



City of Ojai
Community Development Department

Project # _____
Received by _____
Date _____

ZONING CLEARANCE FOR A BUILDING PERMIT

OWNER INFORMATION:

Project Address: _____ PROJECT I.D. # _____

Assessor Parcel Number: _____ Zone: _____

DESCRIPTION:

Property Owner: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

APPLICANT:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

REPRESENTATIVE:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

AFFIDAVIT:

I declare that I am the owner / representative (indicate one) of the property involved in this application and that the information submitted herein is true and correct. I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I further declare I understand that prior to determining the project hearing date; the City has 30 days to deem the application complete or incomplete. I acknowledge and agree that the City of Ojai is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits, including but not limited to any litigation costs. I will be notified of the meeting date(s) set for the above matter and that I am to appear, either personally or by my representative, at such meetings(s).

Signature of Property Owner Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.	Date
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ZONING CLEARANCE APPLICATION FOR A BUILDING PERMIT

The Community Development Department reviews Building Permit submittals for compliance with the City of Ojai’s General Plan, Municipal Code including Zoning regulations, Historical Preservation regulations and Public Art requirements. This Zoning Clearance shall be submitted concurrently with all Building Permit submittals.

APPLICATION SUBMITTAL shall be made to the Community Development Department located at:

Ojai City Hall
401 S. Ventura Street, Ojai CA 93023

Monday to Friday 8:00am – 5:00pm
Phone: (805) 646-5581 Ext. 112

A. SUBMITTAL PROCEDURE

- Make an appointment with a Building & Planning Technician to submit the project application. This meeting is intended to speed the processing of your application and will help determine if your application is complete.
- Incomplete applications, illegible or poor quality graphics may not be accepted.
- Please be advised that on April 10, 2018 the City Council adopted Resolution No. 18-13 which states that unless exempt as stated within the Resolution, all applications for a City permit that authorizes earth-disturbing activities, including but not limited to, any one or more of the types of permits listed in the Resolution, are subject to certain cultural resources review requirements such as CEQA - including but not limited to the tribal cultural resources review, analysis, and consultation requirements, PAA - Preliminary Archaeological Assessment, Phase 1 Archaeological Study, and/or CHRIS "Quick Check" through the California Historical Records Information System ("CHRIS")

B. ITEMS / DOCUMENTS REQUIRED FOR SUBMITTAL

- 1. APPLICATION - Original (no facsimiles)** filled out and signed by the property owner, or by the owner’s representative with owner's affidavit letter authorizing representative to sign.
- 2. FEES** – Payable to the City of Ojai. Fees are established by City Council Resolution and calculated from the City's current Fee Schedule. A list is available from the Community Development Department.

Zone Clearance - Post Entitlement Plan Check - Ministerial Projects	\$112
Zone Clearance - Post Entitlement Plan Check - Admin. Decision	\$225
Zone Clearance - Post Entitlement Plan Check - Single-Family Residential (public hearing)	\$281
Zone Clearance - Post Entitlement Plan Check - Mixed Use	\$1,350
Zone Clearance - Post Entitlement Plan Check - Multi-Family Residential Up to 5 units	\$1,013
Zone Clearance - Post Entitlement Plan Check - Multi-Family Residential 6-15 Units	\$1,350
Zone Clearance - Post Entitlement Plan Check - Multi-Family Residential 16+ Units	\$2,025
Zone Clearance - Post Entitlement Plan Check - Non-Residential 1-5,000 SF Building	\$1,013
Zone Clearance - Post Entitlement Plan Check - Non-Residential 5,001-10,000 SF Building	\$1,350
Zone Clearance - Post Entitlement Plan Check - Non-Residential Over 10,000 SF Building	\$2,025

3. **COVER LETTER TRANSMITTAL FORM** – Listing all submitted materials (this is required for initial submittal and any resubmittals)
4. **PROJECT DESCRIPTION** – Describing the proposal including new or changed uses, structures, and improvements including proposed uses on the property/building and **project's compliance with any applicable Specific Plans or design guidelines governing the property**
5. **PROJECT DESIGN PLANS – NUMBER OF SETS REQUIRED:**

One (2) plan sets, standard size drawn to scale, such scale not to be less than 1" = 20' (not to exceed 30" x 42" or be less than 22" x 34" in size unless approved by Community Development Department)

One (1) reduced set size 11" x 17"

One (1) electronic copy (digital) preferably submitted by e-mail
6. **PROJECT DESIGN PLANS**
 - a. **TITLE BLOCK**

