



# CITY OF SIMI VALLEY

Department of Environmental Services  
Planning Division

# Administrative Action Application Packet

***PLEASE NOTE:***

***ALL APPLICATIONS MUST BE SIGNED AND  
NOTARIZED***

City Hall  
2929 Tapo Canyon Road  
Simi Valley, CA 93063

*Hours: Monday-Friday 7:30 a.m. to 5:30 p.m.  
Planning Counter: (805) 583-6769*

[www.simivalley.org](http://www.simivalley.org)



## Introduction

The following information is provided to assist you with filing an Administrative Action application with the City of Simi Valley. The requested materials will ensure: (a) an accurate and complete project description; (b) provision of information for staff to complete an environmental exemption; (c) consistency with the City's polices, ordinances, and design guidelines, as well of those of outside agencies; and (d) the application is processed as quickly as possible for decision making and public hearing(s), if applicable. The application packet includes the required materials, as well as instructions on where to obtain, and how to prepare, supplemental materials that are needed to file.

### *What Qualifies as an Administrative Action?*

Pursuant to SVMC Section 9-52.030, the following items may be accepted by the City Planner for processing as Administrative Actions, subject to the findings outlined in SVMC:

1. Uses that require a Conditional Use Permit (CUP), within existing spaces of 3,000 square feet of total gross floor area or less.
2. Elevation, floor, site and/or landscape plan change(s) for an approved residential, commercial or industrial development of up to 25% of the project's gross square footage, within the existing buildable pad area, and requiring no grading permit.
3. An addition or reduction to a building, or movement of a building footprint for an approved residential, commercial or industrial development of up to 25% of the project's gross square footage, within the existing buildable pad area, and requiring no grading permit.
4. Addition of an accessory structure to an approved multi-family residential, commercial, or industrial development project, that does not exceed 25% of the principal building's gross square footage up to a maximum of 2,500 square feet, within the existing buildable pad area, and requiring no grading permit.
5. Small outdoor recycle collection facility.

Please be advised, depending on the extent of the project, additional information regarding the site may be required. If the project triggers state and regional permitting requirements for stormwater, MS4, etc. as outlined in sections III.E., the project likely exceeds the threshold of an Administrative Action. Please verify with Planning Staff to confirm processing requirements.

### *What is Required/What to Expect?*

Every application shall include a signed and notarized application, project description, plans and payment of the Administrative Action fee. A summary of the application fees and related service charges is available from the Planning Division/Department of Environmental Services upon request. Additional materials for interior uses include floor plans. For exterior changes to buildings and sites, or new construction, further details and some reports may be required. All of the submittal requirements are outlined in Section II.

Although some of the questions and informational requests in this application packet might not apply to your project, carefully review these documents in their entirety to ensure that you provide the requisite information and materials for your application. The package includes contact information and advisories about requirements and permits that outside agencies may require to complete your project, and you are advised to contact them prior to submittal to understand those separate processes, fees, and timing.

### ***Public Hearing***

A staff-level public hearing may be required, or if the Director of Environmental Services determines the project may affect adjacent uses or parcels. If such a hearing is required, you will be required to provide the public hearing labels. You will be notified of such requirements before your application is deemed complete. Public hearings allow the applicant and all interested parties to present their testimony and position on the requested use. Such permits can be approved, approved with conditions, or denied, and the decision can be appealed to the next higher decision making body as outlined in Simi Valley Municipal Code. The Director has the right to defer any project to the Planning Commission for decision.

### ***Processing the Permit***

Once the City determines an application to be complete, which means the City has all the information needed to process the application and finalize the environmental review, a report is prepared. If a hearing is required, a hearing date is tentatively scheduled. The City's goal is to process administrative projects within 30 days. The processing time of most administrative projects depends on the completeness of the submittal materials.

The applicant has a right to appeal any determination of application completeness in accordance with Simi Valley Municipal Code (SVMC) §9-50.060.

Once approved, the applicant will be provided with a Certificate of Approval. This certificate and accompanying conditions of approval will guide the applicant in what remaining items must be addressed to obtain a Zoning Clearance and Building Permit sign-offs from the Planning Division.

Please contact the Planning Division's Deputy Director/City Planner at (805) 583-6307 for any questions you may have about a proposed project, process, or the required application submittal information and materials. If you need additional assistance in navigating through the City's development processes, please contact Linda Swan, Business Development Advocate, at (805) 583-6853. A preliminary meeting to discuss your project and application is encouraged. Although every effort has been made to provide complete information, it is the applicant's responsibility to ensure that they address all submittal and code requirements.

<sup>1</sup> State CEQA Guidelines [California-Code of Regulations, Title 14, Chapter 3, §15063].

<sup>2</sup> For information on the fees that are required to process your application, please refer to the Schedule of Service Charges at following website: [www.simivalley.org](http://www.simivalley.org) and the attached fee worksheet.



**I.C. Applicant, Property Owner and Consultant Information**

Please provide the following information about the applicant, property owner, and all consultants (e.g., architects, civil engineers, surveyors, and permit expeditors) who prepared the application materials (e.g., plans, reports, and studies).

***C.1. Applicant***

The applicant is: (Please check the appropriate box.)

