



**City of Camarillo**  
 Department of Community Development  
**GENERAL PLAN AMENDMENT  
 & REFERRAL REQUEST**

**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>	<u>Pre-screening</u> Filing Date _____ Fee _____ HTE No. _____ <u>GPA Application Filing</u> Application # _____ Date Filed _____ Fee _____ <p style="text-align: right;"><i>(Keep Receipts with Application)</i></p>
<b>NOTE</b>	<p>General Plan Amendment requests are pre-screened by the City Council at their second meeting in January. The City Council, at its discretion, may authorize the application to be processed, or may disapprove the processing. If authorizing the request, the City Council will indicate coordinated scheduling and any required special studies. Any authorization to proceed does not imply approval of the application. <b>The request for City Council pre-screening must be submitted with all necessary support information no later than December 31.</b> The request will be considered at the second City Council meeting in January. If you should have questions or require assistance, contact the Department of Community Development.</p> <p>➤ Agenda reports will be emailed to all applicants and representatives.</p>		
<b>APPLICANT</b>	<b>APPLICANT</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>CHANGE REQUESTED</b>	Amendment to General Plan Element _____ Description of proposed change(s) _____ If amendment to Land Use Map Designation From _____ To _____ Location _____		
<b>PROJECT INFORMATION</b>	1. Describe why the amendment is warranted at this time, and why you think that the proposed use was not shown on the adopted General Plan. _____ _____ _____ _____		

*(Continued on the following page)*

<b>PROJECT INFORMATION</b>	<p>2. Describe how the requested change reflects the stated goals adopted as part of the General Plan and, if not in agreement, what changes would be needed to establish agreement with the adopted goals of the city.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. What type of changes have taken place in the area characteristics that affect the property since the General Plan Element was adopted?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>4. How is the requested change consistent with adopted land uses in the area?</p> <p>_____</p> <p>_____</p> <p>_____</p>
----------------------------	--

<b>PROPERTY DESCRIPTION</b>	<p>Property Acquired (date) _____</p> <p>Legal Description _____</p> <p>Property Location _____</p> <p>Assessor's Parcel No. _____</p> <p>Cross Street(s) _____</p> <p>Current Zoning _____ Parcel Area _____</p> <p>Dimensions of Parcel: Width _____ Depth _____</p> <p>General Plan Designation _____</p> <p>Current Use of Property _____</p>
-----------------------------	---

<b>UTILITIES</b>	<table> <tr> <td><u>Utility Services:</u> Location / Size of Line</td> <td><u>Source:</u> Company / Agency</td> </tr> <tr> <td>Water _____</td> <td>_____</td> </tr> <tr> <td>Electricity _____</td> <td>_____</td> </tr> <tr> <td>Gas _____</td> <td>_____</td> </tr> <tr> <td>Sanitation _____</td> <td>_____</td> </tr> </table>	<u>Utility Services:</u> Location / Size of Line	<u>Source:</u> Company / Agency	Water _____	_____	Electricity _____	_____	Gas _____	_____	Sanitation _____	_____
<u>Utility Services:</u> Location / Size of Line	<u>Source:</u> Company / Agency										
Water _____	_____										
Electricity _____	_____										
Gas _____	_____										
Sanitation _____	_____										

<b>SITE FEATURES</b>	<p>Access _____</p> <p>Proposed Grading _____</p> <p>Existing Features (please describe existing and proposed changes)</p> <p>Buildings _____</p> <p>Topographical / Vegetation _____</p> <p>_____</p>
----------------------	--

# GENERAL PLAN AMENDMENT CERTIFICATION

**APPLICANT'S SIGNATURE**

**NOTE:** 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.

- I have the authority to file this application on behalf of the owner as authorized by the owner's consent signature below.
- I am the owner of the property.
- I have the power-of-attorney from the property owner authorizing the application and a copy of the authorization is attached.
- I am the attorney-at-law representing the owner and a copy of the authorization is attached.

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.

\_\_\_\_\_  
**Signature** **Name (Please print)** **Date**

**OWNER'S CONSENT**

**CONSENT BY OWNER** (If applicant is other than owner, owner must sign consenting to filing.)

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.

\_\_\_\_\_  
**Signature** **Name (Please print)** **Date**

**CHECKLIST**

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 "Application Material" section for a description of the various required materials.

Staff Use	LIST
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Application
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Referral Filing Fee
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Map showing location of proposed GPA

**If the request is referred by City Council for further study the following items are required for further processing following the second City Council meeting in January:**

Staff Use	LIST
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Filing Fees
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Environmental Assessment Questionnaire
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	300-foot radius map – 2 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <b>property owners within 300 feet</b> (one copy plus 2 sets on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Certification of property owners list
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <b>adjoining property owners</b> (one copy plus 1 set on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <b>adjoining occupants</b> (one copy plus 1 set on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Zone Change Application

**APPLICATION MATERIAL DESCRIPTIONS**

**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. Environmental Impact Report assessment fees and the deposit for the preparation of the EIR shall also be submitted prior to any review or analysis of the application.