Each sheet shall be labeled with the applicant/owner's name, project location/address and architect/designer or other professional's name, address, and phone number.
 - b. **ASSESSOR'S PARCEL NUMBER**
 - c. **SITE and BUILDINGS** (fully dimensioned, including garage doors, pool equipment, etc., shown to scale on plot plan)
 - North Arrow and scale of drawing
 - Location Map which indicates boundary of site and relationships to adjacent properties
 - All property lines and their dimensions
 - All existing and proposed buildings and their dimensions and setbacks from property lines
 - Type and use of all proposed and existing buildings and structures
 - Location of buildings to be removed drawn in dotted lines (demolition permit is required)
 - Square footage of each floor and total square footage
 - All existing and proposed paved surfaces, including walkways, driveways, patio slabs, etc.
 - All existing and proposed landscaped areas and all existing trees plotted and identified by species and diameter
 - All trees on and adjacent to project site that could be impacted from the proposed project
 - All trash enclosures and recycling facility locations
 - All existing and proposed ground mounted (monument) signs and their dimensions (for commercial projects)

Location of nearest building on abutting lots illustrated with edge line and use type identified
All existing and proposed utility lines, pad, ground, or wall mounted equipment, utility vaults, transformers, backflow preventers, gas meters, free standing mailboxes
Type and location of exterior lighting
A summary table in square feet, acres and percentage that includes: 1) total land area; 2) building coverage; 3) paved area; and, 4) landscape areas
A summary table of the total net floor area of the building and proposed and existing
Zoning Ordinance required setback illustrated by a dashed line with measurement labeled
All existing and proposed walls and fences including height and type, with materials and colors designated
Location of water and sewer connection to public system
All facilities and accessory structures related to underground utilities and street lighting, and all mechanical equipment on the building(s) or on the site such as utility boxes, sprinkler gang valves and backflow devices, and indicate appropriate screening method, i.e. landscaping, fencing, etc., and materials used.
Existing and proposed fire hydrants within 300' of the project perimeter (per Fire Dept. requirements)
Existing and proposed utility poles
Percent of site covered by roofs and driveways
Based flood and finished floor elevations

d. RIGHTS-OF-WAY (fully dimensioned and shown on plot plan)

All existing and proposed streets and alleys and name of each street
Points of access (vehicular and pedestrian from each street)
Existing intersections close to the property and driveways adjacent to and directly across from property
Proposed streets (from approved City list of names)
Proposed street widening and/or extensions
Existing and proposed sidewalks
Existing and proposed curb cuts
Existing and proposed easements, and type
Label existing and proposed

e. PARKING and CIRCULATION (fully dimensioned, shown on plot plan) **(non-residential and multi-family)**

All existing and proposed parking spaces, loading areas and bicycle parking and their dimensions

All parking spaces numbered, with calculations showing total spaces required by Code and total spaces provided on plans.

A summary table that includes total number of parking spaces and includes a breakdown of the number of standard, compact and accessible parking spaces
Wheel stops or curb substitutes (if applicable)

Parking space striping

Accessible parking

Ingress and egress to include all private drives

Pedestrian walkways and trails

Loading space facilities, i.e. docks

Indicate type of paving, asphalt or concrete

Backup dimensions

Label existing and proposed

f. LANDSCAPING PLAN compliant with Article 12 (see landscaping handout)

g. ELEVATIONS (separate sheet or with floorplans)

Designate each building by a building number and elevations by direction.

Show 2 cross-section lines that clearly portray buildings and grading concept.

Indicate natural grade (dotted lines) and finished grade (solid lines). Show all steps & stairways necessary to provide access to an elevated structure.

Provide front, right side, left side, and rear elevations of all proposed and existing buildings and structures, showing roof, walls, foundations if elevated, and all mechanical equipment.

Height from top of curb at front property line to highest point of structure

Height from adjacent grade to highest point of structure

General architectural features of buildings (window or door locations, trim, materials and colors)

Proposed and existing roof pitches on the elevation

Zoning Ordinance allowed height illustrated with a dashed line; with measurement labeled

Screening and dimensions of all existing and proposed roof-mounted and ground mounted equipment

All trash and recycling enclosures

All wall-mounted equipment, gutters, and down spouts

Roof plans depicting all roof-top equipment and screening

Label existing and proposed

h. FLOORPLANS (separate sheet)

Fully dimensioned and to scale.

Use and dimensions of all existing and proposed areas, including living room, kitchens, baths, bedrooms, hallways, dens, etc.

Label floor levels, ground floor, second floor, etc.

Indicate square footage for all units.

Label existing and proposed

All entrance and exit points, including doors, windows, stairways, etc.

All enclosed and/or covered parking areas

i. TOPOGRAPHY

Stamped and signed by a licensed engineer for grading of 50 cubic yards of material or more; if grading is less, may be signed by an architect.

Grade elevations of major design aspects must be labeled.

