



City of Camarillo
 Department of Community Development
MODIFICATION
 Application

SUBMITTAL	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: comdevemail@cityofcamarillo.org	APPLICATION <small>Staff Use</small>	<u>Application</u> Major Mod. _____ Minor Mod. _____ Fee _____ Received by _____ Date Filed _____ HTE No. _____	<u>Project No.</u> _____ _____ _____ _____ _____ _____ <i>(Keep Receipt with Application)</i>
------------------	---	--	---	--

NOTE 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 Ordinance requirements and consistency with the General Plan. In completing the application form, please be accurate and complete. If you have any questions or require assistance, contact the Department of Community Development.

➤ Agenda reports will be emailed to all applicants and representatives.

APPLICANT	APPLICANT _____ Contact Person _____ Email (required) _____ Address _____ City _____ State _____ Zip _____ Phone (8 am – 5 pm) _____ Cell _____ Fax _____
ARCHITECT	ARCHITECT _____ Contact Person _____ Email (required) _____ Address _____ City _____ State _____ Zip _____ Phone (8 am – 5 pm) _____ Cell _____ Fax _____
ENGINEER	ENGINEER _____ Contact Person _____ Email (required) _____ Address _____ City _____ State _____ Zip _____ Phone (8 am – 5 pm) _____ Cell _____ Fax _____
PROPERTY OWNER	PROPERTY OWNER _____ Contact Person _____ Email (required) _____ Address _____ City _____ State _____ Zip _____ Phone (8 am – 5 pm) _____ Cell _____ Fax _____

REQUEST	Description of proposed modification being applied for: _____ _____ _____ _____
----------------	---

MODIFICATION

PROPERTY DESCRIPTION	Property Acquired (date) _____ Legal Description _____ Property Location _____ Assessor's Parcel No. _____ Cross Street(s) _____ Current Zoning _____ Parcel Area _____ Dimensions of Parcel: Width _____ Depth _____ General Plan Designation _____ Current Use of Property _____										
UTILITIES	<table border="0"> <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 _____	_____										
EXISTING / PROPOSED SITE FEATURES	Parking Spaces Existing _____ Proposed _____ Loading Spaces Existing _____ Proposed _____ Proposed Grading _____ Existing Features (please describe existing and proposed changes) Buildings Existing Number _____ Proposed _____ Topographical / Vegetation _____ _____ Proposed Development: Total Building Square Footage _____ Number of Parcels _____ Number of Stories _____ % of Site Landscaping Existing _____ Proposed _____ % of Site Paving Existing _____ Proposed _____										
BUILDINGS	Building Coverage % Existing _____ Proposed _____ Building Height _____ Building Materials: Roofing _____ Walls / Colors & Materials _____ Windows / Tint / Frames _____ Trim / Color & Materials _____ Type of Construction _____										
PHASING	Previous Applications _____ Anticipated Construction Date _____ Construction Phasing _____ Units Per Phase _____										

PROJECT INFORMATION

Requests for modifications will first be considered by the Community Development Director to determine the extent of the proposed changes and their effect on the approved plans. Minor changes can be reviewed by the Community Development Director; however, major modifications will require review by the Planning Commission and/or City Council. In order to help determine the extent of the modification(s) and their effect on the approved project, please respond to the following:

1. What changes are proposed?

2. What are the main reasons for the proposed changes and how will this help to improve the final project?

3. To what extent to the proposed changes modify the character of the design or use of the project?

4. How will the changes affect surrounding uses and the goals of the City's General Plan and Zoning Ordinances?

5. Will the changes serve to increase traffic or demand on utilities or further affect the environment?

6. Does the proposed modification affect the phasing or the timing of the proposed project or its incremental effect on the surrounding area?

7. Does the proposed modification have any effect on an approved development allotment request?

MODIFICATION CERTIFICATION

APPLICANT'S SIGNATURE	<p>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.</p> <p><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.</p> <p><input type="checkbox"/> I am the owner of the property.</p> <p><input type="checkbox"/> I have the power-of-attorney from the property owner authorizing the application and a copy of the authorization is attached.</p> <p><input type="checkbox"/> I am the attorney-at-law representing the owner and a copy of the authorization is attached.</p> <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/> <p style="display: flex; justify-content: space-between;">Signature Name (Please print) Date</p>
OWNER'S CONSENT	<p>CONSENT BY OWNER (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/> <p style="display: flex; justify-content: space-between;">Signature Name (Please print) Date</p>
A.Q.M.P. STATEMENT	<p>STATEMENT OF AWARENESS OF AIR QUALITY MANAGEMENT PLAN LIMITATIONS</p> <p>I/We, _____, representing (name of applicant)</p> <hr/> <p style="text-align: center;">(corporation or firm)</p> <p>hereby state that I/we am/are aware of the population limitations which are placed on the City of Camarillo by the Air Quality Management Plan (AQMP) and that the zoning clearance, building permit and/or final subdivision map approval for this project may not be granted by the City if adequate population allocation in not then available.</p> <p>I/We agree that the same may be denied or withheld until such time as population allocation may be available to accommodate the proposed project.</p> <p>Signed:</p> <hr/> <p style="display: flex; justify-content: space-between;">Owner Date Applicant Date</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 – If Major Modification: 20 copies (folded and collated sets) If Minor Modification: 3 copies (folded and collated sets)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Materials board (9" x 14")
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Post-Construction Stormwater Management Plan on City Form
<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.	8½" x 11" reduction of the development plans and building exteriors
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	300-foot radius map – 2 copies <i>(If public hearing is required)</i>
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of property owners within 300 feet (one copy plus 2 sets on self-adhesive labels – see sample.) <i>(If public hearing is required)</i>
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Certification of property owners list <i>(If public hearing is required)</i>
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of adjoining property owners (one copy plus 1 set on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of adjoining occupants (one copy plus 1 set on self-adhesive labels – see sample.)