- Owner                       Lessee                       Has Power of Attorney                       Authorized by Owner

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**Disclosure:** *Has the applicant had financial involvement (including political campaign contributions) in excess of \$250.00 with any Planning Commissioner in the last 12 months?* **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

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

- 1. All City-issued permits and approvals are issued pursuant to the authority and subject to the requirements 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 exactions applicable to the request.*
- 2. Statements or representations by City Employees concerning the foregoing requests, codes, policies, standards, and procedures are believed to be accurate; however, such accuracy is not guaranteed. Applicants are advised to refer directly to the codes, written policies, and procedures applicable to your request. It is expressly understood that the decision-making body(ies) are not bound by staff recommendations but may exercise their sole discretion concerning the request.*
- 3. 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 public health, safety, and welfare.*

*An application may be filed only by all of the owner(s) of the property or by a person authorized by the property owner(s).*

*I/we \_\_\_\_\_ hereby certify, under penalty of perjury, that I/we am/are the property owner(s) or am/are authorized by the property owner(s) to submit this application. I/we further certify that this application has been prepared in compliance with the requirements of the Simi Valley Municipal Code, that the materials are being submitted as a formal application for the request noted on this application, and that the statements and information above referred to are, to the best of my/our knowledge and belief, in all respects true and correct.*

Applicant's Signature \_\_\_\_\_

\_\_\_\_\_ Date

Applicant's Printed Name: \_\_\_\_\_

**All applications must have all signatures(s) notarized by a Commissioned Notary Public.**







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***C.2. Property Owner***

If the property owner is the same as the applicant, write "same."

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

***C.3. Primary Contact Information***

Please designate and provide the following information about the person who will serve as the primary point of contact on this project. All project-related correspondence will be directed to this person.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

***C.4. Architect***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

***C.5. Civil Engineer***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

***C.6. Landscape Architect***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

***C.7. Land Use/Project Consultant***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

***C.8. Other Parties to be Contacted***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

## Section II

# Submittal Requirements for Administrative Actions

The following outlines the quantity of items that must accompany your application upon submittal by type. Contact the Planning Division with any questions.

<b>Submit with All Applications</b>	<b>No. of Copies</b>	<b>Provided</b>
Formal Application, Ownership, Applicant Information and Questionnaire (Sections I/II)	1	
Copy of all proposed exhibits (11"x17")	1	
Planning Fees (permit, environmental, study review, etc.)		
Copies of the existing approved project plans (11"x17")	1	
Color photographs of existing site and buildings, and of proposed site/area or unit (on an 8.5" x11" page)	12	

<b>Additional Materials for Applications with Interior Changes or Changes to Uses Only</b>	<b>No. of Copies</b>	<b>Provided</b>
Floor Plans 11"x17" (refer to Appendix D)	1	

<b>Additional Materials for Applications with Outdoor Uses, Exterior Changes, and/or New Construction</b>	<b>No. of Copies</b>	<b>Provided</b>
Site Plan (refer to Appendix B)	9	
Landscape Plan (refer to Appendix F), if applicable	9	
Elevation Plans (refer to Appendix C), if applicable	6	
Color and Material Board and Color Elevations/Key (refer to Appendices C and E), if applicable	6	
Floor Plans (refer to Appendix D), if applicable	6	
Tree Report <sup>1</sup> (refer to Appendix G), for over \$1,000 value and no Oak trees, if applicable.	3	
Copy of all color exhibits (11"x17" max.) for distribution to Planning Commission and City Council after approval	20	

<b>Additional Items Required for Administrative Public Hearings, if Applicable</b>	<b>No. of Copies</b>	<b>Provided</b>
Assessor's Parcel Map(s) with property outlined	1	
Public Notice Mailing List Radius Maps and Affidavit (refer to Appendix A)	1	
Public Notice Mailing List Labels (refer to Appendix A)	3 sets	

## Section III

# Supplemental Information and Submittal Guidelines

For each proposed application, please review the following supplemental advisories, questions and information. For most smaller administrative applications (especially those within existing suites), these items will not apply. If any of the following topics are applicable to your project, please address them in your plans and studies, and/or append additional sheets to your application. Supplemental Appendices are available upon request to help you prepare these portions as outlined. If you have any questions, please contact Planning staff for assistance.

### ***A. Mature/Protected Trees***

Pursuant to City of Simi Valley Municipal Code (Chapter 9-38), if a person wishes to remove or relocate protected mature tree(s), a Tree Report is required to be prepared, where the value of the tree(s) exceed \$1,000. If you believe the value is less than \$1,000, and the tree(s) are not Oaks, please contact the City's Landscape Architect at 805-583-6393 to coordinate a site visit for confirmation. All removal values must be proposed for replacement on the same site, subject to City approval as part of the project. If a Tree Report is required, please refer to Appendix G for Tree Report preparation instructions.

Please be advised that if a Tree Report is required, a Tree Removal Permit will be required prior to removal and/or relocation of the tree(s).

### ***B. Water Supply/Sewage Disposal***

Grading, water supply, sanitary sewer/disposal, and fire flow system requirements are addressed during Building and Safety plan check. Applicants are advised to consult with the Building Department, Public Works, and the Ventura County Fire Protection District prior to completing any tenant improvements or occupancy changes to determine if upgrades to existing systems (or new systems) are required.

Certain commercial projects such as restaurants, and certain industrial users/manufacturers (and users with outside uses) may require waste discharge permits as a part of the normal course of operation, implementing certain federal and state laws. These requirements will be addressed during Building Plan Check and questions can be directed to the City's Environmental Compliance staff at (805) 583-6462.

### ***C. Floodplain Management***

All projects with exterior changes and/or expansion to the building(s) or site, must document whether or not they are located in a flood zone, as determined by the Federal Emergency Management Agency Flood Insurance Rate Maps. Pursuant to City of Simi Valley Ordinance No. 760, for new construction, finish floor levels must be a minimum of one foot above the base flood elevation. The determination of this applicability is dependant on the location and design of the construction relative to the flood plain and elevation. If the building is in a flood zone and is being altered, and the cost of the improvements exceeds 50% of the value of the building, the project may be required to bring the existing building out of the flood zone. **If the project is proposed to be located within a 100-year floodplain or Special Flood Hazard Area, and involves expansion of the building, site changes, or a change in use, special analysis may be required and the project will not qualify as an Administrative Action.** If the project is proposed to be located adjacent to a boundary of a Regulatory Floodway or 100-year floodplain, a California-licensed Civil Engineer, Architect, or Land Surveyor will need to submit a scaled site plan, using current topography, verifying the proposed project does not alter or effect the floodway/floodplain boundary. Questions related to floodplain management and permitting should be directed to the Public Works Department at (805) 583-6786 and/or the Building Department at (805) 583-6723.