Show amount of cut/fill material.

j. HILLSIDE REQUIREMENTS (Projects on slopes with 15% grade or better)

Contour maps showing existing and proposed elevation changes at 2 foot intervals

Signature of licensed Civil Engineer, Land Surveyor or Architect

Amount of cut and fill in cubic yards

Elevation in feet at base of new construction

Section view demonstrating the structure silhouette

Measurement that clearly shows height between slab to ceiling top plate

Roof plan clearly showing all ridges and valleys

Retaining walls

k. SOLAR SHADING STUDY (see handout)

Needed for residential building whose base elevation is greater than fifteen (15) feet.

l. HEIGHT SURVEYS Needed for new construction, proposed at or near maximum height

m. HILLSIDE HEIGHT SURVEY (for properties located in the hillside)

Elevation points shown on the site plan in feet at the required five locations along the front and rear property line and at the rear setback line (A separate sheet is not acceptable)

Signature of licensed Civil Engineer, Land Surveyor or Architect

Elevation in feet at base of new construction

Elevation in feet to top, highest point of existing and/or proposed structure

Calculations based on the City's Hillside Height Ordinance formula

Measurement that clearly shows height between slab to ceiling top plate

Roof plan clearly showing all ridges and valleys

n. TREE SURVEY including tree protection area – 5' outside of the dripline

Show all trees on site and list any tree protected by Chapter 11 of Ojai Municipal Code

Work under trees
Proposed work on trees

GENERAL NOTES:

- Provide a sheet index on cover sheet.
- Any revisions to plans shall be noted in the title box with date and a Delta.
- All projects for Commercial, Industrial, Multi-Family Residential and clustered single-family projects (5 or more dwelling units), and discretionary project proposal plans must be prepared by a licensed architect or engineer certified in appropriate specialty (Assembly Bill 1005;1990).

8. DETAILS OR PHOTOGRAPH OF ANY PROPOSED EXTERIOR DARK SKY LIGHT FIXTURES

9. PHOTOMETRIC STUDY LIGHTING PLAN (if commercial or non-single family residential)

Photometric plan indicating light levels on site and off site at least 10 feet including rights-of-way

10. PUBLIC ART REQUIREMENT (see Public Art Program handout)

Complete and submit Building Valuation form.

11. CULTURAL PRESERVATION

Submit Ground Disturbance form.

Certification

I (print name), _____ (circle one) applicant or representative of the applicant, do hereby state that I have submitted plans containing all of the required information identified within this form. I understand that planning staff may reject the submittal of my application (within 30 days of filing) for lacking any of the aforementioned information. In this case, the application is deemed incomplete, will not be processed, and will unnecessarily extend the application processing time.

Signature

Date

Consent of Landowner Form

Site location:	
Property owner:	Day phone:
Address:	
Person authorized to act as Agent/Applicant:	
Applicant/Agent:	Day phone:
Address:	

I/We, the undersigned owner(s) of record of the fee interest in the above noted land for which an application for a permit, business license or other City entitlement is being requested, do certify that:

- I. Business Licenses: I am aware of the Home Occupation Permit being requested and the applicant has my/our full consent to operate the home occupation at this location; **OR THAT**

- II. Building Permits, Land Use Permits: Such application may be filed and processed with my/our full consent. The applicant is authorized to act as our agent in all contacts with the City in connection with this matter. I/We hereby grant the City of Ojai or any of its authorized agents the right to enter upon the land described herein at any time during normal business hours for the purposes of site inspection in advance of City action on the Land Use Permits; inspection of any construction, grading or other development activities following any land use permit approval or evaluation of the satisfactory completion of development authorized through land use permit approval, including continuing compliance with any conditions of approval.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Property Owner Signature	Date
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For Internal Use:

APN		Floor Area Ratio	
Land Use		Height Limit	
Zoning		Landscaping	
Minimum Lot Size		Parking	
Setbacks		Site Coverage	

Required Design Review
Meets Original Conditions of Approval
Formula Business
Overlay Districts: Thoroughfare Corridor (see handout) Special Housing Overlay (see handout)
Special Consideration: Creekside (applies to any property adjacent to or crossed by a creek or stream) Hillside (applies to all subdivisions, uses, and development on slopes of fifteen (15%) percent or greater. Archaeology site (check map): on site within 300 ft Distance from site _____
Area Design Guidelines: (Is project subject to any of the following?) Arcade Plaza Architectural Guidelines Arcade Storefront Ojai Redevelopment Area Statement of Theme East Ojai Avenue Design Guidelines Village Mixed Use Bryant Industrial Area Plan
Other studies: Bicycle and Pedestrian Master Plan Community Forest Management Plan

Complete Streets Policy	
<p>Specific Land Use Issues: (Check any that are proposed:)</p> <p>Bed and Breakfast</p> <p>Child Day Care</p> <p>Guest House</p> <p>Motor Vehicle Sales</p> <p>Motor Vehicle Service Centers</p>	<p>Outdoor dining</p> <p>Second Residential Units</p> <p>Service Stations</p> <p>Service Station Conversion</p> <p>Telecommunications</p> <p>Formula Business</p> <p>Recycling Facilities</p>
<p>Associate permits:</p> <p>Work under trees</p> <p>Proposed work on trees</p> <p>Subject to Public Art requirement</p> <p>Historic</p>	