



City of Camarillo
 Department of Community Development
SUBDIVISION / LAND DIVISION
 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>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><u>Application</u></td> <td style="width: 50%;"><u>Project No.</u></td> </tr> <tr> <td>Tentative Tract _____</td> <td>_____</td> </tr> <tr> <td>Land Division _____</td> <td>_____</td> </tr> <tr> <td>Parcel Map Waiver _____</td> <td>_____</td> </tr> <tr> <td>Lot Line Adj _____</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; font-size: small;"><i>(Keep Receipt with Application)</i></p>	<u>Application</u>	<u>Project No.</u>	Tentative Tract _____	_____	Land Division _____	_____	Parcel Map Waiver _____	_____	Lot Line Adj _____	_____	Fee _____	_____	Received by _____	_____	Date Filed _____	_____	HTE No. _____	_____
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NOTE	<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 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.</p> <p>➤ Agenda reports will be emailed to all applicants and representatives.</p>
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APPLICANT	<p>APPLICANT _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr style="border-top: 1px dashed black;"/> <p>ARCHITECT _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr style="border-top: 1px dashed black;"/> <p>ENGINEER _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p> <hr style="border-top: 1px dashed black;"/> <p>PROPERTY OWNER _____ Contact Person _____</p> <p>Email (required) _____</p> <p>Address _____</p> <p>City _____ State _____ Zip _____</p> <p>Phone (8 am – 5 pm) _____ Cell _____ Fax _____</p>
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REQUEST	<p>Description of proposed subdivision/land division</p> <p>_____</p> <p>_____</p> <p>_____</p>
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SUBDIVISION

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

	<u>Utility Services:</u> Location / Size of Line	<u>Source:</u> Company / Agency
Water	_____	_____
Electricity	_____	_____
Gas	_____	_____
Sanitation	_____	_____

SITE FEATURES

Access _____
Proposed Grading _____
Existing Features (please describe existing and proposed changes)
Existing Buildings / Structures _____

Topographical / Vegetation _____

Number of Parcels _____

PHASING

Previous Applications _____
Anticipated Construction Date _____
Subdivision Phasing _____ Units Per Phase _____

PROJECT INFORMATION

In reviewing applications for land division maps and tentative tracts and lot line adjustments, various factors will be considered in accordance with the State Map Act and the City's regulations. It is necessary that the applicant will prepare responses to the following questions in describing the proposed land division or subdivision.

1. In what ways does the proposed map and the proposed improvements comply with the City's General Plan and Zoning Ordinance?

2. How does the type and density of the proposed development physically suit the site and surrounding areas?

3. Is the design of the subdivision including its streets and improvements likely to cause substantial environmental damage or public health problems or burden municipal services?

4. Does the design of the subdivision and its improvements conflict with an existing or proposed public and private easements for access or use?

5. (If residential) How will the project be served by educational and recreational facilities? Differentiate between existing and proposed facilities and discuss the increased demand on those facilities projected by the proposed project. Discuss any proposed or available means to mitigate the projected impact.

SUBDIVISION 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

A.Q.M.P. STATEMENT

STATEMENT OF AWARENESS OF AIR QUALITY MANAGEMENT PLAN LIMITATIONS

I/We, _____, representing
(name of applicant)

(corporation or firm)

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 is not then available.

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.

Signed:

Owner Date Applicant Date

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.	Maps of subdivision/parcel map - - - 20 copies <u>folded</u>
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Lot Line Adjustments - - - 3 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Post-Construction Stormwater Management Plan on City Form
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Preliminary Title Report - - - 3 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Soils Report - - - 3 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Flood Hazard Report - - - 3 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Engineering Geology and/or Seismic Safety Report - - - 3 copies
<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 subdivision map
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	300-foot radius map – 2 copies
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <u>property owners within 300 feet</u> (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 <u>adjoining property owners</u> (one copy plus 1 set on self-adhesive labels – see sample.)
<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Listing of <u>adjoining occupants</u> (one copy plus 1 set on self-adhesive labels – see sample.)

