



City of Camarillo
 Department of Community Development
PLAN REVIEW
 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%;">Application</td> <td style="width: 50%;">Project No.</td> </tr> <tr> <td>RE Zone _____</td> <td></td> </tr> <tr> <td>Plan Review _____</td> <td></td> </tr> <tr> <td>Plan Modification _____</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>	Application	Project No.	RE Zone _____		Plan Review _____		Plan Modification _____		Fee _____		Received by _____		Date Filed _____		HTE No. _____	
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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.

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 project/modification being applied for: _____</p> <p>Number of Units in Project _____ Description _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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PLAN REVIEW

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	Will grading create any slopes steeper than 3:1 or higher than 4 feet? _____
	Buildings _____
	Topographical / Vegetation _____

BUILDINGS	Building Materials: (Living area _____ sq ft.; Garage area _____ sq ft.)
	Roofing _____
	Walls / Colors & Materials _____
	Windows / Tint / Frames _____
	Trim / Color & Materials _____
	Type of Construction _____

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

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.	
	Staff Use	LIST
	<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Development Plans – 1 copy (folded and collated)
	<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Reduced copy of the development plans – Maximum size 11" x 17"
	<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Materials board – Maximum size 9" x 15" flat (photos only)
	<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Filing Fees
	<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Photos of existing residence
	<input type="checkbox"/> rqd. <input type="checkbox"/> rcvd.	Post-Construction Stormwater Management Plan on City Form
<i>(For an explanation of each item above, refer to the "Application Material Descriptions" section)</i>		

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
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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
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APPLICATION MATERIAL DESCRIPTIONS

DEVELOPMENT PLANS

The application package shall include copies of the development plans. The development plans shall include site plans, floor plans, exterior elevations, building sections and roof plan.

The site plan shall show all area proposed for landscaping, parking circulation, loading, pedestrian areas, building areas, and the treatment of 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) and proposed phasing.

The floor plans shall be drawn at a scale of 1/4" = 1 foot or 1/8" = 1 foot. All rooms shall be labeled and dimensions shall be provided of the rooms and overall building. Building square feet for the first and second floor areas shall be noted as well as the garage and any accessory buildings. Elevations of all exterior walls shall be provided with all exterior finishes labeled. Dimensions shall be provided indication the height of the building. A roof plan shall be included showing all features of the roof including skylights, solar panels, etc. A building section shall be drawn to provide an indication of interior volumes and exterior height.

MATERIALS BOARD

A materials board shall be submitted with each Plan Review 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, and doors. The materials board shall have references as to the name and project number of the material sample. *Do not include samples of stone tile, etc.* **The maximum size of a materials board shall be a flat 9" x 15".** Once submitted, the materials board will be kept on file with the Community Development Department.

PLAN REVIEW

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.

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.

PLAN REVIEW

Community Development Department Use

STAFF

Project No. _____ Related Cases _____
Application Filed _____ Received by _____

ADMINISTRATIVE ACTION

APPROVED / DENIED

Signed _____ Date _____

Comments/Conditions _____



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.