<b>ARCHITECT</b>	<b>ARCHITECT</b> _____ Contact Person _____ Email (required) _____ Address _____ City _____ State _____ Zip _____ Phone (8 am – 5 pm) _____ Cell _____ Fax _____
<b>ENGINEER</b>	<b>ENGINEER</b> _____ Contact Person _____ Email (required) _____ Address _____ City _____ State _____ Zip _____ Phone (8 am – 5 pm) _____ Cell _____ Fax _____
<b>PROPERTY OWNER</b>	<b>PROPERTY OWNER</b> _____ Contact Person _____ Email (required) _____ Address _____ City _____ State _____ Zip _____ Phone (8 am – 5 pm) _____ Cell _____ Fax _____

<b>ALLOTMENT</b>	<p>I hereby request a Development Allotment be awarded for the following project _____</p> <p style="text-align: center;"><i>(Case No. and Name of Project)</i></p> <p>The request is for an Allotment of _____ dwelling units from the total of _____ dwelling units, which would leave _____ units <i>without</i> allocation contained in the project. The project has _____ units allocated which are not sold or built. A map is included with the submittal showing the location of the units requested if the project is proposed to be phased.</p> <p>The subject property is classified as being in the _____ Zone and is <input type="checkbox"/> approved / <input type="checkbox"/> pending. If the project is approved, indicate expiration date: _____.</p>
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<b>PARCEL INFORMATION</b>	Property Acquired (date) _____
	Legal Description _____
	Property Location _____
	Assessor's Parcel No. _____
	Cross Street(s) _____
	Current Zoning _____ Parcel Area _____
	General Plan Designation _____

<b>UTILITY SERVICES</b>	<u>Utility Services: (Existing Facilities/Proposed Facilities)</u>	
	Water	Existing size/location _____
		Proposed improvements _____
		Length of extension to serve property _____
		AGENCY _____
	Sewer	Existing size/location _____
		Proposed improvements _____
		Length of extension to serve property _____
		AGENCY _____
	Gas	Existing size/location _____
		Proposed improvements _____
		Length of extension to serve property _____
		AGENCY _____
	Electricity	Existing size/location _____
		Proposed improvements _____
Length of extension to serve property _____		
AGENCY _____		
Sanitation	Existing size/location _____	
	Proposed improvements _____	
	Length of extension to serve property _____	
	AGENCY _____	
Describe proposed methods of conservation of water and energy		
_____		
_____		
_____		

<b>PHASING</b>	Previous applications: RPD _____ Tract _____ CUP _____
	Dates of expiration: RPD _____ Tract _____ CUP _____
	Total number of dwelling units in project: _____
	Total number of dwelling units requested: _____
	Anticipated construction date for each phase: _____
	Number of dwelling units for each phase: _____

***(Attach a map indicating phasing plan)***

**EXISTING FEATURES**

**Describe existing features and proposed changes (attach grading plan)**

Topography \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vegetation / Buildings \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Archaeological \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DEVELOPMENT PROPOSAL**

Type of Building(s) Proposed \_\_\_\_\_

Plan # \_\_\_\_\_

# Stories \_\_\_\_\_ Sq. Ft. \_\_\_\_\_ Garage(s) \_\_\_\_\_ # Elevations \_\_\_\_\_

Type of Construction \_\_\_\_\_

Building Height \_\_\_\_\_ Number of Stories \_\_\_\_\_

Access Existing \_\_\_\_\_

Proposed \_\_\_\_\_

Parking Spaces Enclosed \_\_\_\_\_ Open \_\_\_\_\_

% Lot Coverage \_\_\_\_\_ % Site Paving \_\_\_\_\_

% Site Open Space \_\_\_\_\_ % Site in Slopes \_\_\_\_\_

Price Range \_\_\_\_\_

Building Materials (Type/Color/Finish/Texture) *(Materials Board required)*

Roofing \_\_\_\_\_

Walls \_\_\_\_\_

Trim / Accents \_\_\_\_\_

Windows \_\_\_\_\_

Other Elements \_\_\_\_\_

How does the project provide linkages for existing public facilities, such as utilities or streets?

\_\_\_\_\_

\_\_\_\_\_

What contributions does the project provide for extending greenbelts, bike paths, open space areas, etc?

\_\_\_\_\_

\_\_\_\_\_

What provisions does the project provide for on-site or off-site private/public open space areas and facilities?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# DEVELOPMENT ALLOTMENT CERTIFICATION

