



# CITY OF MOORPARK

COMMUNITY DEVELOPMENT DEPARTMENT | 323 Science Drive, Moorpark, California 93021  
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## ADMINISTRATIVE PERMIT APPLICATION SUBMITTAL REQUIREMENTS

The following list specifies information required for an Administrative Permit application submittal (see also city zoning code and subdivision ordinance requirements and following plot plan and elevation requirements). **For Alcohol Administrative Permits, see the [Alcohol Conditional Use and Administrative Permit Application Submittal Requirements](#) form.**

Required	Document	No. of Copies	Submitted
	Universal Application	1	
	Assessor's Parcel Map	1	
	Site Plan, Floor Plan, and Building Elevations	1	
	Detailed description of proposed use.	1	
	Digital copies of all submittal materials.	1	
	Application Fees or Deposit	1	

Required	Additional Requirements	No. of Copies	Submitted

### WORKING WITH MOORPARK COMMUNITY DEVELOPMENT

Our goal is to help you develop the best project possible, while meeting the City's goals and policies and complying with relevant laws and regulations. We understand that processing your application with minimal delays is important to you, and it is important to the City as well.

In the course of preparing an application for submittal, we strongly encourage you to reach out the Community Development Department early and often. We are here to help and welcome the opportunity to work with you to answer your questions and make the process proceed as smoothly and predictably as possible. **Contact us at (805) 517-6258 or [BErickson@moorparkca.gov](mailto:BErickson@moorparkca.gov) if you have any questions regarding your application.**

## ADMINISTRATIVE PERMIT APPLICATION SUBMITTAL CHECKLIST

<input type="checkbox"/> <b>UNIVERSAL APPLICATION</b>
<ul style="list-style-type: none"> <li>• <a href="#">Universal Application Link</a></li> </ul>
<input type="checkbox"/> <b>ASSESSOR'S PARCEL MAP</b>
<ul style="list-style-type: none"> <li>• Show the subject property clearly outlined or highlighted.</li> <li>• Assessor's parcel maps are available at the County of Ventura Assessor's Office, 800 South Victoria Avenue, Ventura, CA 93009-1270. Parcel maps may also be obtained online at: <a href="http://assessor.countyofventura.org/research/mappage.asp">http://assessor.countyofventura.org/research/mappage.asp</a></li> </ul>
<input type="checkbox"/> <b>ALL PLAN SUBMITTALS</b>
<ul style="list-style-type: none"> <li>• Scale (for example 1" = 100' or less, based on engineering scale) with a north arrow. Provide "Reference North" if true north is not perpendicular or parallel to the property lines. All plans (site, floor, landscape and engineering plans, etc.) shall face the same direction (preferably with north to the top or left of the page).</li> <li>• Title block including applicant's name, name of project (if any), project address, tract number and subdivision name (if applicable) and revision date.</li> </ul>
<input type="checkbox"/> <b>SITE PLAN</b>
<ul style="list-style-type: none"> <li>• Property boundaries, dimensions (length of property lines).</li> <li>• Existing land uses, buildings and other structures (show as an outline on the plan), including walls, fences, and other improvements located on the project site and within 50 feet of the project boundaries. Identify by type, such as single-family residence, retail store, office, 6-foot-tall block wall, garage, etc.</li> <li>• A table listing in square feet, acres and percentage: 1) building coverage; 2) impervious area(s); 3) landscape area(s); and 4) total land area 5) the number of parking spaces required (for each land use type) and number of spaces provided (by type), including standard, accessible, bicycle and motorcycle parking spaces. Refer to Section 17.32 <u>Off-Street Parking Requirements</u> of the Moorpark Municipal Code.</li> <li>• Required and proposed building setback dimensions, from building(s) to all property lines and between buildings. Show all required setbacks as dashed lines.</li> <li>• Height and materials (e.g., slumpstone, vinyl, wood, etc.) of existing and proposed walls and fences.</li> <li>• Location, size, type (pole-mounted, building-mounted, etc.), and lighting type (fluorescent, LED, etc.) of all exterior light fixtures.</li> <li>• Label and provide dimensions of landscape planters (existing and proposed).</li> <li>• Type of proposed paving materials, including asphalt, concrete, scored concrete and enhanced pavement.</li> <li>• Parking areas, showing dimensions, intended users (e.g., employees, customers, visitors, etc.), and striping/markings for parking spaces, painted arrows, loading areas, drive aisles, and driveway throats.</li> <li>• Show location of standard, motorcycle and handicap parking spaces, as well as location of bike racks. The specifications for parking space size and striping must be shown on the site plan. (Use the specification figures from Section 17.32 <u>Off-Street Parking Requirements</u> of the Moorpark Municipal Code.)</li> <li>• Identification and dimensions of loading areas and loading area striping, including ridesharing facilities.</li> <li>• Location and dimensions of existing and proposed curb cuts on the site, within 50 feet of the project boundaries, and across the street from the site. (If required for project.)</li> <li>• Location of any existing or proposed transit/bus stops within 50 feet of the project boundaries and across the street from the site. Show existing/proposed transit stop amenities (i.e., shelter, bench, bike racks, trash, and lighting). (If required for project.)</li> <li>• Identification and dimensions of existing and proposed sidewalks, curbs and streets.</li> <li>• Width and configuration of streets (including striping, deceleration lanes, left-turn pockets and medians, etc.) from which the development has access, and within 50 feet of the project boundaries. (If required for project.)</li> <li>• Location and identification of amenities, including site accessories and furnishings to be included in any outdoor private or common areas. Include outdoor seating areas, fountains, trash and recycling containers, and other similar street furniture.</li> <li>• Location, size, intent (e.g., tenant identification, directional, project identification) of existing and proposed directional, freestanding and monument signs.</li> <li>• Identification and dimensions of trash and recycling enclosures.</li> </ul>