## ***D. Geotechnical***

Projects involving new construction may require the submission of a Soils Report during plan check. The report(s) shall be prepared by the developer's geotechnical consultants (i.e., a State-registered civil engineer and/or certified Engineering Geologist) in accordance with current California Building Code (C.B.C.) requirements.

**Groundwater:** Applicants seeking projects located in the eastern and western most portions of Simi Valley should be advised that these areas may have a high ground water table. High ground water shall be addressed in the appropriate geotechnical reports for the project. Site de-watering will require water discharge permits. Any questions should be directed to the Public Works Department. Groundwater surcharge and aquifers are separately monitored by the County of Ventura Water Resources Division in consultation with the City Public Works Department and any related questions should be addressed to the County.

## ***E. Drainage/Water Quality***

Administrative Actions are for projects within the existing pad area of a project site. As such, there is generally minimal land disturbing activities or changes to drainage. In some cases, however, new or altered construction, or a change of use, may require certain measures to ensure adequate drainage, meet state requirements for stormwater detention and clarity, and to address discharge to the wastewater system (i.e., restaurants and automotive uses). Please review the below information to determine if these items apply to your project.

**Drainage Reports:** Projects involving new construction may require the submission of a Preliminary Drainage Report. Drainage studies submitted with applications will be used to develop project Conditions of Approval. The difference between preliminary drainage studies (to be submitted while filing the project application) and project design drainage studies relates primarily to the details of design. The complexity of the project and the identification of drainage impacts/problems to be mitigated will govern the level of detail needed at the preliminary drainage study stage. It will generally be to the developer's benefit to identify and propose solutions to the drainage problems early in the project design cycle. Detailed hydraulic design calculations final studies will be required at the improvement plan review/plan check stage.

**National Pollution Discharge Elimination Systems:** Any applicable construction activity shall be in compliance with the Ventura County NPDES Stormwater Permit and shall comply with requirements for construction projects including Best Management Practices (BMPs). Such projects will require preparation of a National Pollution Discharge Elimination System (NPDES) Construction Activities Plan and permit. Administrative Actions that include construction activity on less than one acre will be conditioned to provide a Storm Water Pollution Prevention Plan, in association with the erosion control plan. Construction activity resulting 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, will be conditioned to obtain a water quality permit from the State of California. Construction activity includes clearing, grading, excavation, stockpiling, and reconstruction of existing facilities involving removal and replacement. Construction activity does not include routine maintenance such as maintenance of original line and grade, hydraulic capacity, or original purpose of the facility. A copy of the permit number and plans are required to be submitted to the Environmental Compliance division of the City's Public Works Department prior to commencing operations for industrial connections, restaurants and similar projects/permits and issuance of the Zoning Clearance for this tenant improvement. For more information, contact the Public Works Department at (805) 583-6786.

**Municipal Separate Storm Sewer Systems (MS4):** Projects with site changes and building additions may be required to incorporate permanent storm water improvements associated with the latest MS4 permit requirements and the associated Technical Guidance Manual (TGM) as approved by the State Regional Water Quality Control Board. The Technical Guidance Manual for Stormwater Quality Measures (2011 TGM) provides guidance to Engineers and Developers for the implementation of stormwater management control measures in new development and redevelopment projects. These guidelines are intended to improve water quality and mitigate potential water quality impacts. The goal is to minimize runoff pollution typically caused by land development by limiting effective impervious area (EIA) to no more than

5% of the project area and retaining stormwater on site through re-use, evaporation, or infiltration. One method is to limit runoff to a maximum level of 5% of the first 3/4-inch storm. This goal can be achieved by employing a sensible combination of Site Design Principles and Techniques, Source Control Measures, Retention Best Management Practices (BMPs), Biofiltration BMPs, and Treatment Control Measures to the required level.

The following are those projects subject to the requirements per the 2011 TGM:

- Projects where land-disturbing activity that results in the creation or addition or replacement of more 5,000 square feet or more of impervious surface area on an already developed site.
- Projects where redevelopment results in the alteration to more than fifty percent of impervious surfaces of a previously existing development, and the existing development was not subject to the post development stormwater quality control requirements of Board Order 00-108, shall mitigate the entire redevelopment project area.
- Projects where redevelopment results in the alteration to more than fifty percent of impervious surfaces of a previously existing development, and the existing development was subject to the post development stormwater quality control requirements of Board Order 00-108, must mitigate only the altered portion of the redevelopment project area and not the entire project area.
- Projects where redevelopment results in an alteration of less than fifty percent of impervious surfaces of a previously existing development must mitigate only the altered portion of the redevelopment project area and not the entire project area.

Redevelopment does not include routine maintenance activities that are conducted to maintain the original line and grade, hydraulic capacity, or original purpose of the facility or emergency redevelopment activity required to protect public health and safety. Impervious surface replacement, such as the reconstruction of parking lots and roadways, that does not disturb additional area and maintains the original grade and alignment, is considered a routine maintenance activity.

