



CITY OF FILLMORE
CENTRAL PARK PLAZA
250 Central Avenue
Fillmore, California 93015-1907
(805) 524-3701 • FAX (805) 524-7058

Application Numbers: _____

Planning Permit Application

TRUST ACCOUNT NUMBER: _____

To be completed by staff:

- | | | |
|---|--|---|
| ☐ Annexation | ☐ Modification | ☐ Tract Map |
| ☐ Appeal | ☐ Minor (Admin) | ☐ Tentative |
| ☐ Conditional Use Permit | ☐ Planning Comm'n | ☐ Final |
| ☐ Minor (Admin) | ☐ Parcel Map | ☐ Vesting |
| ☐ Planning Comm'n | ☐ Tentative | ☐ Variance |
| ☐ Development Permit | ☐ Final | ☐ Minor (Admin) |
| ☐ Director (Admin) | ☐ Screening | ☐ Planning Comm. |
| ☐ Planning Comm'n | ☐ Specific Plan | ☐ Zoning Map Amendment |
| ☐ Density Bonus | | |
| ☐ General Plan Amendment | ☐ Time Extension | ☐ Other: _____ |
| ☐ Interpretation | | |

Fee Worksheet	\$ _____	Community Development Subtotal	\$ _____
	\$ _____	Engineering Review Fee	\$ _____
	\$ _____	Environmental Review Fee	\$ _____
	\$ _____	TOTAL:	\$ _____

(Development Impact Fees and Building Permit Fees not included)

Accepted by: _____ Date: _____

To be completed by Applicant:

Project Site:

Address/Location: _____

Assessor Parcel No(s): _____

Present Land Use: _____

Zoning Designation: _____

General Plan Designation: _____

Master Plan or Specific Plan: _____

Size of the total project site: _____ Gross Acres

Applicant:

Name: _____

Address: _____

City: _____

Phone: _____

Email: _____

Property Owner:

Name: _____

Address: _____

City: _____

Phone: _____

Email: _____

Architect:

Name: _____

Company: _____

Address: _____

City: _____

Phone: _____

Email: _____

Engineer:

Name: _____

Company: _____

Address: _____

City: _____

Phone: _____

Email: _____

PROJECT AND SITE INFORMATION

A. Project Characteristics (add additional sheets as needed)

1. Summary Project Description

Provide a brief summary of the proposed project.

2. Zoning/Plan Amendments

Proposed Zoning Amendments:

Proposed General Plan Amendments:

Proposed Specific Plan Amendments:

3. Existing Structures and Uses

Describe any existing building or structures and uses on the project site.

Structure, Building, or Open Use Area	Size (Square feet)	Height and Number of Stories	Type of Use

4. Subdivision

Will the proposed project include a request for an approval pursuant to the Subdivision Map Act, including a vesting or tentative tract map, a preliminary parcel map, condominium map, a lot line adjustment, or a certificate of compliance? (circle one)

YES / NO

5. Existing Housing

Provide the number of existing residential units on the project site that will be retained or demolished and whether each existing unit is occupied or unoccupied:

<u>Existing Residential Units</u>	<u>Occupied</u>	<u>Unoccupied</u>
Existing Residential Units to be retained:	_____	_____
Existing Residential Units to be demolished:	_____	_____

6. Existing and Proposed Parking, and Parking Management

6a. Provide the number of existing covered and uncovered parking spaces on the project site and the proposed parking.

Existing open parking spaces:	_____	Proposed project open parking spaces:	_____
Existing carport parking spaces:	_____	Proposed project carport parking spaces:	_____
Existing garage spaces:	_____	Proposed project garage spaces:	_____
Existing disabled person access parking spaces:	_____	Proposed disabled person access parking spaces:	_____

6b. Are any public parking spaces (marked or unmarked) to be removed or eliminated as part of the project?

YES / NO

If so, how many? _____ (show on plan)

Will the project include adding public parking spaces?

YES / NO

If so, how many? _____ (show on plan)

Note: public parking spaces cannot be counted toward meeting the parking demand and requirements of a project.

6c. You may be required to submit for review and approval, a parking management plan to be implemented by the property owner or manager or designated assignee. Where on-site surface parking is proposed for multiple tenants, assigned parking may be required. The Parking Plan must also provide for the management of Project tenant, visitor, or customer parking, and loading zones, including, but not limited to, signage, manager contact information, 24-hour services, etc. such that public or other private parking is not adversely affected by the project and City Police resources are not required to address parking conflicts.

7. For Commercial or Manufacturing and Industrial projects

7a. Employees

Existing number of employees: _____ Existing work shift hours: _____

Proposed number of employees: _____ Proposed work shift hours: _____

7b. Hours of Operations

<u>Day</u>	<u>Hours of Operation</u>
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____
Sunday	_____

8. For Residential Projects

8a. Residential Dwelling Unit Count and Area

Please indicate the total number of dwelling units proposed as well as a breakdown by levels of affordability set by each category (HCD or HUD).

<u>Type of Unit</u>	<u>Amount</u>	<u>HCD (State)¹</u>	<u>HUD (TCAC)²</u>
Market Rate Units	_____	-	-
Managers Unit(s) (Market Rate)	_____	-	-
Extremely low-income	_____	_____	_____
Very low Income	_____	_____	_____
Low Income	_____	_____	_____
Moderate Income	_____	_____	_____
Total number of units	_____	_____	_____
Total number of Affordable Units	_____	_____	_____

¹ HCD (State) = Published affordability levels per California Department of Housing and Community Development.

² HUD (TCAC) = Published affordability levels per the United States Department of Housing and Urban Development.

8b. Incentives, Waivers, Concessions, and Parking

Will the project proponent seek Density Bonus incentives, waivers, concessions, or parking reductions pursuant to California Government Code Section 65915? (circle one)

YES / NO

8c. Floor Area

Total floor area of residential unit floor space: _____

Total floor area commercial and office (mixed use) space: _____

Total development floor area: _____

9. Project Phasing

Please describe any proposed phasing of the project including, but not limited to, grading, construction, and infrastructure phases of the project (may be provided in a separate attachment or plan):

10. Restrictions/Covenants

If the property (or a portion thereof) is subject to a restrictive Covenants, Conditions and Restrictions (CCRs), Common Area Maintenance Agreement, City right-of-way maintenance agreement, and/or Reciprocal Access Agreement please describe below (provide on additional sheets if necessary):

11. Environmental conditions:

a. Is the project site (wholly or partially) within:	Circle one
i. A high or very high fire hazard severity zone	Yes / No
ii. A Wetlands, as defined in United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993)?	Yes / No
iii. A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency?	Yes / No
iv. A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist?	Yes / No
v. A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code	Yes / No
b. Does the project site contain a designated or potentially historic and/or cultural resource? If “yes”, please describe and/or depict on the site plan.	Yes / No
c. Does the project site contain any species of special concern such as special status flora or fauna, protected trees, or wildlife? If “yes”, please describe and/or depict on the site plan.	Yes / No
d. Does the project site contain any recorded easement, such as easements for storm drains, water lines, and other public rights of way? If “yes”, please describe and/or depict on the site plan.	Yes / No
e. Does the project site contain a stream or other resource that may require a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the California Fish and Game Code, including creeks and wetlands. If “yes”, describe and show on the site plan.	Yes / No

12. Water Supply

The project may require that the applicant provide a water supply analysis. This would include the size, type, and location of the water supply, and the location and adequacy of the public water system. This information shall be identified on the plans. If new construction is proposed, adequate services for water and fire flow must be shown. Calculations identifying pressure zones, and points of connection should be developed in consultation with the Public Works Department. The project description and plans will be used to make the determination. Water meter sizes and locations must be provided on the plans.

Depending on the type of project, a minimum fire flow and addition of fire hydrants may be required. A fire flow analysis will be required at the direction of the Public Works Department and Fire Department. The report and plans would identify the location of existing and proposed fire hydrants. For existing hydrants, identify the fire flow at the nearest fire hydrant to the project.

“Will-serve” letters will be required from the water purveyors at the time an Administrative Clearance and Building Permit are issued. For projects that are proposed to rely on an individual or shared water well, water quality reports and water well pump and recovery test will be required. Contact the Public Works Department.