## ADMINISTRATIVE PERMIT APPLICATION SUBMITTAL CHECKLIST

<input type="checkbox"/> <b>FLOOR PLAN</b>
<ul style="list-style-type: none"> <li>• Existing and proposed building dimensions (outside of wall to outside of wall).</li> <li>• Existing and proposed use, dimensions and square footage of each existing and proposed room, including dining area, bars, restrooms, kitchen areas, utility closets, offices, etc. Show a fixture and seating layout if project is a restaurant, church or any use with fixed seating. Provide fixture and shelving layout for stores and other uses with such items. If applicable, show location of alcohol storage, coolers, and shelving. Show dance floor or entertainment areas, if applicable.</li> <li>• Location of doors and windows. Specify purpose of doors, such as main entrance, employee entrance, etc.</li> </ul>
<input type="checkbox"/> <b>BUILDING ELEVATIONS (if exterior work is proposed)</b>
<ul style="list-style-type: none"> <li>• Existing and proposed building elevations.</li> <li>• All building sides, with dimensions specified, including any interior courtyard and/or recessed elevations, include these as well. Label elevations with north, south, east and west, including a reference point.</li> <li>• Architectural features, including windows, doors, trim, exterior light fixtures, roof overhangs, materials, colors, etc.</li> <li>• Product, finish and color specification of exterior building materials, wall-mounted lighting, and other features (consistent with materials board).</li> <li>• Height of each building, measured from average grade to highest point of the structure and from the average curb height of the adjacent public street(s) to average grade of the site.</li> <li>• Height allowed by City Code, illustrated with a dashed line with dimension labeled.</li> <li>• Trash and recycling enclosures. Indicate color and materials of the enclosure, gates and cover.</li> <li>• All wall-mounted gutters, downspouts, and roof drains.</li> <li>• Cross-section of the site, showing berms and bioswales relative to the building, parking area, courtyards, etc., to accurately depict site massing. Cross-sections to be horizontally and vertically to scale, with dimensions shown. (If required for project.)</li> <li>• Section showing that parapet walls (or roof wells) will prevent visibility of roof-mounted equipment from adjacent roads and other prominent viewpoints.</li> <li>• If proposal is an addition, show how addition fits with existing building.</li> <li>• Location of existing building signs. Include notations for signs to be removed. (If required for project.)</li> <li>• Location of proposed building signs, including placeholder business names, materials, and dimensions. (If required for project.)</li> <li>• Perspective drawings may not be submitted instead of elevations.</li> </ul>
<input type="checkbox"/> <b>DESCRIPTION OF PROPOSED USE</b>
<ul style="list-style-type: none"> <li>• Provide a detailed description of the proposed use. Be as <u>specific</u> as possible and include hours of operation, hours open to the public, and anticipated delivery schedules.</li> </ul>
<input type="checkbox"/> <b>DIGITAL COPIES OF ALL SUBMITTAL MATERIALS</b>
<ul style="list-style-type: none"> <li>• All digital copies should be flat .PDF or .TIF files, emailed as an attachment or provided via weblink.</li> </ul>
<input type="checkbox"/> <b>APPLICATION FEE DEPOSIT</b>
<ul style="list-style-type: none"> <li>• Fees required per City's adopted <a href="#">fee schedule</a>. All checks should be made payable to "City of Moorpark".</li> </ul>