Please contact the Public Works Department to review the applicability of these requirements to your project. The Technical Guidance Manual can be found at:

[http://www.swrcb.ca.gov/rwqcb4/water\\_issues/programs/stormwater/municipal/ventura\\_ms4/VenturaTGM/Ventura%20Stormwater%20TGM%20Final%207-13-11.pdf](http://www.swrcb.ca.gov/rwqcb4/water_issues/programs/stormwater/municipal/ventura_ms4/VenturaTGM/Ventura%20Stormwater%20TGM%20Final%207-13-11.pdf)

**Stormwater Quality:** Certain projects that include changes to the site, use, building additions, etc. will be conditioned to comply with any required Stormwater Quality Urban Impact Mitigation Plan (SQUIMP) at plan check. These project include:

- Any automotive repair/maintenance shop or retail gasoline outlet.
- Any free-standing restaurant.
- A new parking lot with 5,000 square feet, or more of impervious surface area.
- A new parking lot with 25 or more parking spaces and potentially exposed to runoff.
- Redevelopment that creates or adds 5,000 square feet or more of impervious surface area.

If the creation or addition of impervious surface area is 50% or more of the existing impervious surface area, then storm water runoff from the entire site (existing and additional) must be considered for the purpose of storm water mitigation. If less than 50% of the existing impervious area, then only the addition needs mitigation.

Worksheet/information and/or Stormwater Quality Permits will be required to be submitted with the Final Drainage Study and/or at the time of post project approval Public Work Improvement Plans plan check.

**In addition, any construction activities that disturb more than 1 acre of land/dirt will require a General Construction Permit for stormwater from the State Regional Water Quality Control Board. Please contact Environmental Compliance staff at (805) 583-6462 for additional information.**

## ***F. Traffic***

A study may be required in cases where there is a new/expansion of use, or change of use, that may generate changes in vehicle patterns and traffic counts in the vicinity of the project. The project may be conditioned for the applicant to provide City-required traffic impact fees as outlined in the Schedule of Service Charges.

## ***G. Hazardous Materials/Waste and Fire Protection***

Certain sites or business practices include the use of Hazardous Waste Substances including the use, storage, transport or handling of hazardous waste. Please contact the City, Fire District, Air Pollution Control District and applicable outside agencies if such materials are included in your business practices to determine their permitting and tenant improvement requirements.

## ***H. Utilities, Undergrounding, and Screening***

Projects must identify all utility services anticipated for the project, show them on the plans, and provide screening. Pursuant to SVMC §9-30.070, all new utility equipment and appurtenances to be installed in conjunction with any application will be conditioned to be completely screened from public view.

## ***I. Signage***

Project signage is permitted in accordance with SVMC Chapter 9-37, any applicable Specific Plan. The application/plans shall include the location of any new sign area(s) or monumentation.

## ***J. Design Guidelines***

The City has adopted design guidelines for Residential, Commercial/Industrial, and Landscaping. These guidelines may be found on 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 Division for any questions regarding the project's relationship to the guidelines.

## ***K. Green Building Ordinance***

The City of Simi Valley has adopted Green Building Standards (Ordinance No. 1152) that have certain requirements relating to energy efficiency, water efficiency, construction and demolition waste reduction that will be required to be met prior to issuance of building permits. Please contact the Building and Safety Division at (805) 583-6723 for additional information or consult the City's website.

**Construction and Demolition Debris Waste Management and Recycling Program:** In order to comply with state law and the City's Green Building Ordinance, certain projects will require the filing of a Construction & Demolition Debris Waste Management & Recycling Program. Projects subject to the Ordinance include: Construction or demolition projects with a valuation of \$100,000 or more; residential additions of 1,000 square feet or more; Tenant Improvements of 3,000 square feet or more; New Structures of 1,000 square feet or more; and, demolition of any structure requiring a permit. Applicants must submit and receive approval of a Waste Management Plan prior to issuance of a Building Permit. If you have any questions on the applicability of these requirements, to obtain the application forms, or to make a submittal, please contact the Building and Safety Division at (805) 583-6723.

## ***L. Security Ordinance***

The City of Simi Valley encourages development of projects consistent with the theories of Crime Prevention Through Environmental Design (CPTED). Projects should include active and passive measures for surveillance, lighting, crime prevention, and appropriate landscaping, and must show evidence of compliance with the Security Ordinance (SVMC, Title 8) in project design and prior to issuance of Building



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Permits. Security features, including lighting locations, fencing, etc. shall be noted on submitted plans. A final photometrics/lighting plan may be required at the time of Building Department plan check pursuant to the criteria in SVMC §9-30.040 and the Security Ordinance in SVMC §8-21.

### ***M. Ventura County Agencies***

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**Ventura County Environmental Health Department:** Any business involving food preparation, food handling, wells, spas, common pools, massage, or group camps, will involve permitting from the Ventura County Health Department. These requirements are generally handled during the building permit process; however, the County should be consulted prior to submittal, and as early as possible in the planning process. Please call (805) 654-2813 for further information, or visit their information online at <http://www.ventura.org/rma/envhealth/>.

**Ventura County Fire Protection District:** The Ventura County Fire Protection District provides fire protection, plan check, and inspection services to the City of Simi Valley. All applicants are encouraged to see their input into their site and tenant improvements, in particular where changes in occupancy or assembly occupancies are proposed. The Fire District enforces state and local fire codes, issues permits, and provides facility inspections. The District participates in the review process and requires that a “Requirements for Construction” (126) Form be submitted prior to initiation of construction. The District provides services at the City of Simi Valley Building Department on Tuesday and Thursday mornings from 9 am to noon, or at their offices at 165 Durley Avenue, Camarillo, CA 93010, (805) 389-9710.

