



**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information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct.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**

Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.

**Date**



**City of Ojai**  
Community Development Department

# 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.