If an existing or abandoned water well exists within the proposed project area, details on its location, use and disposition will be required to be shown. Well abandonment shall be documented in accordance with applicable regulations and provided with the application submittal.

13. Sewer

The size, type, location and point of connection for the sewage disposal of the project must be identified. This information shall be used to determine if they system infrastructure can adequately serve the project. Subdivisions and other discretionary projects having a direct effect upon the volume of sewage are required to demonstrate conformance with the City’s sewer policy. Please contact the City Public Works Department to review the requirements and existing conditions in the vicinity of the site. The use and approval of a septic system must be approved by the City and meet all City, County and State requirements, and shall be documented and provided with the application submittal. Regarding septic systems, Ventura County Environmental Health Division information can be obtained at:

<https://vcrma.org/divisions/environmental-health>.

For projects that are proposed to rely on public sewage disposal, a “Will Serve” letter from the sanitation district indicating that existing/ future service is available for the proposed project will be required at the time an Administrative Clearance and Building Permit are issued.

14. Floodplain

All projects must document whether or not they are located in a flood zone, as determined by the Federal Emergency Management Agency Flood Insurance Rate Maps. For new construction, finish floor levels must be a minimum of one foot above the base flood elevation. Questions related to floodplain management and permitting should be directed to the Public Works Department.

15. Preliminary Geotechnical/Soils Report

Projects involving new construction require the submission of a Preliminary Geotechnical/Soils Report. The Preliminary Geotechnical Report(s), must be prepared by a registered Civil Engineer or other approved professional, unless specifically waived, in writing, by the City Engineer. All reports must be less than one year old. Any grading requires a grading plan, and a grading permit. Questions on the content of the plan or questions about the requirements shall be addressed to the City Engineering or Public Works Department.

16. Preliminary Drainage Report

Projects involving new exterior construction require a Preliminary Drainage Report. Drainage studies submitted with development applications will be used to develop project Conditions of Approval for recommendation to the Planning Commission or City Council. The complexity of the project and the identification of drainage impacts/problems will govern the level of detail needed at the preliminary drainage study stage. Please contact the Public Works Department for preparation information. It is generally to the developer's benefit to identify and propose solutions to the drainage problems early in the project design cycle. Final drainage studies and hydraulic design calculations will be required after project approval for engineering plan check stage.

National Pollution Discharge Elimination Systems: Construction activity, such as clearing, grading, excavation, stockpiling, and reconstruction of existing facilities which result in a land disturbance of one acre or more, or less than one acre but part of a larger common plan of development or sale, must obtain a water quality permit from the State of California. For construction activity on less than one acre, a Storm Water Pollution Prevention Plan is required in association with the erosion control plan and grading permit obtained from the Public Works Department. Construction activity must comply with the Ventura County NPDES Stormwater Permit, and requirements for construction projects including Best Management Practices (BMPs).

Municipal Separate Storm Sewer Systems (MS4): Projects are required to incorporate State/County Storm Water improvements associated with the latest MS4 permit requirements and the associated Technical Guidance Manual. The Manual can be found at:

<http://www.vcstormwater.org/index.php/publications/manuals/tech-guide-manual>

17. Certification Statement of Hazardous Waste/Substance Site

17a. All projects must submit the Certification Statement of Hazardous Waste/Substance Site form.

Additional permitting for materials storage and handling, if applicable, will also be required from the City Fire Department, Ventura County Environmental Health Division, and applicable outside agencies depending on the use of such materials. For non-residential projects, please describe the type and quantity of hazardous materials, flammables, and/or explosives (e.g., motor oil, oil filters, paints, solvents, fertilizers, chemicals, gun powder, etc.) and wastes utilized and/or stored on-site, by providing the following information herein or on a separate sheet.

17b. A Phase I Environmental Site Assessment may be required (regardless of the Certification Statement of Hazardous Waste/Substance Site form) where the potential for site contamination exists. Testing for hazardous materials, within existing structures or soils may be required depending on the result of a Phase I Environmental Site Assessment or any other identified potential for hazardous materials to occur. Based on the testing results (Phase II), a Remediation Plan for mitigation of hazardous materials may be required with a development application.

18. Utilities: Undergrounding/Screening

Projects must identify all utility services anticipated for the project, show them on the plans, and provide screening.

New construction will typically require overhead utility undergrounding of existing overhead utilities and utilities to serve the new construction. Plans shall include all necessary information on existing and proposed utilities and their relocation to underground. Contact the Planning Department and the affected utility for additional information. Southern California Edison has a process for design and coordination of undergrounding, and should be contacted early in the process to avoid delays.

19. Signage

Project signage is permitted in accordance with Fillmore Municipal Code Section 6.04.38, or any applicable Specific Plan. Multi-tenant development projects will be required to provide a Sign Program. Modifications to Sign Programs shall also comply with the standards and current Municipal Code requirements. A Sign Program is intended primarily for a multi-tenant development to provide the decision makers and tenants a guide to implement signs that coordinate with the architectural theme and style of the center within approved locations.

20. Lighting

Lighting associated with any development proposal must be shown on the site and elevation plans. Cut-sheets, design details, heights, colors, and materials, etc. should also be provided with the original submittal to ensure a lighting theme for the project is developed. Exterior light fixtures must be consistent with, and an authentic representation of, the architectural elevation and style of the Project structures. Streetlights may be required, which could include along State Route 126, City road right-of-way, or on private driveways (excluding single-family homes) and parking lots. Street lights in the City road right-of-way must install the “Edison Nostalgic” style light post, 16-feet, verde green with anti-graffiti finish. Projects will also be required to meet the Fillmore Municipal Code Section 6.04.18 and have shielded light sources and property line cut-offs. A final photometrics/lighting plan may be required. Any questions related to lighting should be directed to the Planning Department.

21. Finish Materials

Samples and photos of architectural exterior finish materials, paint colors, and paving materials and details may be required for review and approval. This may include materials board with proposed siding, roofing, or other features. Examples of materials include, but not limited to plaster, wood, brick, stone, tile, decorative pavers, stamped concrete, etc.

22. Circulation

Appropriate road width for circulation and safety access must be met. A Traffic study may be required to assess a Project trip generation and effects on the roadway. Circulation and safety may include ensuring appropriate fire engine turning radii and access as required by the Fillmore Fire Chief. Projects that occur on streets that are to be improved under the City’s Circulation Element of the General Plan must provide the improvements to meet the standard road specifications outlined therein. Also, in some instances, a fee title dedication may be required to ensure the appropriate level of safety is achieved from setbacks of the new property line to be established after the land dedication is completed.

B. Certifications

B.1 Applicant's Certification

All applicants for any land use related permit or entitlement must sign this form.

The undersigned is hereby informed, and acknowledges having been so informed, regarding the following:

1. All City-issued permits and entitlements are issued pursuant to the authority and subject to the restrictions contained in federal, state, county, special district, and City codes, and in accordance with written policies and procedures adopted by the City Council, and subject to specific written conditions and exactions applicable to the requested permit or entitlement.
2. Statements or representations by City employees concerning the foregoing permits/entitlements, codes, policies, standards, and procedures are intended to be accurate. However, such accuracy is not guaranteed, and permit/entitlement applicants are warned not to rely on such statements, but are urged to refer directly to the codes, written policies, and procedures applicable to the request. These are available in the office of the City Clerk, in the department in which the department is titled, or in the case of federal, state, or county requirements, in the public library or county law library. **You are expressly cautioned not to rely on any oral statements of any City employee concerning the content or requirements of any code or City policy or procedure.** You are also expressly cautioned that all applications are subject to the ordinances, policies, and procedures which are in effect at the time the application is deemed complete, unless a development agreement expressly provides otherwise. Thus, a lengthy application preparation/submission timeframe could result in the City's periodic development of code revisions or other policy/procedure revisions applying difference development standards to your application than those in effect at the early application stage. This is especially true with regard to 'Screening' applications.
3. City employees are authorized to explain to you, based upon their knowledge of City requirements and their experience with permit/entitlement processing, what your proposal should contain in order to receive a staff recommendation for approval and what the ultimate decision-making body may be expected to require for approval. However, the Applicant is **expressly cautioned** that such explanations by City employees are merely opinions, and do not constitute assurances or promises that the proposal will be approved under any circumstances. It is expressly understood that staff recommendations are merely that...recommendations...and that the decision-making bodies are not bound by any such recommendations, but that they may exercise their sole and full discretion concerning the permit/entitlement request and they may approve, conditionally approve, continue, or deny the request.
4. Discussions between City employees and applicants during which applicants agree to revise or include in their application any application any amenities or development standards/features or any other things of value or otherwise, do not constitute 'negotiations', but merely constitute an effort by City staff to better inform applicants of approval requirements and standards. Agreement on the part of an applicant to revise or augment the application in response to a City staff member's suggestion or comments shall not constitute 'consideration', nor shall such discussions/revisions be claimed or deemed to have created any contract or agreement between the Applicant and the City, except as expressly provided in the Development Agreement Statute (Government Code Section 65864 et. seq.) or as otherwise expressly provided by law and reduced to writing accordingly, executed by the parties, and formally approved by the City Council.