**Certified Public Notice Mailing List and Affidavit**

Certain Administrative Actions require a public hearing. Public notices require mailing labels, radius maps, and an affidavit related to their preparation that must be submitted by the applicant prior to deeming a project complete. Obtain and use Ventura County Assessor’s parcel maps from the County of Ventura or the City of Simi Valley Planning Division for the subject property and those within 300 feet of the subject parcel(s). **Labels may not be more than three months old.**

Public Notice Mailing Lists and Maps must comply with the following requirements/include the following information:

<b>Public Notice Mailing Lists Requirement and/or Informational Item</b>			
<b>1. Property Radius Notification Map</b>			
1a.	Using the Assessor’s Maps, highlight the area of the subject application(s) by outlining the property lines in color or obvious shading. (Please note scale differences exist in some map sheets).		
1b.	Draw a line that is a minimum distance of 300 feet from each edge of the subject property. Highlight this radius line. (This line may fall on adjacent maps and may be submitted on separate sheets as necessary).		
<b>2. Mailing Labels</b>			
2a.	Provide three sets of self-stick labels.		
2b.	Use the following label formats on Avery style self-stick labels:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>For Owner:</b>  APN: 123-0-456-789  John and Jane Doe  1234 Main Street  Simi Valley, CA 93065 </td> <td style="width: 50%; vertical-align: top;"> <b>For Occupant/Business/Non-Resident Owner:</b>  APN: 123-0-456-789  Occupant  1234 South Street, Apt. A  Simi Valley, CA 93065 </td> </tr> </table>	<b>For Owner:</b> APN: 123-0-456-789 John and Jane Doe 1234 Main Street Simi Valley, CA 93065	<b>For Occupant/Business/Non-Resident Owner:</b> APN: 123-0-456-789 Occupant 1234 South Street, Apt. A Simi Valley, CA 93065
<b>For Owner:</b> APN: 123-0-456-789 John and Jane Doe 1234 Main Street Simi Valley, CA 93065	<b>For Occupant/Business/Non-Resident Owner:</b> APN: 123-0-456-789 Occupant 1234 South Street, Apt. A Simi Valley, CA 93065		
2c.	Provide two copies of the labels on letter paper.		
2d.	<b>Owners’ Labels:</b> Refer to the latest available Ventura County Tax Assessment Roll and provide a label for all property owners within or touching the 300-foot radius identified on the radius map. If an owner owns more than once parcel, provide the multiple APNs on their label, and do not duplicate labels.		
2e.	<b>Occupant Labels:</b> If the mailing address of the property owner does not match the site address, provide an occupant label. If the parcel contains an apartment complex or individual tenants, provide one for each tenant.		
2f.	<b>Homeowners’ Association (HOA) Labels:</b> Provide mailing labels to all HOAs within the map radius. Contact the Planning Division counter for a list of these associations.		
<b>3. Affidavit</b>			
3a.	Applicants are responsible for ensuring the accuracy of the Property Map and Mailing Labels for the property owners and occupants. Provide one copy of a signed affidavit to this effect (refer to next page).		

**Prior to the public hearing, staff will inform you of the applicant’s obligation to provide public hearing notice signs.**

**Certified Public Notice Mailing List**

**AFFIDAVIT**

Permit No. \_\_\_\_\_

Assessors Parcel Nos. \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that the attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of Ventura County and of all property occupants within the area described on the attached application and for a distance of three hundred (300') feet from the exterior boundaries of the property described on the attached application.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

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

(Signed) \_\_\_\_\_

(Date) \_\_\_\_\_

(Address) \_\_\_\_\_

\_\_\_\_\_

## Architectural Site 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 Division if you have any questions about the applicability of any of the information or requirements.

Site plans must comply with the following requirements/include the following information:

Architectural Site Plan Requirement	Provided
<b>1. Dimension/Orientation</b>	
1a. The site plan shall be at least 11 x 17 inches in size.	<input type="checkbox"/>
1b. For projects that are proposed on large lots include an enlargement/detailed drawing of the areas of proposed development.	<input type="checkbox"/>
1c. The scale may be 1-inch equals 20 feet to 1-inch equals 30 feet.	<input type="checkbox"/>
1d. The legend must include the scale and description of all symbols used on the plan.	<input type="checkbox"/>
<b>2. Title Block</b>	
2a. The Title Block shall include:	<input type="checkbox"/>
(1) The address of the project.	
(2) Name, address and phone numbers of:	
(i) Applicant.	
(ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.	
(iii) Property Owner.	
(3) Date of latest revision. Any future revisions shall be clearly annotated.	
<b>3. Project Information List</b>	
3a. Current Zoning of the subject parcel and all abutting parcels. <sup>1</sup>	<input type="checkbox"/>
3b. Gross square footage/acreage of lot area (refer to SVMC Chapter 9-80).	<input type="checkbox"/>
3c. Identify existing and proposed percent of building coverage.	<input type="checkbox"/>
3d. Identify existing and proposed square footage of removed, altered, or added landscaping.	
3e. 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.	<input type="checkbox"/>
<b>4. Layout</b>	
4a. Completely dimensioned layout of existing and proposed internal driveways, aisles, parking stalls (including accessible spaces), gates, loading spaces, pedestrian ways, ingress and egress to buildings, and path of travel both on-site and from the public right-of-way.	<input type="checkbox"/>
4b. Identify existing and proposed landscaping areas and mature trees.	<input type="checkbox"/>
4c. Identify existing and proposed fences, walls, gates, and refuse/recycling enclosures.	<input type="checkbox"/>
4d. Identify existing and proposed monument signs.	<input type="checkbox"/>
4e. Identify existing and proposed outdoor storage.	<input type="checkbox"/>

