



# City of Moorpark

## Universal Application

### Community Development Department

CDD Use Only:  
Case Number(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit this application in person, along with the required submittal materials.  
**Incomplete applications will not be accepted.**

Identify requested action(s) below:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Administrative Exception       | <input type="checkbox"/> Lot Line Adjustment             | <input type="checkbox"/> Specific Plan           |
| <input type="checkbox"/> Administrative Permit          | <input type="checkbox"/> Modification                    | <input type="checkbox"/> Specific Plan Amendment |
| <input type="checkbox"/> Conditional Use Permit         | <input type="checkbox"/> Parcel Map                      | <input type="checkbox"/> Tentative Tract Map     |
| <input type="checkbox"/> Commercial Planned Development | <input type="checkbox"/> Permit Adjustment               | <input type="checkbox"/> Variance                |
| <input type="checkbox"/> General Plan Amendment         | <input type="checkbox"/> Pre-Application                 | <input type="checkbox"/> Zone Change             |
| <input type="checkbox"/> Industrial Planned Development | <input type="checkbox"/> Residential Planned Development | <input type="checkbox"/> Other: _____            |

Please Type or Print in Blue or Black Ink

### Project Description: (Attach additional sheets if necessary)

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

Other Description of Location: \_\_\_\_\_

Area of Subject Parcel: \_\_\_\_\_ Acres      \_\_\_\_\_ Square-Footage

Brief Project Description: \_\_\_\_\_

### Applicant:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)      (City, State and Zip Code)

\_\_\_\_\_  
(Phone)      (Email)

### Owner:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)      (City, State and Zip Code)

\_\_\_\_\_  
(Phone)      (Email)

### Developer: (if applicable)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Street Address)      (City, State and Zip Code)

\_\_\_\_\_  
(Phone)      (Email)

**Neighboring Uses:**

**Describe use(s) on property to:**

North \_\_\_\_\_ East \_\_\_\_\_  
South \_\_\_\_\_ West \_\_\_\_\_

Please list the names, title (applicant, engineer, architect, etc.), email, and phone number for each party who should receive a copy of the staff report prior to public hearings. Copies will be sent electronically. Paper copies of the reports may be mailed at an additional cost for the applicant. Should you desire a paper copy of the report, please give your case planner a written list of names and addresses at least 10 business days prior to your hearing date.

_____	_____	_____	_____
Name	Title	E-mail	Phone Number
_____	_____	_____	_____
Name	Title	E-mail	Phone Number
_____	_____	_____	_____
Name	Title	E-mail	Phone Number
_____	_____	_____	_____
Name	Title	E-mail	Phone Number

**Affidavit:**

I hereby consent to and make application for the above reference land use actions and certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge. I further acknowledge that the burden to justify the approval of this request is mine alone, and that neither City staff nor other City officials are under any obligation to support or approve the requests contained herein.

**Signature of Applicant:**

**Signature of Property Owner**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Date**

If there are multiple property owners, please attach a consent letter for each owner. For pre-applications, Administrative Permits, Planned Development Permits, Conditional Use Permits and modifications to such, if owners(s) refuse or are unable to sign, a copy of lease, or title report may be submitted. Property owner must sign for all other applications. For persons with Power of Attorney for property owner, please submit Power of Attorney documentation with this application.

<b>Community Development Department Use Only</b>		
<b>Date Filed:</b> _____	<b>Date Deemed Complete:</b> _____	<b>Zoning :</b> _____
<b>Case Planner:</b> _____	<b>Related Cases:</b> _____	<b>General Plan:</b> _____
<b>Application Fee:</b> _____	<b>Control Code:</b> _____	

**PROJECT SITE:**

1. Hazardous Materials:

Would your existing or proposed tenants utilize any type of material(s) which can be placed into one of the following four categories?

- a. Toxic:
- b. Corrosive:
- c. Ignitable:
- d. Reactive:

If yes, please give further explanation. (Use additional page if necessary). If hazardous material or waste is identified, then occupancy must be reviewed by the Planning Commission (under 20,000 square feet or less) and City Council (over 20,000 square feet).

2. Social

- a. Are there any residents on the site? (If so, how many)
- b. Are there any employment opportunities on the site? (If so, how many?)
- c. Will the proposal reduce currently available low and/or very low income housing through changes in use or demolition?