5. The City's issuance of a permit does not authorize any activity otherwise prohibited by law.
6. No permit or entitlement approved or issued by the City shall create or constitute a contractual obligation on the part of the City, unless a formal written agreement pursuant to Government Code Section 65864 et. seq. is entered into and approved by the City Council as authorized and required by law. A development permit or other permit which is approved or issued by the City is not a contract between the permittee and the City. Accordingly, it is expressly understood that conditions imposed upon development approvals do not constitute contractual consideration, but are imposed by the City for the sole purpose of ensuring compliance with all applicable standards, and for the protection and promotion of the public health, safety, and welfare.
7. *I understand the foregoing is its entirety, and I have been afforded a full opportunity to review it with counsel of my own choosing and in my sole discretion.*

APPLICANT:

Signature: _____ Date: _____
Name: _____
Address: _____
City: _____

APPLICANT:

Signature: _____ Date: _____
Name: _____
Address: _____
City: _____

B.2 Property Owner’s Certification

An application may only be filed by the owner(s) of the property, or be a person with the power of attorney from the owner authorizing the application, or by the attorney-at-law representing the owner.

Please indicate your authority:

- ☐ Sole owner(s) of the property
- ☐ Power of attorney from the property owner(s) authorizing the application. (Please attach)
- ☐ Attorney-at-law representing the owner. (Please attach)

I/We, _____, declare under penalty of perjury, that I/we am/are the owner(s) of part, or all, of the property involved in this application, and that this application has been prepared in compliance with the requirements of the Fillmore Municipal Code, and that the statements and information above are in all respects true and correct to the best of my/our knowledge and belief. I/We further state that we are submitting this package of materials as a formal application for the indicated entitlements on the cover of this packet.

APPLICANT:

Signature: _____ Date: _____

Name: _____

Address: _____

City: _____

APPLICANT:

Signature: _____ Date: _____

Name: _____

Address: _____

City: _____

B.3 Authorization of Agent to Act on Property Owner's Behalf

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project (excluding the Property Owner Certification within the application form, the execution of which I understand is my personal responsibility). My agent should receive copies of all notices and communications related to my project unless I have otherwise notified the City of Fillmore.

Project Description (Include Permit # if available):

Project Location (Address, APN and other property identification as needed):

Name of Authorized Agent: _____
(Please Print)

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

E-Mail Address of Authorized Agent: _____

PROPERTY OWNER ACKNOWLEDGEMENT

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the City of Fillmore and that any approvals granted for this project will be carried out in accordance with the requirements of the City of Fillmore.

Property Owner's Name: _____
(Please Print)

Name and Title of signatory: _____

Entity #: _____

Property Owner's Signature: _____ Date: _____

Property Owner's E-Mail Address: _____

Property Owner's Phone Number: _____

Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner must be as shown on the latest Assessor records.

NOTARIZATION

I certify that I know or have satisfactory evidence that _____ is/are the person(s) who appeared before me, and said person(s) acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in the instrument.

Dated: _____

Signature of Notary Public

Printed Name of Notary Public

My appointment expires _____

(Notary seal or stamp above)

STAFF VERIFICATION

Verification of Property Owner Signature:

- ☐ Driver License
- ☐ Notarized Letter
- ☐ Other

Staff Signature

Date

C. Summary Application Submittal Requirements

Please submit the following materials with your application, as requested below:

- ☐ One copy of signed application
- ☐ One copy of signed Reimbursement Agreement
- ☐ One copy of Assessor's Parcel Map(s), with subject property outlined, and showing all properties within 300 feet of subject property
- ☐ Three sets of property owners' self-sticking mailing labels within 300 feet of subject property
- ☐ One copy of recent title report, generated within the last six months
- ☐ ____ site plans, individually folded to 8½" X 11", as per plan requirements
- ☐ ____ floor plans, individually folded to 8½" X 11", as per plan requirements
- ☐ ____ elevation drawings, individually folded to 8½" X 11", as per plan requirements
- ☐ ____ landscape plan drawings, individually folded to 8½" X 11", as per plan requirements
- ☐ ____ copies of proposed tentative map, individually folded to 8½" X 11", as per plan requirements
- ☐ ____ copies of conceptual landscape plan, individually folded to 8½" X 11", as per plan requirements
- ☐ ____ copies of proposed sign program, individually folded to 8½" X 11", as per plan requirements
- ☐ Submit copies of all plans and application documents in PDF format. Digital files shall be provided on a USB flash drive or through a downloadable link and submitted with application.
- ☐ Photos of project/site, and of immediately neighboring properties
- ☐ Reduced site plan to 8½" X 11"
- ☐ Reduced floor plan to 8½" X 11"
- ☐ Reduced elevations to 8½" X 11"
- ☐ One color & material board
- ☐ All fees & deposits
- ☐ One completed Resource Recovery, Recycling and Solid Waste Plan
- ☐ Other: ____

D. Advisory Information

Public Hearings: Some Projects may require a public hearing before the Community Development Director, Planning Commission, or City Council Hearings. Public hearings shall be held at the date, time and place for which notice has been given in compliance with the Fillmore Municipal Code and state laws. Hearings require a minimum 10-day public notice period to allow the public to review and comment.

Before the city sends the notice for a public hearing to the newspaper, the application must be deemed complete, the CEQA environmental document must be prepared, and the project conditions of approval must be prepared. Hence, any corrections to application materials (plans, maps, reports, etc.) must be submitted and deemed complete a minimum of 30 days before a public hearing notice will be prepared.

Governing Documents Incorporated by Reference: Standards included in the City of Fillmore General Plan, Fillmore Municipal Code, Downtown Specific Plan, Ventura Street Design Guidelines, Business Park Master Plan, Heritage Valley Parks Specific Plan, and related studies, are hereby incorporated by reference for project application completeness review. These documents are located at the Fillmore City Hall Planning Department or on the web at <https://www.fillmoreca.com/departments/planning-department/document-download-page>.

Development Standards: The City has adopted development standards for Residential zones, Commercial zones, Manufacturing and Industrial zones, Off-street parking, Signs, and Landscaping. The Development Standards may be found in the City's Municipal Code, Title 6, Chapter 6.04 (City of Fillmore Zoning Ordinance) available through the City's website. In order to find for a project's approval, the project will be reviewed for consistency with the guidelines. Please contact the Planning Department for any questions regarding the project's relationship to the development standards.

Illegal Lots: Pursuant to State law [Government Code, §66499.30(a) and §66499.30(b)], a discretionary entitlement can be approved only for projects that would be located on a legal lot. Lot line adjustments, lot merger, and parcel map waiver/conservation subdivisions can only occur with legal lots.

Zoning Violations: An application for any entitlement shall not be processed if a violation of the Fillmore Municipal Code exists on the subject property, unless the acceptance of the application is necessary to abate the existing violations.

