



## **DIRECTORS EXEMPTION FROM PLANNING COMMISSION REVIEW OF A DESIGN REVIEW PERMIT**

### **INSTRUCTIONS FOR SUBMITTING APPLICATIONS**

The Community Development Department reviews proposals for new developments, as well as changes to existing uses and development. Generally, the review is to ensure conformance with the City's General Plan and compliance with the City's Zoning Ordinance.

Certain projects proposed in the City of Ojai require a Design Review Permit (DRP). Specifically, the following projects require a DRP (Ojai Municipal Code Section 10-2.2003):

- (a)
  1. All applications for building permits, other than an application for the construction of or an improvement to a single-family residential dwelling in a single-family zone; provided, however, that if the application for a building permit is for the construction of a single-story residential dwelling equal to or in excess of twenty-four (24') feet in height, a two (2) story single-family residential dwelling or a second story addition to an existing single-family residential dwelling or single-family residential dwellings within a subdivision by the subdivider thereof, the application shall be subject to review by the Commission;
  2. All applications for construction or reconstruction of any building or structure requiring a conditional use permit, minor variance, planned development permit or variance;
  3. Any construction (whether or not a building permit is required) which affects the exterior elevation of any existing building or structure other than a single-story single-family residential dwelling;
  4. A change in the use of an existing commercial or industrial building which will require additional parking; and
  5. Any exterior alteration (whether or not a building permit is required) that modifies the structure, architectural details or visual characteristics, such as paint color, surface texture, grading and paving, of any property located within the C-1 (general/commercial), BP (business/professional commercial) and VMU (village mixed use) zones; provided, however, that the foregoing provisions of this subsection shall not apply to routine maintenance of existing structures.
- (b) So long as the design criteria for a second residential unit set forth in Section 10-2.1709(d) are met as determined by the Director, and provided that the second residential unit does not entail two-story construction or alteration of the second story of an existing two-story principal residence, a Design Review Permit shall not be required pursuant to this Section. At the applicant's discretion (with or without a Director's determination), a Design Review Permit may be sought directly from the Commission, in which case, the Commission's decision shall be final.
- (c) So long as the design criteria set forth in Section 10-2.1709(d) are met as determined by the Director, and provided that a home split (as defined in Section 10-2.3602) does not entail two-story construction or alteration of the second story of an existing two (2) story principal residence, a Design Review Permit shall not be required under Section 10-2.2003 for exterior physical alterations to the existing principal residence or expansions of up to ten (10%) percent of the existing floor area. (§ 3, Ord. 771, eff. February 13, 2004, as amended by §§ 3, 6, Ord. 826, eff. June 28, 2013, and § 4, Ord. 840, eff. June 13, 2014)

Article 20 Design Review Permits states in Sec. 10-2.2003. Applicability. (b) Notwithstanding the provisions of this section, the Director shall be empowered to exempt from design review by the Commission those projects which, in his or her opinion, are minor in nature and the review of which by the Commission would not serve to carry out the purposes of this article.

Examples of typical minor projects not necessarily requiring a hearing by the Planning Commission are as follows: change in use, installation of awning, change in elevation, change in landscaping, new paint color, alterations to windows, exterior doors, new construction of accessory structure, new construction of a pool.

The list above is not all inclusive and therefore if there is a question on whether your project qualifies for a Directors Exemption (DE) please contact the Community Development Department and request a meeting prior to submitting. If it is determined that the project is not minor and a public hearing is necessary, then the Director's Exemption may be referred to the Planning Commission for a public hearing. However, in accordance with Article 30, the Director's decision to deny the request to grant an exemption from Planning Commission review is appealable to the Planning Commission.

In order to process a Directors Exemption (DE) the following Design Review Permit Exemption application shall be submitted.

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

Ojai City Hall	Monday through Friday 8:00 a.m. to 5:00 p.m.
401 S. Ventura Street	
Ojai, CA 93023	Phone: (805) 646-5581 Ext. 112

#### **A. SUBMITTAL PROCEDURE**

- Make an appointment with a Planner 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 will not be accepted.
- Projects that require multiple permits shall be filed concurrently.
- Within 30 days from the date the application is filed, staff will determine whether or not the application is complete. You will be notified when the status of the project changes.

- 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")

If approved a Director's Exemption will receive a written approval letter subject to a 15-day appeal period in accordance with Article 30, the Director's decision is appealable to the Planning Commission. The approval will be posted to the City's Website and will be routed to the City Council and Planning Commission during the appeal period.

**B. ITEMS / DOCUMENTS REQUIRED FOR SUBMITTAL** (utilize check boxes to document completion of required item)

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. **PROOF OF OWNERSHIP**, e.g. Copy of recent Title Report or Deed, which includes a legal description of all properties included in the application.
3. **FEES** – Base Fee \$450.00 plus \$225.00 per hour. Payable to the City of Ojai upon submittal of a complete application. 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.
4. **COVER LETTER TRANSMITTAL FORM** – Listing all submitted materials (this is required for initial submittal and any resubmittals)
5. **PROJECT DESCRIPTION** – Describing the proposal including new or changed uses, structures, and improvements
6. **PROJECT DESIGN PLANS – NUMBER OF SETS REQUIRED:**
  - One (1)** plan set, 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 size set 11" x 17" (must be legible)
  - One electronic copy (digital)**

*Due to the minor nature of Design Review projects, not all of the following will be required. Example: A project proposing a change in exterior paint will require photos of the existing exterior elevations and a color elevation of the proposed change including description of the paint color. You are advised to contact the Community Development Department to determine those items required for your projects based on a written project description.*

**7. PROJECT DESIGN PLANS** – Shall include a Site Plan and, as necessary, elevations floor plans, etc. – depending on the project.