Notes _____

APPLICATION MATERIAL DESCRIPTIONS

DEVELOPMENT PLANS

The application package shall include copies of the development plans. The development plans shall indicate site plans, 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).

MATERIALS BOARD

If the request for modification involves a proposed change in the approved materials, then a materials board would be required.

A materials board shall be submitted with each Planned Development Permit or Conditional Use Permit application. If the request involves a modification in the proposed materials, then a revised materials board would be required. The materials board shall indicate the colors, finishes and textures for walls, wood trim, roofs, paint, glass, window frames, garden walls, doors and signs. The materials board shall have references as to the name and project number of the material sample. **The maximum size of a materials board shall be a flat 9" x 14" with photographs of the material and color samples.** Once submitted, the materials board will be kept on file with the Community Development Department.

APPLICATION MATERIAL DESCRIPTIONS

POST CONSTRUCTION STORMWATER MANAGEMENT PLAN (PCSMP)

(Electronic copy on CD plus one hard copy)

In accordance with the Ventura Countywide Municipal Stormwater Permit, Order 2010-0108, any application shall be submitted along with a completed PCMSMP, and applicable attachments as identified in the PCSMP. The PCSMP form can be downloaded from the City of Camarillo’s website at www.cityofcamarillo.org. The PCSMP must be submitted to the Public Works Department for review and approval before acceptance of the application. The Public Works Department will require an electronic copy as well as one hard copy of the PCSMP and related attachments. For more information on the PCSMP, contact the City’s Stormwater Program Manager at 805.383.5659.

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.

8½” X 11” REDUCTIONS

A reduced copy of the development plan in a camera-ready (paper) copy is required as part of the application. The reductions are 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.

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)

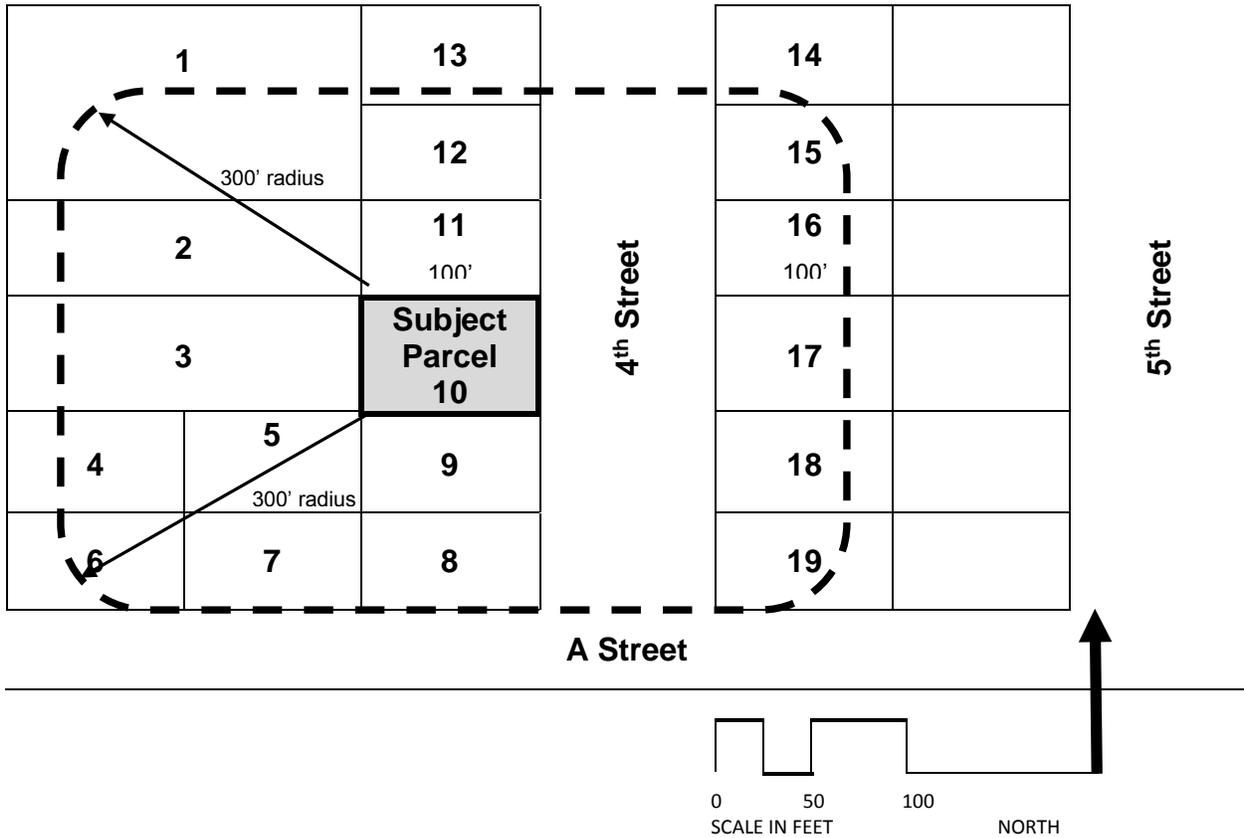
A listing indicating the owner’s name and address of each of the parcels within the 300-foot radius of the subject parcel as identified on the radius map shall be submitted along with the map. The listing of the property ownerships shall be taken from the latest equalized assessment rolls from the County 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.