Nonconforming Uses and Structures: City of Fillmore Zoning Ordinance Section 6.04.30 establishes provisions for the regulation of legal nonconforming property, structures and uses. In general, a nonconforming property, use, or structure is one where there exists a property, land use, or structure, was lawfully established but due to subsequently enacted ordinances or laws no longer complies with standards and regulations. Maintenance or improvements to such nonconforming properties, land uses, or structures is restricted, is only allowed as permitted under Section 6.04.30.

Specific Land Uses: Some specific uses may require additional information as outlined in the Fillmore Municipal Code Title 6, City of Fillmore Zoning Ordinance, Chapter 6.04.. These sections should be reviewed for standards and information that may be applicable to your proposal.

General Plan Amendments: Most requests for a General Plan Amendment (GPA) will require that a General Plan Amendment Pre-Screening be submitted and reviewed by the City Council. A General Plan Amendment application may not be filed unless the City Council has authorized its submittal, and it is done within one year of the pre-screening hearing. Conceptual plan details outlining the proposed amendment request may be required to be submitted along with the subject application. Please contact the Planning Department for information and processing requirements.

Zone Changes/Zoning Code Text Amendments: Additional information and processing requirements for Zone Changes (ZC) or changes to the Fillmore Municipal Code Title 6 – Land Development and Use are available from the Planning Department. In addition to a formal application, maps delineating such changes, or copies of the requested text amendment may be required to be submitted with the application.

Variances: Variances are only granted when, because of special or unique circumstances applicable to the property, including location, shape, size, surroundings or topography, the strict application of this ordinance denies the property of privileges enjoyed by other property located nearby and in an identical zoning district and conditions are applied which will ensure that the variance shall not constitute a granting of special privilege(s) inconsistent with the limitations upon other property in the vicinity and zoning district in which the property is located.

Master Plans/Specific Plans and Amendments: Certain areas of the City are governed under a Master Plan or Specific Plan requiring specific design or development standards in addition to the City of Fillmore Zoning Ordinance. Such Plan areas include: Downtown Specific Plan, Fillmore Business Park Master Plan, Heritage Valley Parks Specific Plan, North Fillmore Specific Plan Master Plan. Also, properties along Ventura Street (Highway 126) are subject to the City of Fillmore Ventura Street Design Guidelines. These Plans and Guidelines should be consulted for any design or development standards and projects within these areas must be designed and developed accordingly.

E. Plan Requirements

Please Note: All architectural and engineering plans approved under the Review Authority of the City Council, Planning Commission, or Planning Director, as part of the Planning Department approval process, must be accurately reflected on improvements plans submitted for Building Permit(s) or Grading Permit(s). Any changes to the approved plans must be clearly noted for Planning Department staff consideration and an explanation for the change(s) must be provided. Significant changes to the design, as determined by the Community Development Director, will require reconsideration by the original Review Authority.

All required plans shall be drawn to scale and shall include the following:

E1. SITE PLAN

The following checklist outlines the details on the minimum requirements for the preparation of plans, materials, contents, format, etc. Certain plans require preparation by a licensed professional as noted. Please contact the Planning Department if you have any questions about the applicability of any of the information or requirements.

1. Dimension/Orientation		Provided
	The site plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 11 inches.	
	For projects that are on large lots, include an enlargement/detail drawing of the development area(s).	
	Plans must be legible and must be drawn with an engineer's scale with a range between 1 inch = 10 feet to 1 inch = 100	
	Legend including scale, north arrow, and description of all symbols used on the plan	
2. Title Block		
	The title block shall contain:	
	Project Site Address(es)	
	Name, address, phone number of:	
	Property Owner	
	Applicant	
	Person Preparing the Plan and their license/seal/expiration signature and date signed.	
	Date plan was prepared AND Revision date log with latest revision date added	
	Assessor's Parcel Numbers	
3. Vicinity Map		
	A vicinity map at a scale of 1 inch equals 500 feet depicting the existing major street pattern, major watercourses, and flood control channels within ½ mile of the exterior boundaries of the site.	
	North arrow and a graphic and numeric scale.	
	The project location identified on the map.	
4. Project Information		
	The project location identified on the map.	
	Current General Plan designation of the subject parcel and all abutting parcels.	
	Current Specific Plan designation of the subject parcel and all abutting parcels, if any	
	Gross and net lot area	
	Existing and proposed percent of building coverage, lot area, percent of building coverage, and percentage of landscaped area. For residential projects, include gross and net unit density calculations.	
	Existing and proposed percent of landscaped area(s) of the gross and net site or lot.	

	Existing and proposed square footage of disturbed, removed, altered, or added landscaping.	
	Completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, vehicle ingress & egress to buildings. Identify number of required and proposed parking spaces, including handicapped spaces.	
	Location of all existing and proposed freestanding signs.	
	Existing and proposed permeable paving or special drainage structures.	
	Delineate any FEMA Flood Zones as shown on Flood Insurance Rate Maps (FIRMs) and Special Flood Hazard Areas affecting the site or immediately adjacent sites including the base flood elevation(s), building finished floor elevations, drainage structure information, etc	
	Identify all existing and proposed parking by layout and in tabular form.	
	Identify all required number of parking spaces, existing and proposed, by tenant/use in tabular form.	
	Show the existing and required numbers of loading zones, provide their dimensions, and identify all screening.	
	Show the number of required and provided accessible parking spaces per CCR Title 24 Standards.	
	Show the number of required and provided bicycle parking spaces. Show a detail of all proposed bike racks.	
	All General Plan designated streets, trails, and other mapped items.	
5. Property Boundaries, Easements, Streets, and Layout		
	Existing and proposed lot lines, dimensions, and acreages	
	Existing and proposed easements of record both on-site and within 100 feet of the project boundaries (water, sewer, access, parking, fire, fuel modification, reciprocal, etc.)	
	Completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, ingress and egress to buildings, and path of travel both on-site and from the public right-of-way including:	
	Location.	
	Width.	
	Surface type.	
	Proposed grades.	
	Ventura County Fire Protection District turnarounds.	
	Existing and proposed access gate locations	
	Sight distance	
	Drive-through and queuing areas.	
	Landscape planters, curbing, and landing zones/walkways.	
	Identify all paths of travel and design elements required for compliance with Title 24, California Code of Regulations, of the California Building Code.	
	Show all existing and proposed building and/or yard setbacks (from property lines to structures) and between buildings and structures (measured in feet).	
	Completely dimensioned layout of roadway including of existing and proposed right-of ways both on-site and within 100 feet of the project boundary:	
	Adjacent and on-site public and private streets with the following information shown for both the existing streets and proposed roadway improvements:	
	Delineation of the right-of-way for public streets and easement line with the recorded document number for private streets (map citation).	
	Street name	
	Completely dimensioned cross-sections, including enriched parkways and existing and proposed all improvements (sidewalks, curbs, gutters, driveways, and	

	landscaping).	
	Edge of pavement and/or concrete.	
	Street frontage features (e.g., curbs, gutters, and sidewalks)	
	Location of all existing and proposed free-standing/monument signs.	
	Street lights	
	Utility poles	
	Bicycle lanes.	
	Islands and medians.	
	Areas to be dedicated for road-widening purposes.	
	Existing and proposed curb cuts (e.g., driveway and private roadway entrances from the road to the project site).	
23. Topography		
	Show spot elevations as needed to indicate slope and structure and pad elevations.	
	Grades within 100 feet of project boundary.	
7. Trees/Vegetation/Habitat (May require a separate tree report)		
	Show the location and existing grade of all existing mature trees on-site and within 20 feet of the property lines. Also identify on the plan:	
	Tree identification number per Tree Report.	
	Circumference/girth (trunk diameter).	
	Area of drip line.	
	Disposition of the tree.	
	Approximate delineation of all native vegetation or biological resources items identified in a biological or plant report(s).	
	Delineation of setbacks from habitats.	
8. Structures		
	Location, dimensions, and use of existing and proposed structures.	
	Label structures as existing or proposed both on the site and within 100 feet of the project boundary. Indicate all building modifications.	
	Provide all existing and proposed building details including:	
	Type of construction.	
	Square footage (total, by floor, and by use).	
	Height.	
	Whether or not building is fire-sprinklered.	
	Occupancy and occupant load.	
	Show open stairways and other projections from building walls, including entrances, exits, and handicap ramps.	
	Show footprint, as well as eaves that project into setback areas.	
	Identify the finished floor elevation of all structures.	
	Provide the location, height, and materials of existing and proposed walls and fences both on the project site and within 100 feet of the project boundary.	
	Provide the dimensions between the exterior walls of structures and all property lines.	
	Provide the location of existing and proposed refuse and recycling areas and method of screening, covers, doors, etc.	
	Location of all existing and proposed free-standing/monument signs.	
9. Utilities		
	Identify any emergency communication systems or facilities	
10. Storage		
	Delineation of outside storage areas, paving, and indication of screening method.	
	Delineation of indoor storage areas, including locations of hazardous materials	