Notes _____

APPLICATION MATERIAL

- A parcel map/subdivision map shall be prepared by a licensed surveyor or registered engineer and shall be submitted in the format of a blue line or black line reproduced print of the original and must contain the following:
- A. Name and address of owner or owners of the property and the name and address of the person or persons who are subdividing the property.
 - B. Name and address of person who prepared the map and the date of preparation.
 - C. North arrow and scale not less than 1 inch = 100 feet.
 - D. Approximate contour lines of the existing and proposed topography. Show limits of cut and fill areas and building pads.
 - E. Indicate locations of all buildings and existing vegetation and indicate those which are to be removed and those to be preserved. Show any existing wells, buried pipes and drains.
 - F. Location and width of adjacent streets and alleys within 300 feet of the property.
 - G. Lot lines and dimensions of each lot. Number each lot starting with the number 1.
 - H. Show location and width of all existing and proposed public and private easements and roads along with typical street sections.
 - I. Indicate the locations of any area subject to inundation of stormwater and the direction of all water courses.
 - J. Show all natural drainage courses, approximate street and lot grades, location of proposed drainage and structures and the final disposition of the stormwater.
 - K. Indicate the location and extent of any known conjectured fault zones.
 - L. Show the proposed method of phasing with dark lines separating the phases and label the area by phase number.
 - M. Show the appropriate location of the 60, 65, and 70 CNEL (noise) countours.

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.

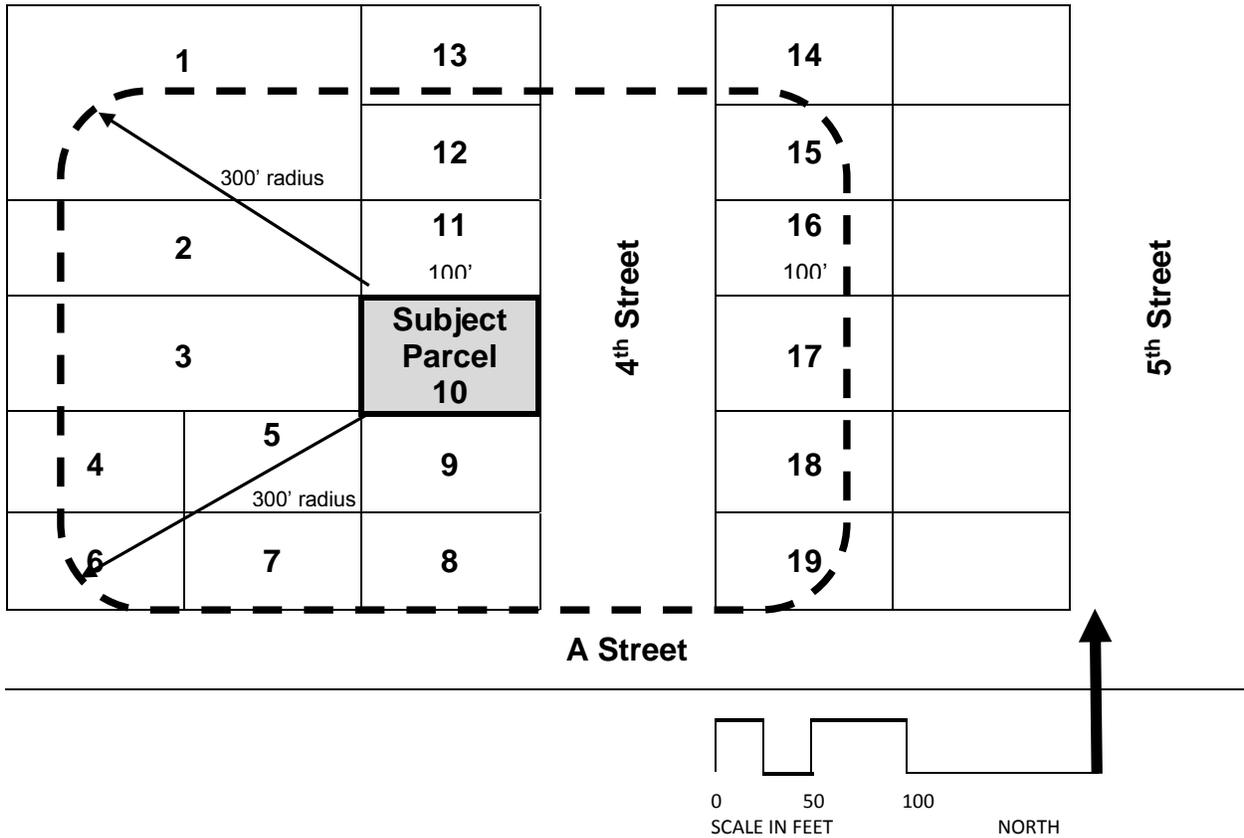
CERTIFICATION OF PROPERTY OWNER'S LIST (Submit original form signed by preparer)**LISTING OF ADJOINING PROPERTY OWNERS AND ADJOINING OCCUPANTS (1 copy plus 2 sets on labels)**

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.

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.

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)
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#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.