

Moorpark

Application Submittal Requirements

Administrative Permit / Administrative Exception/ Permit Adjustment

Community Development Department

The following list, as identified by City Staff, specifies information that is required in order for you to submit your permit application (see also city zoning code and subdivision ordinance requirements and following plot plan and elevation requirements):

Submittal Requirements by _____ Date: _____ Application Reviewed by _____ Date: _____

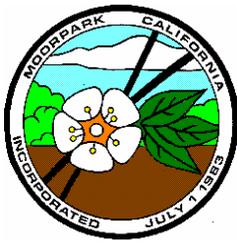
Required # Submitted

Community Development Department Requirements

- | | | | |
|--------------------------|---|--|--------------------------|
| <input type="checkbox"/> | 1 | Universal Application Form | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Application Fee Deposit(s) per adopted fee schedule (attached) | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Fee Reimbursement Agreement | <input type="checkbox"/> |
| <input type="checkbox"/> | 4 | Site plan, floor plans and elevations | <input type="checkbox"/> |
| <input type="checkbox"/> | 4 | Maps showing existing and proposed additions and alterations. | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Description of proposed use (Be as specific as possible). For a Commercial or Industrial uses, include hours of operation, hours open to the public, and anticipated delivery schedules. | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | 3" x 4" location map identifying site | <input type="checkbox"/> |
| <input type="checkbox"/> | 1 | Electronic Image (.JPG or .TIF) of all plans and drawings. | <input type="checkbox"/> |

Additional Requirements

- | | | | |
|--------------------------|---|--------|--------------------------|
| <input type="checkbox"/> | — | Other: | <input type="checkbox"/> |
| <input type="checkbox"/> | — | Other: | <input type="checkbox"/> |
| <input type="checkbox"/> | — | Other: | <input type="checkbox"/> |



Moorpark

Universal Application

Community Development Department

CDD Use Only
Case Number(s):

Note to applicants: This application MUST be accompanied by all required submittal materials and fees, as noted on the Submittal Requirements for each request, prior to acceptance by the Community Development Department. **Incomplete applications WILL NOT BE ACCEPTED.**

Type of Project:

- Residential Commercial Industrial Other

Identify requested action(s) below:

- | | | |
|--|---|--|
| <input type="checkbox"/> Certificate of Compliance | <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Development Agreement |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Parcel Map |
| <input type="checkbox"/> Parcel Map Waiver | <input type="checkbox"/> Planned Development Permit | <input type="checkbox"/> Sign Permit/Program |
| <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Specific Plan Amendment | <input type="checkbox"/> Tentative Tract Map |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Zone Change | <input type="checkbox"/> Pre-application |
| <input type="checkbox"/> Administrative Permit | <input type="checkbox"/> Administrative Exception | <input type="checkbox"/> Other _____ |
- Modification to Permit No. _____ Permit Adjustment for Permit No. _____

Please Type or Print in Blue or Black Ink

Applicant:

Property Owner:

(Name)

(Address)

(City, State, ZIP)

(Phone) (E-mail)

(Name)

(Address)

(City, State, ZIP)

(Phone) (E-mail)

Project Location:

Street Address of Project: _____

APN: _____ Lot/Tract: _____

Other Description of Location: _____

Project Description:

Thoroughly describe the proposed project. Including all components for which permits are requested. Attach additional sheets if necessary. _____

Project Site Description:

Number of existing parcels ____ Area of subject parcel(s): ____ ac. / ____ s.f.

Number of proposed lots (if different from existing) _____

Street(s) property is accessed from: _____

Existing structures on site? Yes No (circle one) If yes, describe. Include square footage, height, function, habitability, and whether proposal calls for the removal of the structure(s).

Neighboring Uses:

Describe use(s) on property to:

North _____ East _____

South _____ West _____

Affidavit:

I hereby consent to and make application for the above referenced 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:

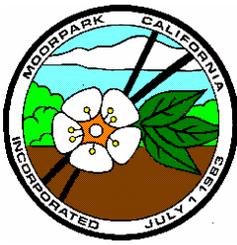
Signature of Property Owner:

Date Date

If there are multiple property owners, please attach a consent letter for each owner. For pre-applications, sign permits, Administrative Permits, Planned Development Permits, Conditional Use Permits and modifications to such, if owner(s) refuse or are unable to sign, a copy of lease, or title report (where mineral rights are involved) 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.

Community Development Department Use Only

Date Filed ____ / ____ / ____	Date Deemed Complete ____ / ____ / ____	Date of Environmental Determination ____ / ____ / ____
APN: ____-0-____	Case Planner _____	<input type="checkbox"/> ND <input type="checkbox"/> MND <input type="checkbox"/> EIR <input type="checkbox"/> Exempt Class ____
Current Zoning _____	Current G.P. Des. _____	Related Cases _____
Fees Paid \$ _____	Receipt No. _____	Project Billable? <input type="checkbox"/> YES <input type="checkbox"/> NO
Control Code _____	Applicant I.D. _____	Final Disposition <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> WD
Expiration Date ____ / ____ / ____	Extended to ____ / ____ / ____	Extended to ____ / ____ / ____
Notes: _____		



Moorpark

Plan Folding Requirements

Community Development Department

All Plans must be folded to these requirements before submittal of application and plans.