	handling and storage.	
11. Lighting		
	Location and size of all exterior lighting standards and devices on the project site, as well as location of lighting sources within 300 feet of the project boundaries.	
12. Drainage		
	References to location, type, and size (on-site and off-site) of all drainage structures, detention basins, retention areas, treatment devices, and facilities, existing and proposed, on-site and within 100 feet of the property as shown on the Civil Plans.	
	Show how project is to handle storm water and cross-drainage to or from adjacent properties.	
13. Common Areas, Common/Open Space Parcels, Parks and Trails		
	Show all parcels to be held in common.	
	Show all parcels or areas proposed for dedication to others (Parks District, School District, conservation, utilities, HOA, etc.	
	Show all existing and proposed trails, bicycle, pedestrian, and equestrian paths.	
	Show all common area amenities, buildings, parks, play areas, utilities, pools, etc.	

E2. PRELIMINARY CIVIL/GRADING PLANS

The following checklist outlines the details on the minimum requirements for the preparation of plans, materials, contents, format, etc. Certain plans require preparation by a licensed professional as noted. Please contact the Planning Department or Public Works Department if you have any questions about the applicability of any of the information or requirements.

1. Dimension/Orientation		Provided
	The site plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 11 inches.	
	For projects that are on large lots, include an enlargement/detail drawing of the development area(s).	
	Plans must be legible and must be drawn with an engineer's scale with a range between 1 inch = 10 feet to 1 inch = 100	
	Legend including scale, north arrow, and description of all symbols used on the plan	
2. Title Block		
	The title block shall contain:	
	Project Site Address(es)	
	Name, address, phone number of:	
	Property Owner	
	Applicant	
	Person Preparing the Plan and their license/seal/expiration signature and date signed.	
	Date plan was prepared AND Revision date log with latest revision date added	
	Assessor's Parcel Numbers	
	Benchmark	
	Source/Date of topography	
3. Vicinity Map		
	A vicinity map at a scale of 1 inch equals 500 feet depicting the existing major street pattern, major watercourses, and flood control channels within ½ mile of the exterior boundaries of the site.	
	North arrow and a graphic and numeric scale.	
	The project location identified on the map.	
4. Project Information		
	Gross and net lot area.	
	Delineate any FEMA Flood Zones as shown on Flood Insurance Rate Maps (FIRMs) and Special Flood Hazard Areas affecting the site or immediately adjacent sites including the base flood elevation(s), building finished floor elevations, drainage structure information, etc.	
	All General Plan designated streets, trails, and other mapped items.	
5. Property Boundaries, Easements, Streets, and Layout		
	Existing and proposed lot lines, dimensions, and acreages.	
	Existing and proposed easements of record both on-site and within 100 feet of the project boundaries (water, sewer, access, parking, fire, fuel modification, reciprocal, etc.)	
	Completely dimensioned layout of internal driveways, aisles, parking stalls, loading spaces, pedestrian ways, ingress and egress to buildings, and Path of Travel both on-site and from the public right-of-way including:	
	Location.	
	Width.	

	Surface type.	
	Proposed grades.	
	Ventura County Fire Protection District turnarounds.	
	Existing and proposed access gate locations.	
	Sight Distance	
	Drive-thorough and cueing areas.	
	Landscape planters, curbing, and landing zones/walkways	
	Identify all paths of travel and design elements required for compliance with Title 24, California Code of Regulations, of the State Building Code.	
	Show all existing and proposed building and/or yard setbacks (from property lines to structures) and between buildings and structures (measured in feet).	
	Completely dimensioned layout of roadway including of existing and proposed right-of ways both on-site and within 100 feet of the project boundary:	
	Adjacent and on-site public and private streets with the following information shown for both the existing streets and proposed roadway improvements:	
	Delineation of the right-of-way for public streets and easement line with the recorded document number for private streets (map citation).	
	Street names/Proposed street names.	
	Completely dimensioned cross-sections, including enriched parkways and existing and proposed improvements (sidewalks, curbs, gutters, driveways, and landscaping).	
	Edge of pavement and/or concrete.	
	Street frontage features (e.g., curbs, gutters, and sidewalks)	
	Lane configurations	
	Signage, including on-site and adjacent roadway traffic signs.	
	Traffic signals	
	Street lights	
	Utility poles	
	Bicycle lanes	
	Pedestrian crossings	
	Islands and medians	
	Areas to be dedicated for road-widening purposes.	
	Existing and proposed curb cuts (e.g., driveway and private roadway entrances from the road to the project site).	
6. Topography		
	Existing and proposed contours at 2-foot intervals (if the existing ground slope is less than 10 percent) and at not less than 5-foot intervals for existing ground slopes greater than or equal to 10 percent. Contour intervals shall not be spread more than 150 feet apart and shall have spot elevations as needed to indicate slope. Existing contours shall be represented by dashed lines or by screened lines.	
	Show spot elevations as needed to indicate slope.	
	Indicate the location, shape, height and grade, and tops and toes of manufactured slopes, including daylight lines.	
	Delineate and label Geologic Hazard areas including but not limited to:	
	Earthquake Fault Hazard Zones (Fault Rupture).	
	Seismic Hazard Zones (Liquefaction & Earthquake Landslides).	
	Landslides.	
	Show existing and proposed building pad elevations. Include adjacent grades and pads within 100 feet of the project boundary.	
	Provide cross-sectional profiles for existing and proposed grade changes.	

7. Trees/Vegetation/Habitat		
	Location and existing grade of all mature trees on-site and within 20 feet of the property lines. Also, identify on the plan:	
	Tree identification number per Tree Report	
	Trunk diameter (girth)	
	Area of drip line	
	Disposition of tree	
	Approximate delineation of all native vegetation or biological resources items identified in a biological or plant report(s).	
	Delineation of setbacks from habitats.	
	Proposed new grade elevation at base of tree.	
8. Structures		
	Location and dimensions of existing and proposed structures	
	Provide all existing and proposed building details including finished floor elevation of all structures.	
	Provide the location of all garden and retaining walls and fences both on the project site and within 100 feet of the project boundary.	
	Location of all existing, abandoned, to be abandoned, or proposed wells, pipelines, tanks and related structures.	
9. Utilities		
	Location, sizes, and dimensions of existing underground and above-ground utilities, poles, and equipment (both on-site and within 100 feet of the project boundary).	
	List name, address, and phone numbers of all affected utilities and utility providers	
	Identify any proposed utility under-grounding.	
	Identify and label all backflow devices, double-detector check valves, transformers and other utility structures (existing and proposed).	
	Show all sewage disposal systems, points of connection, lines, and laterals. Label as existing or proposed.	
	Show all water systems, points of connection, lines, meters, wells, and laterals. Label as existing or proposed.	
	Show all fire hydrants including type and number and size of outlets.	
	Identify any emergency communication systems or facilities	
10. Drainage		
	Show the location, type, and size (on-site and off-site) of all drainage structures, detention basins, retention areas, treatment devices, and facilities, existing and proposed, on-site and within 100 feet of the property.	
	Show how the Project will handle storm water and cross drainage to or from adjacent properties.	
	Show drainage direction, swales, and slopes.	
	Show any existing or proposed connections to existing drainage facilities (private, shared, City, County)	
	Delineate top of stable (hydrological) bank of creeks and drainages.	
11. Grading		
	Grading statistics (in cubic yards coordinated with the project phasing and their disposition), including:	
	Cut	
	Fill	
	Import	
	Export	
	Identify any staging or phasing areas.	