<b>Architectural Site Plan Requirement</b>	<b>Provided</b>
4f. Location and size of all existing and proposed exterior lighting standards and devices shall be shown if alterations to the site, building exterior, or expansion of the building is involved. Except for decorative lighting, fixtures are required to have flat lenses that are not exposed on the horizontal plane. [NOTE: A photometrics plan will be required at the time of Building Department plan check pursuant to the criteria in SVMC §9-30.040 and the Security Ordinance in SVMC §8-21.]	<input type="checkbox"/>
<b>5. Property Boundaries, Easements, and Streets</b>	
5a. Existing and proposed lot lines, dimensions, and acreages.	<input type="checkbox"/>
5b. 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.)	<input type="checkbox"/>
5c. Show all existing and proposed buildings and setbacks (from property lines to structures) and between buildings and structures (measured in feet).	<input type="checkbox"/>
5d. Completely dimensioned layout of roadway including of existing right-of-ways both on-site and within 100 feet of the project boundary including:	<input type="checkbox"/>
(1) Street frontage features (e.g., curbs, gutters, and sidewalks) <sup>2</sup> .	<input type="checkbox"/>
(2) Location of all existing and proposed free-standing/monument signs.	<input type="checkbox"/>
(3) Street lights.	<input type="checkbox"/>
(4) Utility poles.	<input type="checkbox"/>
(5) Bicycle lanes.	<input type="checkbox"/>
(6) Islands and medians.	<input type="checkbox"/>
(7) Existing and proposed curb cuts (e.g., driveway and private roadway entrances from the road to the project site).	<input type="checkbox"/>
<b>6. Common Areas, Common/Open Space Parcels, Parks and Trails</b>	
6a. Show all parcels to be held in common.	<input type="checkbox"/>
6b. Show all parcels or areas proposed for dedication to others (Parks District, School District, conservation, utilities, HOA, etc.) <sup>3</sup>	<input type="checkbox"/>
6c. Show all existing and proposed trails, bicycle, pedestrian, and equestrian paths. <sup>4</sup>	<input type="checkbox"/>
6d. Show all common area amenities, buildings, parks, play areas, utilities, pools, etc.	<input type="checkbox"/>

<sup>1</sup>The land use and zoning designations may be obtained from the Planning Division Public Information Counter

<sup>2</sup>For all projects in which the project site is not located adjacent to a public road right-of-way, submit documentation (e.g., a recorded access easement/title report) that demonstrates legal access to the property from the nearest public road.

<sup>3</sup>Any dedication of parcels to outside agencies (i.e., RSRPD, Schools, MRCA, Watershed Protection District) should be coordinated with the requirements of the respective agencies prior to submittal of the application.

<sup>4</sup>Trails located in, or proposed within Rancho Simi Recreation and Parks District property shall be designed in accordance with City and District Standards.

## 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 will be required to document existing conditions. The City of Simi Valley has adopted Citywide and Residential Design Guidelines that are available at the Planning Division and that should be consulted in the preparation of your plans, as they will be used for findings of consistency.

Elevation plans must comply with the following requirements/include the following information:

Elevation Plan Requirements	Provided
<b>1. Dimension/Orientation</b>	
1a. The elevation plan shall be at least 11x17 inches in size.	<input type="checkbox"/>
1b. The scale shall be in the range of ¼-inch equals 1 foot to 1/8-inch equals 1 foot.	<input type="checkbox"/>
1c. Legend including scale, north arrow, and description of all symbols used on the plan.	<input type="checkbox"/>
<b>2. Title Block</b>	
2a. The Title Block shall include:	<input type="checkbox"/>
(1) The address of the project.	
(2) Name, address and phone numbers of:	
(i) Applicant.	
(ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.	
(iii) Property Owner.	
(3) Date of latest revision. Any future revisions shall be clearly annotated.	
<b>3. Elevation Details</b>	
3a. Buildings and structures must be labeled to indicate what building or structure is shown on the elevations.	<input type="checkbox"/>
3b. 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).	<input type="checkbox"/>
3c. Building dimensions—both height and width—for each elevation.	<input type="checkbox"/>
3d. Photographs of the existing building exterior and site mounted or printed on paper no larger than 11 x 17.	<input type="checkbox"/>
3e. 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.	<input type="checkbox"/>
3f. On-building sign location(s) showing their relationship to the building’s architecture.	<input type="checkbox"/>
3g. Identify all roof-mounted equipment, including the height, and show method of screening and parapet heights.	<input type="checkbox"/>
3h. On-building lighting and provide fixture details.	<input type="checkbox"/>
3i. All proposed exterior mechanical or utility equipment (including roof top). All proposed equipment shall be screened.	<input type="checkbox"/>
3j. Architectural details of all walls, fences, and gateposts, including the height dimensions, materials, and colors.	<input type="checkbox"/>
<b>4. Roof Plan</b>	
4a. Provide a roof plan for each building (including slope, materials, equipment and venting)	<input type="checkbox"/>

## 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.

Floor plans must comply with the following requirements/include the following information:

Floor Plan Requirements	Provided
<b>1. Dimension/Orientation</b>	
1a. The floor plan shall be at least 11 x 17 inches.	<input type="checkbox"/>
1b. For projects that have multiple floors and/or have multiple buildings, include a sheet for each floor of each building.	<input type="checkbox"/>
1c. The scale must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot.	<input type="checkbox"/>
1d. Legend including scale and description of all symbols used on the plan.	<input type="checkbox"/>
<b>2. Title Block</b>	
2a. The Title Block shall include:	<input type="checkbox"/>
(1) The address of the project.	
(2) Name, address and phone numbers of:	
(i) Applicant.	
(ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.	
(iii) Property Owner.	
(3) Date of latest revision. Any future revisions shall be clearly annotated.	
<b>3. Plan Details</b>	
3a. Gross square footage of building(s) on each building or in total in tabular form	<input type="checkbox"/>
3b. Identify floors, levels, attics, lofts, and basements of the buildings indicating the building's occupancy type, proposed use, and square footage.	<input type="checkbox"/>
3c. Identify provisions for disabled access.	<input type="checkbox"/>
3d. Identify cooking facilities/kitchens, restrooms, and other special uses. [Environmental Compliance and the Ventura County Environmental Health Department may have additional requirements related to kitchens, health spas, etc., and should be contact for those requirements.]	<input type="checkbox"/>

## Colors and Materials Sample Boards

A Color and Materials Sample Board is intended to provide the decision makers and staff a key guide to implementing project details of the architectural theme and style of the project and demonstrate aspects of a new development project or modification to existing developments. The City of Simi Valley Citywide Design Guidelines should be consulted in preparation of any architectural plans and designs. Boards are required prior to deeming a project complete. Accurate photographic copies of the boards are also required. Copies should be carefully reviewed and considered, as scanning and color copying methods have varying results and quality.

