



City of Ojai
Community Development Department

Project _____
Received _____
Date _____

PLANNING COMMISSION/ CITY COUNCIL

- Concept Review Design Review Permit Conditional Use Permit Sign/Sign Plan Lot Line Adjustment
- Tentative Parcel/Tract Map Text Amendment Zone Change Variance Other

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information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct.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 _____ **Date** _____
Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.



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CONCEPT REVIEW APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS:

- Completed Application Form Signed by Property Owner or letter-authorizing Representative to sign
- Filing Fee of \$450.00 + \$225 per hour
- Site Plan-12 sets (preferably 11 x 17)

RECOMMENDED, BUT NOT MANDATORY:

- Colored Rendering of Exterior Building Elevation Plans
- Material/Color Board
- Photographs of Site and Adjacent Buildings
- Property Owner (300-foot radius) mailing labels generated by Ventura County GIS Department
- 12 sets Exterior Building Elevation Plans
- 12 sets Preliminary Landscape Plans
- Narrative

PROJECT DESCRIPTION

I _____ understand this application does not constitute a formal application for a project under Government Code Section 65920, et. Seq., the Permit Streamlining Act, and State mandated time limits for approval do not apply until a formal application is accepted as complete by the City.

Note: Only one Concept Review will be considered for one project.