SAMPLE 300 FOOT RADIUS MAP AND LABELS



SAMPLE PROPERTY OWNERS LABELS

(Use for 300' Radius Property Owners, Adjoining Property Owners, and Adjoining Occupants)

Use the following format for address labels:

#1/A. 123-1-456-789 JOHN Q PUBLIC 555 4 TH STREET CAMARILLO CA 93010	= Reference to map # (or letter) and 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.)		
Identification label goes on the bottom right label Type information in ALL CAPS	Applicant Name → Project Name → Type of Labels →	RW CONSTRUCTION MAJESTY HOMES 300' RADIUS LABELS
Please indicate in type of labels if they are 300' Radius Property Owners, Adjoining Owners <u>OR</u> Adjoining Occupants		



CITY OF CAMARILLO STORMWATER QUALITY REQUIREMENTS

The following types of developments are subject to **post construction** stormwater quality mitigation identified in the Ventura County Municipal Stormwater Permit (Order 2010-0108) and will be required to submit a **Post Construction Stormwater Management Plan (PCSMP)** with the project application. *The PCSMP template is available on the City's website. If there are any questions, project applicants should contact the City of Camarillo Stormwater Manager at 805.383.5659 for PCSMP requirements.*

A copy of the Stormwater Permit can be obtained from the Los Angeles Regional Water Quality Control Board at www.swrcb.ca.gov/rwqcb or call the City's Stormwater Program Manager at 805.388.5359. Guidance for complying with the requirements can be found in the July 2011 Ventura County Technical Guidance Manual for Stormwater Quality Control Measures (TGM) downloadable at www.vcstormwater.org.

NEW DEVELOPMENT PROJECTS
1. Development projects equal to 1 acre or greater of disturbed area that adds more than 10,000 square feet of impervious surface area.
2. Industrial parks with 10,000 square feet or more of total altered surface area.
3. Commercial strip malls with 10,000 square feet or more of impervious surface area.
4. Retail gasoline outlets, automotive service facilities, or restaurants with 5,000 square feet or more of total altered surface area.
5. Parking lots with 5,000 square feet or more of impervious surface area, or with 25 or more parking spaces.
6. Streets, roads, highways, and freeway construction of 10,000 square feet or more of impervious surface area (see Section 2 of the TGM for specific requirements).
7. Projects located in or directly adjacent to, or discharging directly to an Environmentally Sensitive Area (ESA), where the development will (a) discharge stormwater runoff that is likely to impact a sensitive biological species or habitat; and (b) create 2,500 square feet or more of impervious surface area.
8. Single-family hillside homes (see Section 2 of the TGM for specific requirements). Hillside means property located in an area with known erosive soil conditions, where the development will result in grading on any slope that is 20% or greater.
REDEVELOPMENT PROJECTS
Redevelopment projects that fall within categories (1) through (8) above, and that conduct land-disturbing activities that result in the creation, or addition, or replacement of 5,000 square feet or more of impervious surface area on an already developed site. Existing single-family dwellings and accessory structures are exempt from the redevelopment requirements unless they create, add, or replace 10,000 square feet of impervious surface area. Redevelopment does not include routine maintenance activities that are conducted to maintain original line and grade, hydraulic capacity, original purpose of facility or emergency redevelopment activity required to protect public health and safety.

If a project's development application was deemed complete for processing prior to October 11, 2011, it may not be subject to the above requirements but would instead comply with Stormwater Quality Urban Impact Mitigation (SQUIMP) requirements identified in the 2002 Technical Guidance Manual. Contact the City's Stormwater Program Manager at 805.383.5659 for more information.