Fill in Item 3 if project is RESIDENTIAL

3. Project Description

a. Type of development:

- Single Family    Two Family  
 Multifamily    Townhouse    Condominium

- b. Number of structures:
- c. Height:
- d. Number of bedrooms:
  - 1 bedroom  2 bedroom
  - 3 bedroom  4 or more bedroom
- e. Total Gross density (DU/total acres):
- f. Net density (DU/total acres minus any dedication):

Fill in items 31-53 if project is COMMERCIAL or INDUSTRIAL

4. Project Description

- a. Type(s) of land use:
- b. Floor area:
- c. Height:
- d. Number of stories of structure:
- e. Type of construction used in the structure:

5. Describe major access points to the structure and the orientation to adjoining properties:

6. Number of on-site parking spaces provided (9' X 20'):

Standard:

Accessible:

7. Percent of site in road and parking surface:
  
8. Number of loading spaces provided (12' X 50'):
  
9. Estimated number of employees per:
  - a. Shift:
  
  - b. Total:
  
10. Estimated number of customers per:
  - a. Day:
  
  - b. Basis of estimate:
  
11. Estimated range of service area (miles) and basis of estimate:
  
12. Type/Extent of operation not in enclosed building:
  - a. Hours of operation:
  
  - b. Size and use of outside storage:
  
13. Estimated No. of truck deliveries/loadings per day (if any):
  
14. Estimated number of truck deliveries/loading between:

a. 7:00 a.m. & 7:00 p.m. (if any):

b. 7:00 p.m. & 7:00 a.m. (if any):

15. Area of landscaping (sq.ft.):

16. Area of natural open space that is part of the project (sq.ft.):

17. Percent of parking area to be landscaped:

18. Percent of parking area covered by tree canopy at 50% maturity:

19. Type(s) of screening/fencing to be provided:

20. Describe all proposed signs.

a. Number:

b. Type:

c. Size:

d. Location:

21. If applicable, will existing signs be removed? If so, describe:

22. How will security be provided on site?

23. Will project be developed in phases? If so, describe each phase in detail (attach sheets, if necessary):

24. Describe any potential noise sources associated with the project. If applicable, also describe what methods would be used to reduce the noise so as not to be objectionable to surrounding uses (attach sheets, if necessary):
  
25. Describe any uses or operations producing significant light or glare. If applicable, describe what methods would be used to shield, enclose or otherwise control light or glare so as not to be objectionable to surrounding uses (attach sheets if necessary):

Fill in items 26 - 27 if project is other than residential, commercial or industrial.

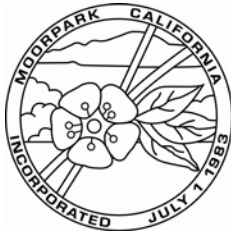
26. Project Description
  - a. Type of project:
  
  - b. Type of facility to be provided:
  
  - c. Square feet of enclosed structures to be provided:
  
  - d. Height of structures?  
Maximum:  
Minimum:
  
  - e. Ultimate occupancy load of project:
  
  - f. Number of on-site parking spaces to be provided:

g. Square feet of road and paved surfaces:

h. If the project will result in any new employment opportunities describe the nature and type of these opportunities:

27. How many vehicle trips per day will be generated by the project?





# City Of Moorpark

## Reimbursement Agreement

Community Development Department

CDD Use Only
Case Number(s):

I, the undersigned property owner or applicant, hereby authorizes the City of Moorpark to review the submitted Plans for the above named referenced permit/entitlement request(s) in accordance with the Moorpark Municipal Code including Title 17 Zoning. I am herewith depositing \$\_\_\_\_\_ to cover staff review, coordination and processing cost based on real time expended.

I understand that if the final cost is less than the deposit fee, the unexpended portion will be refunded after receipt and approval of a written request. I further understand that if the final cost is more than the deposit fee, within 30 days of receiving billing from the city, I shall pay the balance due not to exceed seventy five percent (75%) of the deposit fee unless the City Council authorizes collection of more than 75% of the deposit fee, I also understand that the City Council may approve the collection of an additional deposit.

Pursuant to the Zoning Code, Discretionary Permits may only be granted if all billed fees and charges for processing the application request that are due for payment have been paid. If in the course of processing such plans, the applicable billed fees and charges have not been paid, the City may, after a hearing deny such plans based upon the applicant's failure to pay said fees and charges.