Colors and Materials Boards must comply with the following requirements/include the following information:

Colors and Materials Board Requirements	Provided
<b>1. General Information</b>	
1a. All boards shall be no larger than 8.5" x 14" (legal size).	<input type="checkbox"/>
1b. The legend must include the scale and description of all symbols and abbreviations used on the plan.	<input type="checkbox"/>
1c. The Title Block shall be located in the lower-right hand corner and include the address(es) and name of the project or center and the applicant/preparers information.	<input type="checkbox"/>
<b>2. Material Samples and Colors</b>	
2a. Actual samples of all materials proposed for the building (no thicker than ½ inch in size). A brochure or photograph may be used if an actual materials sample is not available and if it is an accurate representation of the material to be used.	<input type="checkbox"/>
2b. Exterior material samples must show: <ul style="list-style-type: none"> <li>i. Finishes with colors for walls, fascia, trim, detail materials (tile, iron,) etc.</li> <li>ii. Style and color of roofing material.</li> <li>iii. Glass used for windows and doors.</li> <li>iv. Color of window mullions.</li> <li>v. Related exterior materials.</li> <li>vi. Accessory equipment including signs, light fixtures and standards, outdoor equipment/furniture, fencing, walls, etc.</li> </ul>	<input type="checkbox"/>
2c. Color paint chips for all exterior surfaces and materials. Colors must be provided for walls, roofing, widow trim, doors, masonry, and other exterior colors. A brochure or photograph may be used if it is an accurate representation of the color to be used. The colors must be the same as the colors used on the colored elevation plans.	<input type="checkbox"/>

## Landscape Plans

The following checklist outlines the submittal requirements for Landscape Plans. The City of Simi Valley has adopted Landscape Design Guidelines that should be consulted in preparation of plans. Attention should also be paid by site plan preparers and the applicant to ensure the landscape plan layout matches the site, civil, and architectural plans. Please contact the Planning with any questions.

Plans for properties having more than 1,500 square feet of new and/or improved landscaping should be prepared by a California registered landscape architect. When preparing plans, please note that the plan and plant palette should be drafted with incorporation of AB1818 State water conservation requirements (20% reduction) considering the Water Use Classification of Landscape Species (WUCOLS) rating for each proposed plant. In addition, the City’s Green Building Ordinance requires. Landscape Plans to include the Maximum Applied Water Allowance Calculations for residential project landscape areas in excess of 5,000 square feet and commercial project landscape areas in excess of 2,500 square feet. Irrigation design on plans must achieve a minimum 30% water savings from the Maximum Applied Water Allowance (MAWA). Reduction can be achieved through a combination of plantings and irrigation efficiencies. In Simi Valley, incorporation of a mix of 50% low water use, 25% medium water use and 25% high water use in combination with irrigation efficiencies generally achieves these a mix conducive to these requirements. Irrigation design is not required on conceptual plans.

The Landscape Plan must comply with the following requirements/include the following information:

<b>Landscape Plan Requirements</b>	<b>Provided</b>
<b>1. Rendering/Colored Plan</b>	
1a. Rendered/Colored landscape plan will be required. The landscape plan shall be 11”x17” in size.	<input type="checkbox"/>
<b>2. Dimension/Orientation</b>	
2a. Legend including scale and description of all symbols used on the plan.	<input type="checkbox"/>
<b>3. Title Block</b>	
3a. The Title Block shall include: The address of the project; Name, address and phone numbers of the Applicant, Person Preparing the Plan (and their license/seal/expiration signature and date signed), and Property Owner.	<input type="checkbox"/>
<b>4. Details</b>	
4a. Details shall be provided that include:	<input type="checkbox"/>
(1) The location and size of all existing and proposed landscape areas.	
(2) The overall landscape plant palette/list including photographic representation of typical plants and their common names.	
(3) Percentage of shrubs and groundcover as a percentage of the total landscaped area. (City design guidelines recommend no more than 25% grass or high water use plants.)	
(3) Approximate location of all mature trees (existing) and any mitigation trees (replacement or as required by the project Tree Report).	
<b>5. Plan Notes</b>	
5a. Plans must include the following plan notes:	<input type="checkbox"/>
(1) “This plan will comply with the requirements of the City of Simi Valley Municipal Code and State Water Conservation Ordinances.”	
(2) If a Tree Report was prepared for this project include: “This plan will comply with the requirements of the Tree Report prepared for this project, any Tree Mitigation outlined therein, and a Tree Removal Permit will be obtained, if required.”	