	Identify all erosion control measures.	
12. Common Areas, Common/Open Space Parcels, Parks and Trails		
	Show all parcels to be held in common.	
	Show all parcels or areas proposed for dedication to others (Parks District, School District, conservation, utilities, HOA, etc.)	
	Show all existing and proposed trails, bicycle, pedestrian, and equestrian paths, their grading, cross-section, slope and details	
	Show all common area amenities, buildings, parks, play areas, utilities, pools, etc.	

E3. FLOOR PLANS

The following checklist outlines the submittal requirements for floor plans for entitlement review. If your project does not involve the construction of a new building or changes to the floor plan, use or size of an existing building, you do not need to submit floor plans.

1. Dimension/Orientation		Provided
	The floor plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 11 inches.	
	For projects that have multiple floors and/or have multiple buildings, include a sheet for each floor of each building.	
	The scale must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot.	
	Legend including scale, north arrow, and description of all symbols used on the plan	
2. Title Block		
	The title block shall contain:	
	Project Site Address(es)	
	Name, address, phone number of:	
	Property Owner	
	Applicant	
	Person Preparing the Plan and their license/seal/expiration signature and date signed.	
	Date plan was prepared AND Revision date log with latest revision date added	
	Assessor's Parcel Numbers	
3. Project Information		
	Gross floor area for each building and use (on each building or tabular form)	
	Multi-unit residential project shall include a typical floor plan for each different use, plan or building	
4. Details		
	Identify all floors, levels, attics, lofts, basements with labels and proposed use. Identify occupant load factors and occupant loads.	
	Provisions for accessibility for elder/physically disabled persons which are required by law for buildings and facilities available to the public.	
	Identify cooking facilities and kitchens, restrooms, and other special uses. [The Ventura County Environmental Health Division may have additional requirements related to kitchens, health spas, etc., and should be contacted for those requirements.]	

E4. BUILDING ELEVATIONS

The following checklist outlines the submittal requirements for building elevations for entitlement review. If your project does not involve the construction of a new building or changes to the exterior of an existing building, you do not need to submit building elevations. However, building and site photographs are required to document existing conditions. The City has adopted Development Standards that should be consulted in the preparation of your plans, as they will be used for application completeness, design review, and findings of consistency.

1. Dimension/Orientation		Provided
	Elevation plan sheets shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 11 inches.	
	For projects that are proposed on large lots, or have multiple buildings, include an enlargement/detailed drawing of each areas/building of the proposed development.	
	The scale must be drawn to an architectural scale not less than ¼ inch = 1 foot.	
	Photo simulations may be necessary to show adequate screening, viewshed, and overall concept of the project and should be coordinated with the Planning Department. Photo simulations must show the landscape's conceptual design including types, sizes, and textures of plant; screening; and massing. The photos should be taken from various location and /or angles for which the public would typically view the site. Before and after photo exhibits should be presented.	
	Renderings of buildings any new plants shall convey plant size at approximately 5 years growth.	
	Legend including scale, north arrow, and description of all symbols used on the plan	
2. Title Block		
	The title block shall contain	
	Project Site Address(es)	
	Name, address, phone number of:	
	Applicant	
	Property Owner	
	Person Preparing the Plan and their license/seal/expiration signature and date signed.	
	Date plan was prepared AND Revision date log with latest revision date added	
	Assessor's Parcel Numbers	
3. Project Information		
	Gross floor area for each existing and proposed building	
	Multi-unit residential project shall include a typical floor plan for each different use, plan or building	
4. Details		
	Buildings and structures must be labeled to indicate what building or structure is shown on the elevations	
	Four elevations of the exterior of buildings and structures labeled in terms of the direction the elevation faces (i.e., north, south, east, or west).	
	Building dimensions—both height and width—for each elevation. The heights of buildings and structures must be measured according to the definitions and methodologies stated in the Fillmore Municipal Code.	
	All principal exterior walls, fences, roof projections and other structures with height dimensions.	
	Types of all exterior building materials shall be described on the plan including:	

	roofing material, wall materials (finished surface), fascia, wainscoting, columns, doors, and glass.	
	Accurate color of materials, with one copy of typical elevation or perspective rendered in accurate color.	
	On-building sign location(s) showing their relationship to the building's architecture, maximum sign area permitted, and style/materials anticipated	
	Identify all roof-mounted equipment, including the height, and show method of screening and parapet heights.	
	On-building lighting and provide fixture details and level of illumination. Except for decorative lighting, fixtures are required to have flat lenses that are not exposed on the horizontal plane.	
	All exterior mechanical or utility equipment.	
	Architectural details of all walls, fences, and gateposts, including the height dimensions, materials, and colors.	
	For projects located within a FEMA-designated floodplain, show the base flood elevation plus one-foot freeboard above the base flood elevation on elevation drawings.	
	Existing and proposed grades.	
	Provide a roof plan for each building (including slope, materials, equipment and venting)	

E5. CONCEPTUAL LANDSCAPING PLAN

The following checklist outlines the submittal requirements for conceptual landscape plans. Conceptual landscape plans must be submitted with the project application for all new and expanding use entitlements where landscaping is required or where required landscaping will be modified. For single- and two-family dwellings, these requirements apply only to the required part of the landscape. For multi-family dwellings, these requirements do not apply to private backyards.

The conceptual plan should identify a planting theme, a planting palette (e.g., Mediterranean), and a photographic representation of the plantings. These plans must include disposition of on-site mature trees, and any landscape related stormwater specialized areas.

Attention should also be paid by plan preparers and the applicant to ensure the landscape plan layout matches the site, civil, and architectural plans. Projects will be conditioned to provide a Final Landscape Plan, prior to issuance of a building permit,

Plans for properties having more than 500 square feet of new landscaping or 2,500 square feet of improved landscaping should be prepared by a California registered landscape architect. Please note that the plan and plant palette should be drafted with incorporation of all enacted requirements of the State Water Efficient Landscape Ordinance as implemented by the City.

Final landscape plans will be required prior to issuance of building permits.

1. Rendering / Colored Plan		Provided
	Rendered/Colored landscape plan will be required. The landscape plan shall be 11"x17" in size, folded to 8.5"x11" (or as approved by the case planner) and must be provided in .pdf format on a USB flash drive. Although the rendered plan will be requested prior to being deemed complete, it is recommended that this plan be submitted after the initial review.	
2. Dimension/Orientation		
	Legend including scale, north arrow, and description of all symbols used on the plan	
3. Title Block		
	The title block shall contain	
	Project Site Address(es)	
	Name, address, phone number of:	
	Applicant	
	Property Owner	
	Person Preparing the Plan and their license/seal/expiration signature and date signed.	
	Date plan was prepared AND Revision date log with latest revision date added	
	Assessor's Parcel Numbers	
4. Details		
	The location and size of all existing and proposed landscape areas.	
	The overall landscape plant palette/list and schedule including photographic representation of typical plants and their common names.	
	Percentage of shrubs and groundcover as a percentage of the total landscaped area.	
	Proposed treatment, i.e.: dense planting, large trees, tall shrubs, etc.	
	Approximate location of all mature trees (existing) and any mitigation trees (replacement or as required by the project Tree Report).	
	Identification of private and/or public maintenance areas.	

	The plan must state that it will comply with the requirements of the State Water Efficient Landscape Ordinance as implemented by the City.	
	If applicable, the plan must state that it will comply with the requirements of the Tree Report prepared for the project, and any Tree Mitigation outlined therein.	

E6. SIGN PROGRAM

All project signs must be included in the sign program. Signs may only be erected, moved, altered, repaired, or maintained in accordance with Section 6.04.38 of the Fillmore Municipal Code.