**ENVIRONMENTAL ASSESSMENT QUESTIONNAIRE**

In accordance with the Environmental Guidelines, any application shall be submitted along with a completed Environmental Assessment Questionnaire form. The form shall be accompanied with plans, photographs and/or descriptive materials to provide a sufficient amount of material to fully analyze the potential environmental effects of the subject proposal. Additionally, a complete **ownership list** (one copy plus 2 sets printed on self-adhesive labels, according to sample) and a map indicating all abutting property owners shall be submitted.

**RADIUS MAP**

A radius map is required for a public hearing item. The map shall be prepared on a single sheet with a scale of 1" equals 100 feet or as appropriate for the size and configuration of the subject parcel. The parcel shall be shown with a dark boundary along with all parcels within 300 feet of the subject parcel. The 300-foot radius line shall be indicated and any parcel within the area shall be identified with a number or letter to be keyed into a listing of the property owners. The map shall indicate the name of the person who prepared the map, the date of preparation, north arrow, scale, the application number, and for whom the map was prepared. Accuracy is important to ensure that all persons are notified. Two copies of the map are required.

**LISTING OF PROPERTY OWNERSHIP (1 copy plus 2 sets on labels)**

A listing indicating the owner's name and address of each of the parcels within the 300-foot radius of the subject parcel as identified on the radius map shall be submitted along with the map. The listing of the property ownerships shall be taken from the latest equalized assessment rolls from the County Assessor's office and a statement of certification by the person who prepared the listing and the map shall be attached. The list shall be printed on self-adhesive address labels (according to the sample). The label shall include the reference number or letter from the map, the Assessor's parcel number, then the owner's name and full address, including the ZIP code. A copy of the list shall be provided for reference with the certification statement attached.

**CERTIFICATION OF PROPERTY OWNER'S LIST (Submit original form signed by preparer)**

**LISTING OF ADJOINING PROPERTY OWNERS AND ADJOINING OCCUPANTS (1 copy plus 2 sets on labels)**

A complete ownership and occupant list (printed on self-adhesive labels – according to the sample) and a map indicating all abutting properties shall be submitted.

**IMPORTANT**

Please refer to the following "Procedure section that outlines the process for General Plan Amendments in detail.

PROCEDURE

- **Review Guidelines**

The Planning Commission and City Council, in reviewing an application, will consider the following guidelines:

1. To allow for the consideration of an element not initially considered at the time of approval of the General Plan.
2. To reflect changes in goals, policy, physical, social or economic conditions.
3. Because of a substantial change in the environmental characteristics affecting the property and its uses, creating an inconsistency with other currently existing uses.
4. When, due to naturally occurring physical constraints or changes, the projected land usage on the General Plan is no longer feasible.

- **Application Form and Consent**

The application form shall be provided by the Community Development Department and shall include the following statements to be completed by the applicant for a request of an amendment to the General Plan:

1. Description of the land use proposal.
2. A statement of general goals and objectives of social, economic, and physical conditions which relate to the requested amendment and its relationship with adjoining land uses.
3. A General Plan diagram showing adjoining land use projections in the area requested for change within at least a 500-foot radius or exterior limits of the subject property.
4. A completed environmental assessment summary.
5. The payment of the required filing fee.

- **Scheduling Review Date**

Complete applications received for amendment of the General Plan in the City of Camarillo will first be presented to the City Council of initial consideration at the second meeting in January. The City Council, at its discretion, may order the application to be processed or may terminate processing proceedings at this point. Any authorization to proceed does not imply ultimate approval or disapproval of an application. If the City Council authorizes the application to be processed, it would refer the matter to the Planning Commission. To the extent that each is reasonable able to do so, the Department of Community Development and the Planning Commission will conform to the scheduling provided herein.

1. Any application for amendment to the General Plan must be submitted to the Community Development Department with all necessary information no later than thirty (30) days prior to the second scheduled meeting in January of the City Council.
2. Applications filed within the procedures set forth herein and referred to the Planning Commission shall be set for public hearing before the Planning Commission. When the necessary Environmental Review process and application report has been completed, the Director of Community Development shall schedule the request for review.
3. The time schedule set forth herein are guidelines only and shall not preclude the Planning Commission or City Council from considering or acting upon amendments to the General Plan at such times as they deem advisable.

- **Commission Review**

The Planning Commission, in considering an application for an amendment to the General Plan, may concur in whole or in part, or disagree, with the request of an applicant. If, following a formal public hearing, the Commission concurs in whole or in part, and if the Planning Commission approves it in whole or in part, the matter will be forwarded to the City Council for its consideration. If, however, the Planning Commission does not approved the requested amendment, no further action need be taken by the Planning Commission and the application, if directed by the Planning Commission, will be forwarded to the City Council for consideration. In the event the request is not forwarded, the applicant may appeal the decision to deny.