<b>6. Planting Legends</b>	
6a. The legend must include the scale and description of all symbols used on the plan.	<input type="checkbox"/>
6b. General list of trees, shrubs, and ground cover names (both botanical and common names), categorized and quantified by use.	<input type="checkbox"/>
6c. Plant sizes and recommended spacing at time of planting.	<input type="checkbox"/>
6d. Water Use Classification of Landscape Species (WUCOLS) rating for each proposed plant in any new planter areas is required to ensure low water use plantings are selected. Areas within existing planters that are being modified and supplemented shall coordinate with the existing plant material and do not require ratings.	<input type="checkbox"/>
6e. For new residential project landscape areas in excess of 5,000 square feet and commercial project landscape areas in excess of 2,500 square feet the following calculations are required:	<input type="checkbox"/>
<p>(1) Maximum Applied Water Allowance. Irrigation design must achieve a minimum 30 percent water savings from the Maximum Applied Water Allowance (MAWA).</p> <p>To determine MAWA applicant must use the following formula:  <math>MAWA = (Eto)(0.62)[(0.70) \times LA]</math>            Eto = Reference Evapotranspiration (inches per year) = 51 in Simi Valley.            0.62 = Conversion Factor (to gallons)            0.70 = ET Adjustment Factor            LA = Landscape Area (Square Feet)</p>	
<p>(2) Estimated Total Water Use (ETWU) conforming to the following formula:</p> $ETWU = (Eto)(0.62) \frac{(PfxHA)}{IE}$ <p>Where:            Annual Eto = 51.0            PF = Plant Factor (0-0.3 for low water use plants, 0.4-0.6 for moderate water use plants, and from 0.7-1.0 for high water use plant)            HA= Hydrozone Areas (high, medium, low in square feet)            0.62 = Conversion Factor (to gallons)            IE= Irrigation efficiency (minimum = 0.71).</p>	
<b>7. Plan Features</b>	
7a. Identify and dimension all landscaped planter, curbs, and features.	<input type="checkbox"/>
7b. Identify property features including, but not limited to: trees (type, diameter, and drip line), driveways, planting areas, lights, walls and other structures.	<input type="checkbox"/>
7c. Identify all on-site light standards located in or adjacent to planter areas and trees.	<input type="checkbox"/>
7d. Identify all special paved surfaces (hardscape areas), decorative paving, decorative hardscape, seating areas, raised planter walls, etc. and identify if included in the landscape percentages.	<input type="checkbox"/>
7e. Identify important natural features such as drainages and rock outcroppings.	<input type="checkbox"/>
7f. Identify landscape design elements (e.g., fountains, sculptures, mounds, screening berms).	<input type="checkbox"/>
<b>8. Trees</b> (for preparation of a Tree Report refer to Appendix H)	
8a. Provide a table and plan labels identifying the tree mitigation strategy, required trees, values, sizes, and placement of mitigation trees as outlined in the Tree Report prepared for the project.	<input type="checkbox"/>
<b>9. Utilities, Walls, Trash, and Screening</b>	
9a. Identify and screen all utilities by showing on plans. Show utility and access easements and overhead lines. [Note: screening of utilities must be at 80% at time of installation.]	<input type="checkbox"/>
9b. Identify all trash enclosures and show landscaping vines and shrubs associated with screening of the walls.	<input type="checkbox"/>



9c. Identify all project walls and structures and their landscape screening. Shrubs and vines are required on walls to deter vandalism.	<input type="checkbox"/>
9d. If fencing is not otherwise shown, identify all location, color, materials, heights and installation details.	<input type="checkbox"/>
<b>10. Irrigation</b>	
10a. For new residential project landscape areas in excess of 5,000 square feet and commercial project landscape areas in excess of 2,500 square feet, show all pipes, valves, points of connection, irrigation heads, sleeving, meters and controllers by size and location.	<input type="checkbox"/>
10b. For new residential project landscape areas in excess of 5,000 square feet and commercial project landscape areas in excess of 2,500 square feet, provide controller irrigation seasonal schedules including total water application rates for each valve (smart controllers are recommended).	<input type="checkbox"/>

## Tree Report

It is the City's desire to preserve protected trees. Initial project layout, design, and grading shall recognize the desirability of preserving protected trees with appropriate modifications and adjustments to accommodate preservation and maintenance by locating the best candidates in areas where preservation is feasible. SVMC §9-38 should be consulted in the preparation of any Tree Report and plan, and includes criteria for consideration in issuance of a Tree Removal Permit.

Mature Tree is a living tree with a cross-sectioned area of all major stems, as measured four and one-half (4½) feet above the root crown, of 72 or more square inches (9½ inches in diameter if a single trunk).

Mature Native Oak Tree is a living valley, coast live, or scrub oak (Quercus lobata, agrifolia or dumosa) or hybrids of these species with a cross-sectioned area of all major stems, as measured 4½ feet above the root crown, of 20 or more square inches (5 inches in diameter if a single trunk).

***The arborists report must include the following:***

- A. Tree map, prepared on the site plan, showing:
  - (1) The precise vertical and horizontal location (within 1 foot) of each mature tree within the project boundary as shown on the site plan.
  - (2) The generalized locations of all mature trees within 20 feet beyond the project boundary as shown on the site plan.
  - (3) A number for each tree. The corresponding number is to be attached on each tree. Verifications of locations, species, and numbers will be made by the reviewing planner.
- B. The tree type by common name, genus and species.
- C. The diameter of each tree trunk or main stems at a point 4½ feet above the root crown as measured along the trunk or stem. Use the current edition of the Guide for Plant Appraisal prepared by the Council of Tree Landscape Appraisers for instructions on measuring trees.
- D. The average canopy spread of each tree.
- E. A scoring of the health of each tree as follows: "A" - outstanding, "B" - good, "C" - average, "D" - far below average, "E" - alive but hazardous, "F" - dead.
- F. A letter grade ("A" - "D") for the aesthetic quality of each tree. (Omit letter grade for trees with health status of "F".)
- G. A disclosure of any significant disease, insect infestations, trunk decay, or fire, mechanical or wind damage.
- H. Any recommended treatment to improve the health of the tree.
- I. The value of each tree based upon the formula in the most recent edition of the Guide for Plant Appraisal prepared by the Council of Tree Landscape Appraisers.
- J. For all trees which will be removed, an evaluation of the feasibility of transplantation of the tree and an estimate of the cost.

***Please be advised that a tree removal permit will be required to be issued prior to any action upon the trees on the site or initiation of grading.***