1. Dimension and Orientation		Provided
	The program and any associated plans shall be no bigger than 11" x 17".	
	For projects that are proposed on large lots, include an enlargement/detailed drawing of the individual building(s) or areas of proposed development.	
	The scale may not be less than 1 inch equals 20 feet.	
	The legend must include the scale and description of all symbols and abbreviations used on the plan.	
3. Title Block		
	The title block shall contain	
	Project Site Address(es)	
	Name, address, phone number of:	
	Applicant	
	Property Owner	
	Person Preparing the Program and their license/seal/expiration signature and date signed.	
	Date program was prepared AND Revision date log with latest revision date added	
	Assessor's Parcel Numbers	
4. Location/Vicinity Map		
	A vicinity map at a scale of 1 inch equals 500 feet depicting the existing major street pattern, major watercourses, and flood control channels within ½ mile of the exterior boundaries of the site.	
	North arrow and a graphic and numeric scale.	
	The project site identified.	
5. Property Boundaries/ Sign location, and setbacks		
	Existing and proposed lot lines, dimensions, easements, and acreages.	
	Locations of all proposed permanent signs including freestanding signs and on-building signs.	
	Locations of proposed signage on the site plan and building elevations	
	Sign locations should be portrayed to show the position of each sign on the property and its relationship to adjacent buildings, structures, and signs	
	Setbacks of all proposed permanent signs including freestanding signs and on-building signs. Sign setbacks should be dimensioned from adjacent property lines, buildings, structures, access drives, and parking lots.	
7. Design		
	List all existing and proposed permanent signs categorized according to the sign types provided in the Fillmore Municipal Code Section 6.04.38.	
	Indicate how the proposed quantity and size of each sign complies with Fillmore Municipal Code requirements.	
	Means of support for all proposed permanent signs including freestanding signs and on-building signs. The supporting structure should be sufficiently detailed to show how the sign is anchored in the ground or to the building.	
	Height above grade level of all proposed permanent signs including freestanding signs and on-building signs. Height is measured to the highest point of the sign.	
	Size and shape of all proposed permanent signs including freestanding signs and on-	

	building signs. Area is measured in square feet according to the definition of “sign area” contained in the Fillmore Municipal Code.	
	Indicate the colors of all proposed permanent signs including freestanding signs and on-building signs and their corresponding sign structures. The rendering of sign copy/graphics not known at the time the Sign Program is submitted may be omitted. However, the rendering of sign cabinets should be indicated to ensure compatibility with the building colors and materials of the project. A range of colors may be proposed.	
	Sign copy/graphics of all proposed permanent signs including freestanding signs and on-building signs and their corresponding sign structures to the extent known at the time the Sign Program is submitted.	

E7. TRACT MAP (*State Subdivision Map Act, Government Code Sections 66410 to 6649958*)

1. Dimension and Orientation		Provided
	The map shall be at least 24 x 36 inches in size, with no side greater than 36 inches, folded to no larger than 8.5 x 14 inches. All map sheets shall be equal in size.	
	The scale shall be 1" = 40 feet (preferred), or 1"=100 feet (may be acceptable).	
	Legend including north arrow, scale, and description of all symbols used on the plan.	
2. Title Block		
	The title block shall contain	
	Project Site Address(es)	
	Name, address, phone number of:	
	Applicant	
	Property Owner	
	Person Preparing the map and their license/seal/expiration signature and date signed.	
	Registered civil engineer or licensed land surveyor signature and seal with signature	
	Date map was prepared AND revision date log with latest revision date added	
	Assessor's Parcel Numbers	
	Benchmark	
3. General Information		
	Map number assigned by the County Surveyor	
	Area of the subdivision, both as total area and as area excluding existing right(s)-of-way dedicated for public use.	
	General Plan designation, existing zoning of property, and proposed land use.	
	Legal subdivision designations and record references.	
	For condominium projects include the statement: "For Condominium Purposes."	
4. Vicinity Information		
	Adjoining property lines and land uses, including adjacent subdivision map numbers.	
	A vicinity or area map, located on the tentative map, at a scale of 1 inch equals 500 feet, or as otherwise approved by the Director of Community Development, showing only the existing major street pattern and major watercourses and flood control channels within ½ mile of the exterior boundaries of the subdivision.	
	Existing buildings or structures identified by use, including those within 100 feet of the tract boundary.	
	All boundary lines of the subdivision with approximate bearing and distances described with any identifying tree row, dikes, or channels.	
	Location of existing trees, and proposed tree removals.	
5. Topographic Information, Improvements, Easements, and Drainage		
	Topography, including:	
	1-foot contour lines where slope is less than 5 percent.	
	2-foot contour lines where slope is between 5 percent and 10 percent.	
	5-foot contour lines where the slope is between 10 percent and 20 percent.	
	10-foot contour lines where the slope is greater than 20 percent.	
	Every 5th contour shall be clearly labeled and indicated so as to be distinctive.	
	Contour lines shall extend a minimum of 100 feet beyond the tract boundary.	
	Topographic mapping shall include any significant features that can materially affect the design of the subdivision, including, but not limited to, structures, fences, walls, and utility poles.	
	Source and date of existing contours shall be included.	

	Grading pattern including adjacent land	
	Delineate all natural slopes that are equal to or exceed a 20 percent gradient by a dashed line and label "20 percent slope".	
	Pad elevation and drainage pattern of each lot.	
	Tops and toes of all manufactured slopes, including all daylight lines.	
	Estimated quantities of cut and fill material in cubic yards.	
	Existing and proposed retaining wall locations and heights.	
	FEMA Flood Zone Boundaries.	
	Water courses, storm drain easements, facilities, irrigation lines, wells, tile drains	
	Preliminary plan of off-site drainage channel	
	Trees (existing and proposed)	
6. Site Access and Circulation Information		
	Existing and proposed street and connecting street alignments, cross-sections, and rights-of-way widths including required enriched parkways. (Public and Private Streets)	
	Proposed street grades.	
	Centerline radii of street curves.	
	The location and radii of the rights-of-way at all curb returns and cul-de-sacs.	
	The width, location, and improvements of all necessary and approved off-site access from the proposed subdivision onto the nearest public street.	
	Street names on all existing streets within, fronting, or adjacent to the proposed subdivision. Proposed public or private streets shall be designated as such, and those not officially named should be shown as "A" Street, "B" Court, or "C" Road, unless a current listing of desired names has been approved for said tentative tract by the City, Fillmore Fire Department, and Fillmore Police Department.	
7. Utilities Information		
	Names and addresses of all utility companies proposed to serve the subdivision.	
	All watercourses, storm drainage easements, utility facilities, wells, floodways, and Special Flood Hazard Areas that are subject to inundation or stormwater overflow in accordance with current Federal Emergency Management Agency Maps.	
	Preliminary plan of off-site drainage channel and any other drainage devices.	
	Approximate location of all existing and proposed public and private easements and easements to be abandoned.	
	Location and size of existing and proposed water, sewer, and storm drain lines with their approximate slope, connection point, and invert elevation.	
	Method of collection and disposal of stormwater run-off, including detention facility location and proposed storage volume.	
	Show all oil and gas related features including producing, abandoned, or idle oil wells, pipelines, sumps, and permit boundaries.	
8. Lot Information		
	Minimum, maximum, and average lot sizes within the subdivision.	
	Any remainder parcel of 5 acres or more shall be indicated by deed reference to the existing record boundaries	
	Total number of lots proposed.	
	Lot lines, dimensions, and identifying number or letter	
	Easements (existing and proposed)	
	Approximate net acreage of each lot	
	Propose use of all lots.	
	If phasing is proposed, show all phase boundaries and the number of each phase.	
	The location of at least one buildable site for each proposed lot for which is not a	

	remainder or designated as open space, flood control or other specific purpose	
9. Vesting Map Information		
	At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words “Vesting Tentative Map”.	
	A map showing division of the land for the sale of individual property, if any.	
	Proposed automobile and bicycle access and locations and dimensions	
	Locations and dimensions of proposed bicycle, pedestrian, and equestrian paths	
	Proposed off-street parking, including the location, number of stalls, dimensions, and circulation pattern.	
	Lot dimensions and all recorded easements.	
	Areas proposed to be dedicated or reserved for parks, parkways, playgrounds, school sites, public or quasi-public buildings, and other such uses.	
	Areas proposed for any other uses to be established within the project.	
	Proposed locations and elevations of buildings on land, including dimensions, the size of the structure, height, setback, materials, and yard areas.	
	Proposed landscaping, walls, fencing, screening, trash collection areas, and usable open space areas.	
	Location and size of all existing and proposed utility lines and drainage facilities	
	A schedule for the development. If phasing is proposed, a construction schedule for the off-site improvements to be associated with each phase; the total number of acres in the proposed project and the number and percent thereof designated for various uses; and the number of dwelling units proposed, by type of dwelling unit, for each phase.	
	A grading plan with information as required by the City Engineer.	
	Such additional information as may be required by the Director of Community Development, City Public Works Department, City Engineer, City Fire and Police Departments or Planning Commission.	