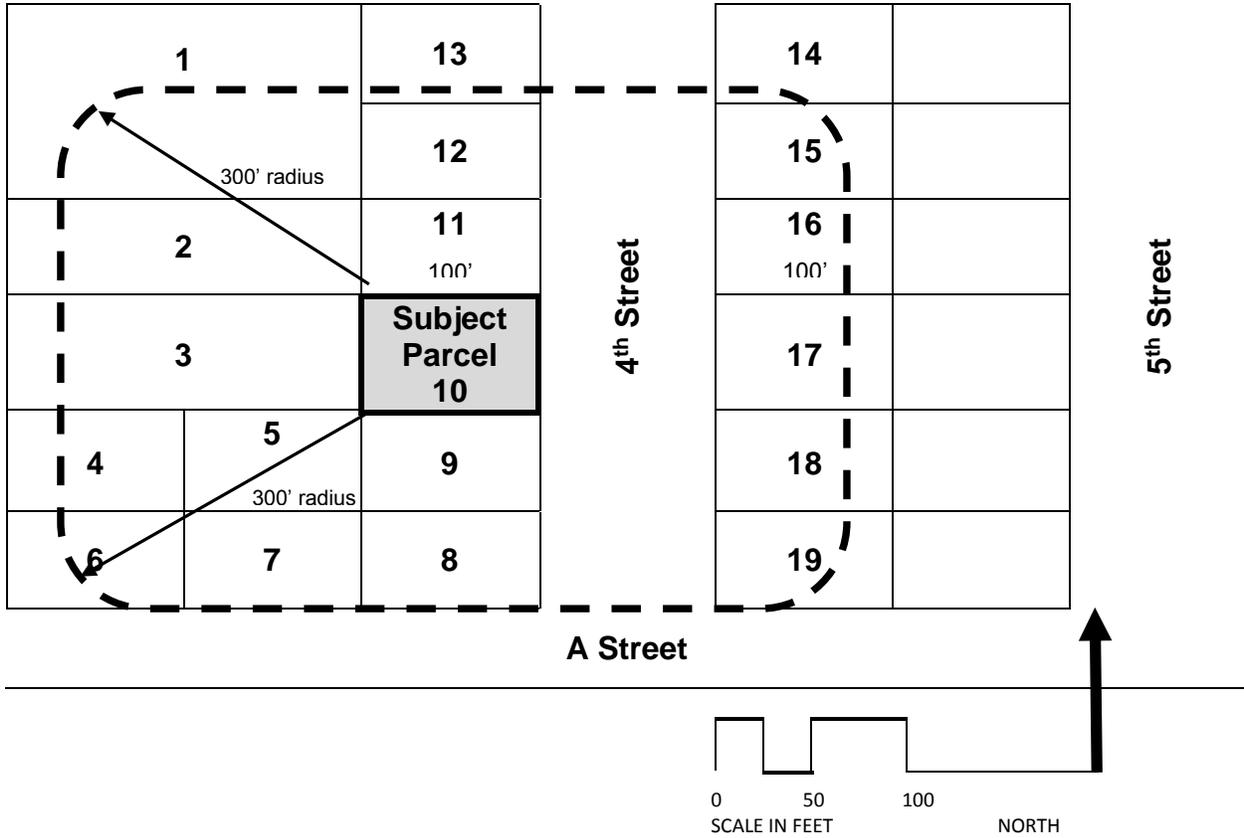
- **Appeal to the City Council**

If not referred to the City Council, the decision of the Commission for denial becomes effective ten (10) days following said action. During this period, any affected property owner or applicant may appeal the action of the Commission to the City Council. Member of the City Council may also appeal the decision of the Planning Commission. All appeals shall be filed with the City Clerk indicating in writing the reasons for such an appeal.

- **Council Hearing**

The City Clerk shall set the date for a public hearing of an appeal before the City Council at its first reasonable available Council meeting. The City Council shall render a decision by resolution following termination of the hearing if no modification of the Planning Commission's recommendations are made. In the event of modifications of the Commission action by the City Council, the decision shall be rendered by the Council following referral to the Commission and subsequent report to the Council. The City Council's decision shall be final.

# SAMPLE 300 FOOT RADIUS MAP AND LABELS



<b>SAMPLE PROPERTY OWNERS LABELS</b>		
<i>(Use for 300' Radius Property Owners, Adjoining Property Owners, and Adjoining Occupants)</i>		
<b>Use the following format for address labels:</b>		
<div style="border: 1px solid black; padding: 5px;">                     #1/A.      123-1-456-789                      JOHN Q PUBLIC                      555 4<sup>TH</sup> STREET                      CAMARILLO CA 93010                 </div>	= Reference to map # (or letter) <b>and</b> Assessor's Parcel # = Property Owner's Name = Street Address = City State and Zip (in ALL CAPS, no punctuation, 2 spaces after state)	
#1 [Enter first address label here]	#2 [Enter second address label here]	#3 [Enter third address label here]
#4 (etc.)		
<b>Identification label goes on the bottom right label</b> Type information in ALL CAPS	Applicant Name → Project Name → Type of Labels →	<b>RW CONSTRUCTION</b> <b>MAJESTY HOMES</b> <b>300' RADIUS LABELS</b>
Please indicate in type of labels if they are <b>300' Radius Property Owners, Adjoining Owners</b> <u>OR</u> <b>Adjoining Occupants</b>		