\_\_\_\_\_  
Name of Property Owner or Designee (print or type)

\_\_\_\_\_  
Address of Property Owner (do not use Post Office Box)

\_\_\_\_\_  
Name of Applicant (if different than Principal)

\_\_\_\_\_  
Address of Applicant (do not use Post Office Box)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(If Corporation, list corporate officer(s) authorized to act on behalf of the corporation.)



# City of Moorpark

## Project Site Sign Posting Community Development Department

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### **CASES REQUIRING PUBLIC NOTICE SIGNAGE INCLUDE:**

Zone Changes

Conditional Use Permits

Variances

Planned Development Permits

Tentative Tract Permits

Modifications

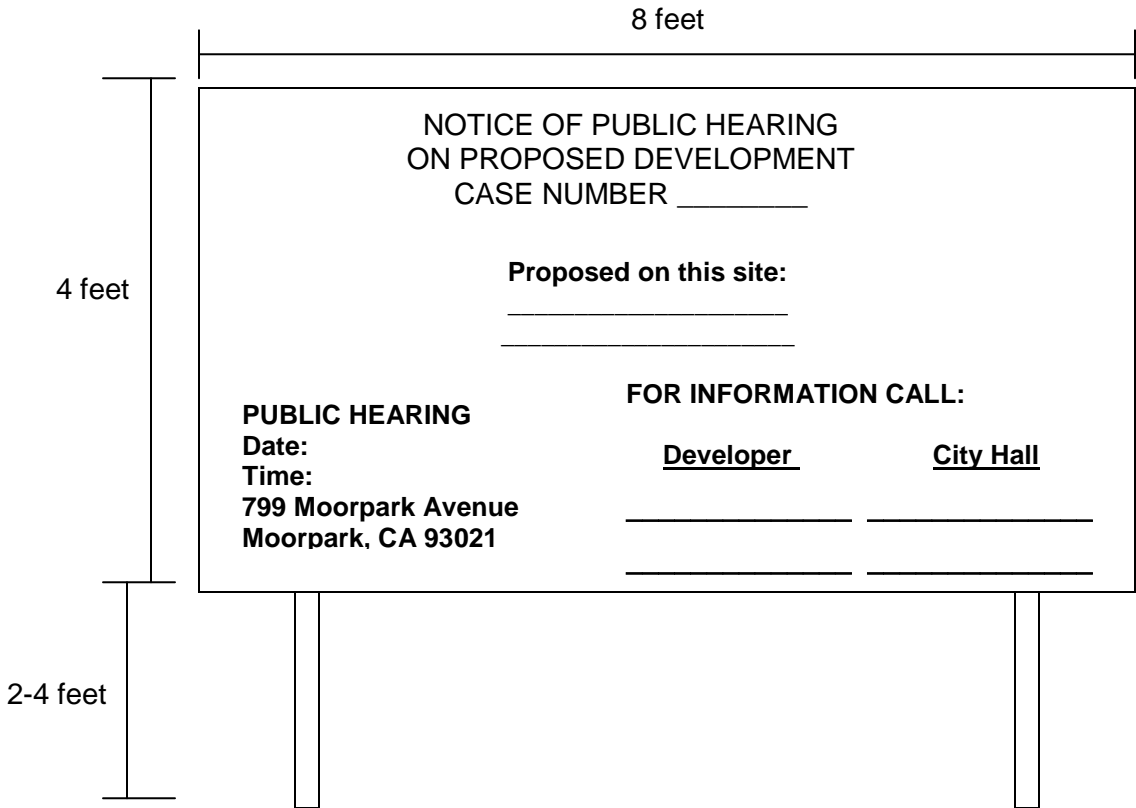
Specific Plan

Parcel Maps

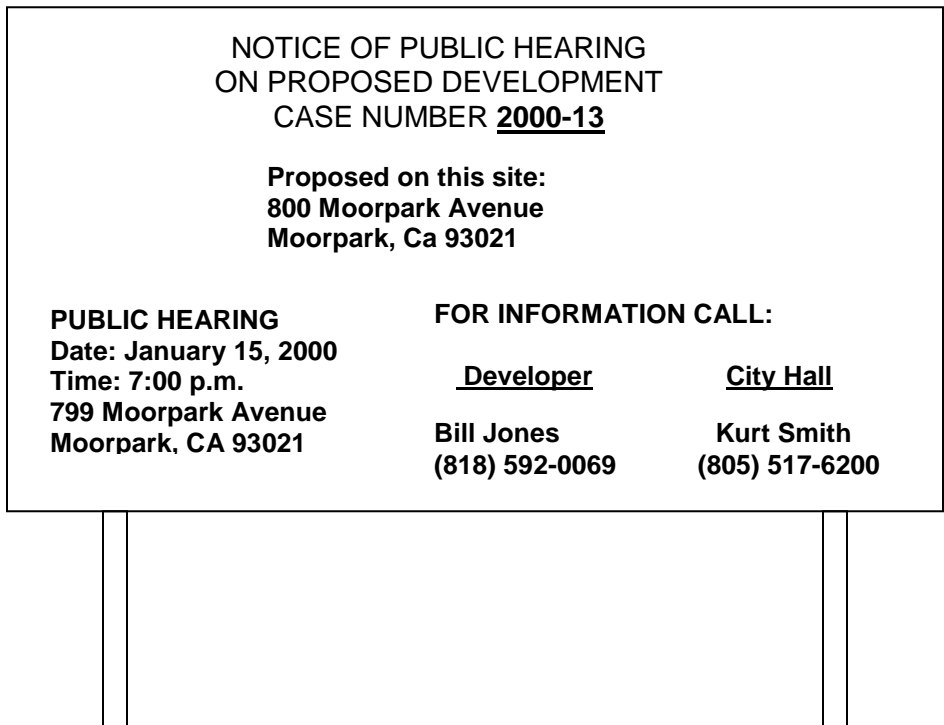
### REQUIREMENTS:

1. Size: Shall be thirty-two (32) square feet in sign area.
2. Height: Shall not exceed eight (8) feet.
3. Location: Not less than five (5) feet inside the property line in residential zones, and not less than one (1) foot inside the property line in commercial and industrial areas. The location selected shall be the location most visible to the public. Where no clear street frontage exists, or where multiple frontages exist, the location shall be approved by the Community Development Director.
4. No illumination.
5. One sign per street frontage of the property to which it refers.
6. Sign shall include only the following factual information:
  - A. Appropriate heading (Example: NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT).
  - B. Appropriate content as to type of project, number of units, etc. (Example: PROPOSED ON THIS SITE: 62 TOWNHOMES. Do not use descriptive words such as "luxurious," "elegant," etc.
  - C. Adequate space to note public hearing date, time and location. To be inserted when date for public hearing has been set at least eleven (11) days prior to the hearing date.
  - D. Adequate space shall be provided for the Developer and City Hall telephone numbers.
7. Dates shall be changed for Commission items continuing on to the City Council.
8. Signs must be removed not more than 12 days after final action by the City.
