

**MINOR SPECIAL USE PERMIT  
 APPLICATION REQUIREMENTS**

	<b>NUMBER OF COPIES</b>
Application Form	1 (+1 copy)
Project Information Questionnaire	1
Assessor's Parcel Map (with property outlined)	1
Mailing Labels* (including applicant; see attached instructions)	3 sets
300' Radius Property Owners List*	1
Public Notice Affidavit* (form attached)	1
Plot Plan (8 1/2" x 11" minimum)	3
Floor Plan (8 1/2" x 11" minimum)	3
Reduced copies of plot plan and floor plan	1
Photographs of site and surrounding area	1
Property Owner Authorization for Onsite Posting	1
Application Fees (make checks payable to "City of Oxnard")	1

**NOTE: Planning Division staff will not accept incomplete application packages or poor quality graphics. All materials must be prepared according to the directions contained in this document.**

\*The Planning Division can prepare Mailing Labels, Property Owners List & Public Notice Affidavit for applicants (more information inside).

The Minor Special Use Permit Application will be scheduled for review by the Planning Commission.

Direct questions regarding application filing requirements to Planning Division Staff at (805) 385-7858.

**APPLICATIONS ACCEPTED BY APPOINTMENT ONLY**

**APPLICANT'S CERTIFICATION**

I, (print name) \_\_\_\_\_, applicant (or designated agent of the applicant) for this planning permit, do hereby state that I have submitted the materials listed above, and that these materials have been completed according to the instructions provided by the Planning Division in the submittal requirements for this permit. I understand that planning staff may reject the submittal of my application (within 30 days of submitting) due to missing information as listed above. I also understand that additional fees (including fees for environmental review) and information may be required during processing of this application.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

## **MINOR SPECIAL USE PERMIT APPLICATION REQUIREMENTS**

In order to complete an application for a Special Use Permit for alcohol sales (and other land uses which qualify for a minor special use permit), the Planning Division requires that the applicant provide specific materials illustrating and describing the request. The materials described below make review by City staff and the Planning Commission easier and to accurately describe the features of a proposed use or project.

### **APPLICATIONS NOT HAVING ALL OF THE REQUIRED MATERIALS AND INFORMATION WILL NOT BE ACCEPTED BY PLANNING DIVISION STAFF**

A professional designer, such as an architect, landscape architect, land planner, engineer, or a drafting service should prepare all plans submitted for file exhibits, unless applicant can demonstrate an appropriate level of drafting ability.

The minimum size of any drawing is 8 1/2 inches by 11 inches.

**APPLICATION FORM** must be completed, including project address, signature and daytime phone numbers of the applicant, property owner, architect and engineer. The address (if available; otherwise use location related to streets and cross streets) and assessor's parcel number must be included on the application. One application may be used for all permit types related to a project.

**PROJECT INFORMATION QUESTIONNAIRE** must have all appropriate sections filled in with as much detail as possible.

**ASSESSOR'S PARCEL MAP** must show the subject property clearly outlined or highlighted.

Assessor's parcel maps are available at the County of Ventura Assessor's Office, 800 South Victoria Avenue, Ventura, CA 93009-1270 (or on the Internet: go to <http://assessor.countyofventura.org/research/mappage.asp>).

**MAILING LABELS** are required for all projects that require a public hearing and notification of adjacent property owners or residents. The applicant must submit the necessary information to allow the City to mail the public notices. Submit the information included in the checklist to allow the City to mail the public hearing notices, OR the City can prepare the labels and other forms for a fee -- see **TIP 1** at the end of this section.

If the City conducts any public meeting (e.g. community workshop, Planning Commission or City Council hearing) six months or more after the project application is submitted, the applicant must submit a new property owners list, mailing labels and public notice affidavit. The project planner will notify applicants if this happens.

The information must come from the latest Ventura County Assessor's roll, available at the Ventura County Assessor's Office, County Government Center, 800 South Victoria Avenue, Ventura, California, 805-654-2181.