F. Other Studies or Environmental Information

The Project may be required to provide additional studies or information to analyze the environmental effects of the project. Provided below are some additional studies that may be required with the application or during design review or environmental review.

Noise Study

A noise study may be required for a project that is located near a noise sensitive land use, has outdoor living areas, living areas near a noise source, or generates noise including amplified sound or music. For assistance in preparing this item, please consult contact the Planning Department.

Traffic or Circulation Study

A traffic or circulation study is normally required in cases where there is a new use, or change of use, that may generate changes in vehicle patterns and traffic counts in the vicinity of the project. Please contact the City Engineering or Public Works Department, who in conjunction with current City policies, will determine if a traffic or circulation study is needed. A traffic or circulation impact study, if required, must be prepared by a professional transportation/traffic engineering firm. A representative of the firm should contact the City to define the scope and parameters of the traffic or circulation study.

Cultural and Historical Resources

The project site may require a cultural or historic resources investigation. If the project site is or was a subject of any archaeological or historical resource surveys, please provide the reports with the application. Reports may be kept confidential.

If the site contains land that has never been graded, or is located on or near to known cultural resources, you will be required to provide applicable Archaeological, Historical, and/or Paleontological Resource Surveys prepared by a qualified archeologist.

Mature/Protected Trees

Pursuant to Fillmore Municipal Code Section 6.04.2855, where a site contains existing trees with trunks four inches in diameter or greater measured four feet above grade, a tree report may be required and preservation measures may also be required. If a tree report is required it shall be prepared by a licensed landscape architect, arborist, or horticulturalist. Refer to Section 6.04.2855 for tree report preparation instructions. The resulting information shall also be included on site, landscape, and grading plans to ensure consistency with the arborist's recommendations for the trees' disposition.

Air Emissions

If any equipment or devices associated with the project will release air emissions that may require an Air Pollution Control District (APCD) Permit to Operate or an APCD Permit to Construct, please refer to APCD Rule 10, Permits Required, which is available on-line at: <http://www.vcapcd.org/pubs.htm>. Properties that require demolition of on-site structures may need approval from the APCD; please contact www.vcapcd.org for further information.

Biological Resources

All projects that could directly or indirectly impact biological resources either on or adjacent to the project site must provide a Biological Report, prepared by a qualified biologist, with the project application. The report must include analysis of the potential impacts of the project, and suggested mitigation measures. It is important to start the biological surveys early in the planning process to provide time for any necessary focused surveys and to design the project to avoid impacts to significant biological resources.

Certification Statement Of Hazardous Waste Or Substance Site

Permit No. _____

Assessor's Parcel No(s). _____

The Hazardous Waste and Substances Sites (Cortese) List is a planning document used by the State, local agencies and developers to comply with the California Environmental Quality Act requirements in providing information about the location of hazardous materials release sites. Effective July 1, 1987, California Government Code Section 65962.5 requires each applicant for any development project to consult the State list of Hazardous Waste and Substance Sites. Based upon this list the applicant is required to submit a signed statement to the City indicating whether the project is located on a site included on the list before the City accepts the application as complete. If the project site is listed by the State as a hazardous waste or substance site, the applicant must fully describe the nature of the hazard and the potential environmental impacts prior to completion of the Initial Study for the project.

Government Code section 65962.5 requires the California Environmental Protection Agency to develop at least annually an updated Cortese List. The list is available online at:

<https://dtsc.ca.gov/dtscs-cortese-list/>

I have been informed by the City of Fillmore of my responsibilities pursuant to California Government Code Section 65962.5 to notify the City as to whether the site for which a development application has been submitted is located within an area which has been designated as the location of a hazardous waste site by the Office of Planning and Research, State of California (OPR).

I am informed and believe that the proposed site for which a development application has been submitted,

IS / IS NOT (circle one)

within any area specified in said Section 65962.5 as a hazardous waste site. I declare under penalty of perjury of the laws of the State of California that the foregoing is true and correct.

Applicant or Representative Signature

Date

Applicant or Representative Name (Print)

Title

Discretionary Project Reimbursement Agreement

Check all that apply:

☐ Annexation	☐ Interpretation	☐ Time Extension
☐ Appeal	☐ Lot Line Adjustment	☐ Tract Map - Final
☐ Certificate of Compliance	☐ Lot Merger	☐ Tract Map – Tentative
☐ Conditional Use Permit	☐ Modification	☐ Tract Map - Vesting
☐ Conditional Use Permit (Admin)	☐ Modification (Admin)	☐ Variance
☐ Continuance	☐ Parcel Map - Final	☐ Variance (Minor)
☐ Density Bonus	☐ Parcel Map - Tentative	☐ Zoning Map Amendment
☐ Development Permit	☐ Sign Program	
☐ Development Permit (Admin)	☐ Specific Plan	
☐ Environmental Review	☐ Specific Plan Amendment	
☐ General Plan Amendment	☐ Other: _____	

PROJECT No: _____

I, _____, the undersigned, hereby request the City of Fillmore to process the above referenced permit and agree to pay all fees required in connection with such project in accordance with the City of Fillmore's adopted fee schedule. I understand and agree to the following terms and conditions of this Reimbursement Agreement.

I am depositing \$_____ as an initial deposit to pay for City staff and consultant review, coordination, and processing for this permit. In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs and that I am responsible for the payment of all of the costs incurred by the City in connection with the permit. I also understand that these costs apply even if the application is withdrawn or not approved. If the initial deposit is insufficient, which determination shall be based on the actual costs and expenses generated in preparation and review of the permit, I agree to pay City a lump sum deposit in the amount estimated by City to be sufficient to cover the excess as a supplemental deposit as soon as possible and no later than 15 days from receipt of a request from the City. Work on the permit may be suspended until the supplemental deposit is made to City. I understand that more than one supplemental deposit may be required.

Time spent by City employees and consultants to process my request will be billed against the available deposit. "Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone, email, or correspondence to inquiries from the applicant, the applicant's representatives, neighbors, interested parties, attendance and participation at meetings and public hearings, and preparation of staff reports, resolutions, conditions of approval, consultant agreements and other work.

If the final cost is less than the available deposit fee, the unused portion of the available deposit, including any retention, will be refunded to me.

If I fail to pay any invoices/supplemental deposits after my application is granted, I understand that my permit is subject to revocation and that any work on any subsequent or concurrent permit applications will cease until all unpaid fees are paid in full. Fees are due and payable within 15 days of billing. Invoices unpaid after 15 days will incur a 2 percent late fee, compounded monthly.

The City may refer any technical reports, application documents, plans, maps, etc. submitted as part of my application to a City contracted consultant(s) for review. Should this occur, I will pay the cost of the consultant(s) review. This fee may vary depending on the size of the development and complexity

of the development. Selection of any consultants will be at the sole discretion of the Planning Director. This fee is not related to the above deposit fee and shall be paid as a supplemental deposit.

I agree to pay the City the cost of placing a legal advertisement (if one is required) in a newspaper or general circulation as required by state law and City ordinance.

Upon project approval, if applicable, I agree to pay the established County Clerk Recorder Environmental Document filing fees. This may also include fees required by the Fish and Game Code.

I agree to pay all costs related to plan-checking and permit condition compliance as specified as specified in any conditions of approval for my permit/entitlement.

If either the City or I am required to initiate or defend or make a party to any action or proceeding in any way connected with this Reimbursement Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

Name of Property Owner or Corporate Principal (please print):

Driver's license Number: _____

Phone Number: _____

Mailing Address of the Property Owner or Corporation/Company *(If a Corporation, please attach a list of the names and titles of Corporation offices authorized to act on behalf of the Corporation):*

Signature: _____ Date: _____