9. An affidavit certifying that a notice of public hearing sign was posted on the project site must be filled out and completed at least eleven (11) days prior to the date of the public hearing.

BLANK TEMPLATE:



SAMPLE SIGN WITH SAMPLE TEXT:







# City of Moorpark

## Sign Posting Affidavit

Community Development Department

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County of Ventura )  
                                  ) SS:  
State of California )

THIS IS TO CERTIFY that, pursuant to the provisions of Chapter 17.68 of the Moorpark Municipal Code, a notice of public hearing sign was posted on the property, the subject of the hereinafter described improvement project in the City of Moorpark.

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PROJECT

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APPLICANT

---

DATE FILED

---

DATE POSTED

---

DATED

---

---

APPLICANT

---

TITLE

Note: This affidavit must be completed and delivered to Moorpark City Hall no less than eleven (11) days prior to date of hearing. The affidavit may be mailed to:

City of Moorpark  
Community Development Department  
799 Moorpark Avenue  
Moorpark, CA 93021

Signed and verified this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

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Staff member, City of Moorpark, CA 93021



# City of Moorpark

## Sign Posting Acknowledgement

Community Development Department

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Please complete and sign the following:

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PROJECT

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APPLICANT

---

DATE FILED

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DATED

The applicant of the project as described above hereby acknowledges that the requirements of posting public notice signs pursuant to Chapter 17.68 of the Moorpark Municipal Code have been provided by the City and that the applicant has read and understood them. The applicant further acknowledges that failure to be post the required public notice sign at least eleven (11) days prior to the public hearing may result in the hearing being continued.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

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Applicant