Items that must be included on the Site Plan:

**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.

**a. ASSESSOR'S PARCEL NUMBER**

**b. SITE and BUILDINGS** (fully dimensioned, including garage doors, pool equipment, etc., shown to scale on plot plan)

North Arrow and scale of drawing (minimum scale is 1 inch equals 20 feet)

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)

Footprint of all buildings on lots directly abutting the site, up to 100 ft. beyond property lines for large parcels 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, and type/location of lighting

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 and proposed or existing use thereof D 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

Base flood and finished floor elevations as determined by the City's Public Works/Engineering Department

**c. CHANGES TO LANDSCAPING REQUIRES THE FOLLOWING:**

**PRELIMINARY LANDSCAPING PLAN** (may not be needed for single-family residential depending on size)

Planting plan on separate sheet identifying all existing and proposed landscape material, including trees, shrubs, and ground cover, showing plants by species, quantities, sizes, spacing and location.

All existing and proposed landscaped areas, with calculations showing percentage of landscaping required by City Guidelines and total percentage provided on plan.

Outdoor lighting, placement and type.

Water efficient criteria per Ojai Municipal Code Article 12 Landscaping Standards

**d. CHANGES TO ELEVATION REQUIRES THE FOLLOWING:**

**ELEVATION PLAN** (separate sheet or with floorplans)

Elevations labeled appropriately as north, south, east and west

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.

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

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

All wall-mounted equipment, gutters, and down spouts

Label existing and proposed

**GENERAL NOTES:**

- All plans shall show the applicant/owner name, project location/address, and the name, address, phone number and state license number of the design professional that prepared the plans.
  - Each sheet in the set numbered.
  - Notes that are not readily delineated on the plans shall be placed in a "Note Section".
- Any revisions to plans shall be noted in the title box.
- All designs and plans must meet the criteria of all applicable State laws and regulations on architecture and engineering, i.e., signed by a registered professional.
- Folded plans - All plan sets are to be folded together to 8 1/2" x 11" file size, with title block to the outside. If modifications are made to the plans at a later date, ten (12) additional copies of each sheet modified (with revision date) must be provided and folded into the plan sets 15 days prior to the Planning Commission (PC) or City Council (CC) meeting at which the project will be discussed.
- Submitted plans are the property of the City of Ojai and **are not returnable**.
- Plans submitted with the initial application are distributed for review by other City Departments as needed.
- **Note:** Upon approval of plans by the appropriate governing body (PC or CC), plans may require the stamp and signature of a licensed architect or engineer to validate the permit.

**8. COLOR RENDERING**

- Color rendering of exterior building elevation plans.
- Exterior artists' perspective that accurately represents the completed project

**9. MATERIALS/COLORS**

- Color/Material Board not to exceed 8-1/2 x 14 inches
- A quality photo that accurately and correctly represents the project can be substituted
- Fully display exterior materials and paint colors.
- Samples of Samples of each proposed color including name and code number
- Sample of each proposed type and texture of materials
- Colors/materials keyed to indicate location on exterior building elevation plan

**10. PHOTOGRAPHS**

- Photographs of the property and adjacent sites within 100 feet, including any existing structures on the property, streetscape, and adjacent properties on same side of street showing existing conditions and/or buildings.
- Photos labeled to identify content and date taken.

**11. DETAILS OF ANY PROPOSED EXTERIOR DARK SKY LIGHT FIXTURES****Certification**

I (print name), \_\_\_\_\_ 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 deem the submittal incomplete (within 30 days of filing) for lack of any of the aforementioned information. If the application is deemed incomplete, it will not be processed until all required materials are received, which may unnecessarily extend the application processing time.

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Signature

Date



**DIRECTORS EXEMPTION  
FROM PLANNING COMMISSION REVIEW  
OF A DESIGN REVIEW PERMIT  
APPLICATION**

Project No. \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

Project Name \_\_\_\_\_

Project Address/APN: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax/E-mail: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax/E-mail: \_\_\_\_\_

Project Description/Narrative: Please explain why the project is minor \_\_\_\_\_

Explain why a Planning Commission **public hearing is not necessary** \_\_\_\_\_

Does the project entail any ground disturbance? Activities such as grading, foundation work, removal? \_\_\_\_\_

**ATTACH ADDITIONAL INFORMATION IF NEEDED TO DESCRIBE PROJECT IN DETAIL.**

Check the type of project:

Change in use	Installation of awning
Change in elevations	Changes to landscaping
Paint color new	Windows, doors
New construction of accessory structure	New construction of pool
Upgrade/repair accessory structure	ADA ramp
Exterior upgrades/repair in non-single family zone	Change in roofline
Screening for roof mount equipment	Construction of trash enclosure
Parking lot replacement, re-striping	Fence
Re-roof in non-single family zone	
Other:	

**AFFIDAVIT:**

I declare that I am the owner / representative (circle 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 understand that prior to determining the project hearing date or taking action, 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 meeting(s).

<b>Signature of Property Owner</b> <i>Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.</i>	<b>Date</b>
<b>Signature of Representative</b>	<b>Date</b>

## 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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