The mailing labels must include:

- Assessor's parcel numbers, property owner names, and addresses of property owners within a 300-foot radius of the exterior property boundaries (for Planning Commission/City Council hearings).
- Labels for the Community Workshop. (See the Community Workshop Requirements handout for more information.)
- The applicant and other individuals the applicant wishes to receive notices of public hearings.

The mailing labels must be typed as shown, in all uppercase (capital) letters:

Sample Label  
(1" x 2-5/8" size)

ASSESSOR'S NUMBER FULL NAME(S) ADDRESS ST # APT CITY STATE ZIP
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Abbreviate all street suffixes and states (e.g., ST, PL, BL, CA, etc.) and do not use periods and commas.

Type the mailing addresses on **1" x 2-5/8" labels** on **3-column 8½" x 11" sheets of mailing labels** (available in stationery stores). Avery Stock No. 5160 (self-address labels for plain paper copiers) is a common brand of these labels. **Other label formats are not acceptable. Use separate page for each set of labels.**

**TIP 1:** The Planning Division can prepare the Mailing Labels, Property Owners List and Public Notice Affidavit for public meetings and hearings. To arrange for the Planning Division to prepare these items, pay the "Property Owners' List" fee (with your Planning permit fees) for each "data set" of labels required (usually two data sets: one for Community Workshop and one for Planning Commission/City Council).

**TIP 2:** If the project is within the coastal zone, mailing labels and a list of residents within 100 feet is required, in addition to the property owners' mailing labels and list

**PROPERTY OWNERS LIST** is a list of all property owners, their addresses and their assessor's parcel numbers within a 300-foot radius of the boundaries of the property in the permit application. Photocopy the labels described above to make this list.

**PUBLIC NOTICE AFFIDAVIT** is a signed statement from the applicant or applicant's agent stating the list of property owners is accurate and complete. (Use the attached form.)

**PLOT PLAN** (minimum size 8 ½" x 11") must include:

- Property boundaries.
- Location and width of adjacent streets, alleys, and sidewalks.
- Location and use of existing and proposed structures.
- Land uses and structures within 50 feet of the property boundaries.
- North arrow, scale.
- Location map showing major streets.

**FLOOR PLAN** (minimum size 8 ½" x 11") must include:

- Room identification and square footage of each room. Show seating layout if project is a restaurant.
- Room and building dimensions.
- Construction drawings may not be used.

**PHOTOGRAPHS** are to show:

- The project site.
- Immediately surrounding land area and development.
- Mount the photographs on an 8 ½" x 14" illustration board with a key map.

**PROPERTY OWNER AUTHORIZATION FOR ONSITE POSTING** is a statement authorizing the City or its designated contractor to install on-site signage for public notification of public meetings (at a minimum Community Workshops, Planning Commission, and City Council, if necessary). The City or its authorized contractor may enter the subject property to install, maintain, and remove such signs

**APPLICATION FEES** are listed in the Planning Permit Fee Schedule. Please contact the Planning Division to verify the specific fees required.

1. One check may be submitted for all fees, except the County of Ventura environmental filing fee\* (make payable to County of Ventura) and any traffic or legal services deposits.
2. Additional fees including, but not limited to, environmental fees, property owner lists & labels, on-site posting, and traffic or legal service deposits may be assessed and collected by your project planner at a later date.
3. Make check payable to "City of Oxnard."

\*This fee, if required, would be collected by your project planner immediately following the decision-maker's action on the project(s).

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**References:**

City of Oxnard Zoning Ordinance (Chapters 16 & 17 of the Oxnard City Code)

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**Department Contact:**

Planning Division ....(805) 385-7858

**PUBLIC NOTICE AFFIDAVIT**

I, \_\_\_\_\_  
hereby certify that the attached lists contain the names and addresses  
of all property owners as they appear on the latest available  
assessment roll of the County of Ventura within 300 feet of the  
exterior boundaries of the project property.

I certify, under penalty of perjury, that the foregoing is true and  
correct.

(Signed) \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Check one:      Agent      Owner      Other  
Date \_\_\_\_\_  
Permit No. \_\_\_\_\_