<b>APPLICANT'S SIGNATURE</b>	<p><b>NOTE:</b> An application may be filed only by the owner of the property or by a person with the power-of-attorney from the owner authorizing the application, or by the attorney-at-law representing the owner.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I have the authority to file this application on behalf of the owner as authorized by the owner's consent signature below.</li> <li><input type="checkbox"/> I am the owner of the property.</li> <li><input type="checkbox"/> I have the power-of-attorney from the property owner authorizing the application and a copy of the authorization is attached.</li> <li><input type="checkbox"/> I am the attorney-at-law representing the owner and a copy of the authorization is attached.</li> </ul> <p>I/We, _____, being duly sworn do depose and say that I/we am/are the owner(s) or applicants herein named and that the foregoing statement and answers herein contained and the information herein submitted are in all respects true and correct to the best of my/our knowledge and belief.</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Signature</b></td> <td style="width: 33%;"><b>Name (Please print)</b></td> <td style="width: 33%;"><b>Date</b></td> </tr> </table>	<b>Signature</b>	<b>Name (Please print)</b>	<b>Date</b>
<b>Signature</b>	<b>Name (Please print)</b>	<b>Date</b>		
<b>OWNER'S CONSENT</b>	<p><b>CONSENT BY OWNER</b> (If applicant is other than owner, owner must sign consenting to filing.)</p> <p>I/We, _____, am/are the owner(s) of the subject property and consent to the filing of this application and hereby authorize city representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or environmental review for the processing of the application(s) being filed and consent to the filing of this application.</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>Signature</b></td> <td style="width: 33%;"><b>Name (Please print)</b></td> <td style="width: 33%;"><b>Date</b></td> </tr> </table>	<b>Signature</b>	<b>Name (Please print)</b>	<b>Date</b>
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<b>MEASURE "A"</b>	<p>This application can only be filed under the following circumstances:</p> <p>Concurrently with a new project application (Tract, RPD and/or CUP permit) during the established filing period, OR for a project previously approved under a tentative subdivision, RPD, or CUP permit application during the established filing period.</p> <p>Measure "A", the Residential Development Allocation Program of the City of Camarillo, has been in effect since July 2, 1981. It prohibits the issuance of building permits for a residential project (except certain exempt projects) until and unless a Development Allotment has been obtained. A Development Allotment is basically a right to proceed, subject to all other applicable requirements, with all steps necessary to construct a residential unit, including issuance of a building permit. (If construction has not commenced within two years of award of a Development Allotment, the City Council may revoke it.)</p> <p>During 1982 and each year thereafter, the City Council is permitted by the Ordinance to award Development Allotments for 400 residential dwelling units (plus or minus up to 10%, at the Council's discretion) less certain adjustments, as specified in Measure "A" itself. All eligible projects, for which a Development Allotment application is filed in accordance with the application requirements, will be considered for award of Development Allotment.</p>			

No project application will be considered complete unless the following materials are provided. Additional materials may be required depending on the nature and location of the request. Refer to the following section for a description of the various required materials.

**CHECKLIST**

Staff Use	LIST
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Development Plans* - ( <i>*including grading plans and landscaping</i> ) – 4 full-size, _____ folded copies ( <i>floor / elevation / sections, may be reduced in size</i> )
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Filing Fees
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	8½" x 11" reduction site plan and building exteriors
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Phasing Plan – 2 copies (include 1 copy in size 8½" x 11")
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Location Map (8½" x 11") – 1 copy
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Solar Access Plan – 1 copy
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Traffic Study – 2 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Supporting data or exhibits
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Materials board (9" x 14" maximum size)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Other _____ - _____ copy / ies required

Notes \_\_\_\_\_

**APPLICATION MATERIAL DESCRIPTIONS**

**DEVELOPMENT PLANS**

The application package shall include copies of the development plans. The development plans shall include grading plan, site plan, floor plans, exterior elevations, building sections and roof plan. A perspective drawing or model is optional.

The site plan shall show all areas proposed for landscaping, parking, circulation, loading, pedestrian areas, building areas, and such. The landscaping areas shall include an indication of the types and sizes of the plant materials and the treatment of the topography, including walls and grading. The site plan shall be supported by scale, north arrow, legend, title, designer’s name and address, information and data (such as lot coverage percentages, number of parking spaces, zone classification, etc.), easements, setback dimensions, property dimensions, an indication of the environmental features (including existing topography, vegetation, wind currents, and shade/sun patterns). The development plans are to be folded so that they are ready for distribution via mailing. The maximum size after folding is 12" x 15". For (4) copies of the development plans are required. It is urged that materials be reduced in size wherever possible to provide application more manageable in size. Information on reduced plans must still be legible.

**FILING FEE**

Before an application can be accepted, all filing fees for a Community Development Department application must be submitted as outlined in a resolution by the City Council.

**8½" X 11" REDUCTION**

A reduced copy of the Development Plan in a camera-ready (paper) copy is required as part of the application. It is important that the quality of the reduced prints is adequate for photocopying for the agenda packets for the Residential Development Evaluation Board and City Council. The reductions are also used in the environmental document, agenda report, and at the Planning Commission meeting for display purposes. The reductions should be no larger than 8½" x 11" and clearly printed on a quality stock paper. A colored reduction shall be submitted for Development Plans presented in color.

**APPLICATION MATERIAL DESCRIPTIONS**

**PHASING PLAN**

Indicate the proposed method of phasing with dark lines separating the phases and label each area by phase number. Indicate which phase(s) is/are being requested for Development Allotments and discuss the proposed timing for the development of the phases.

**SOLAR ACCESS PLAN**

A plan is required which indicated the ability of the project to efficiently benefit from passive and/or active solar energy applications. The plan should indicate solar patterns and proposed improvements which would make use of solar planning techniques (including planting design, mechanical systems, building and lot orientation, etc.).

**TRAFFIC STUDY**

A traffic study prepared by a traffic engineer is required to be submitted with the application. Please refer to the traffic section for the appropriate format for the traffic study.

**SUPPORTING DATA OR EXHIBITS**

An applicant is free to submit any additional material in the form of exhibits, text or data to support and supplement the required application material. The material should respond to the criteria used for establishing the project rating standards and should reference the corresponding section which is being supplemented. Please attach any additional pages to the application when adequate space is not available.