

# Moorpark

## Application Submittal Requirements

### Appeal of Staff/Planning Commission Decision

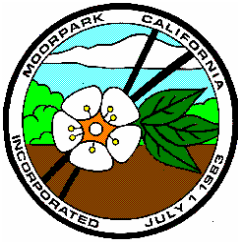
Community Development Department

---

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
<b>Community Development Department Requirements</b>			
<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"/>	1	Letter stating the following: Decision to be appealed (include decision maker, case number and date of decision) Grounds for appeal of decision Action Requested	<input type="checkbox"/>
<input type="checkbox"/>	1	Any supplemental information that would support your appeal (photos, data, research, etc.)	<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"/> Other _____           |
| <input type="checkbox"/> Modification to permit marked | <input type="checkbox"/> Pre-application for checked items |  |

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:**

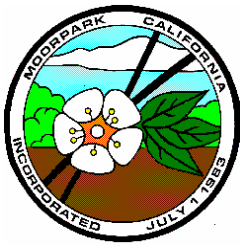
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

If there are multiple property owners, please attach a consent letter for each owner. For pre-applications, sign permits, Planned Development Permits, Conditional Use Permits and modifications to such, if owner(s) refuse or are unable to sign, provide 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 ____ / ____ / ____	Extended to ____ / ____ / ____
Notes: _____			





# Moorpark

## Reimbursement Agreement

Community Development Department

CDD Use Only
Case Number(s):

I, the undersigned property owner or applicant, hereby authorize 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 expanded.

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.)