



General Project Application

This application is for the following entitlements:
(Please check all that apply)

- | | |
|--------------------------------------|------------------------------|
| Administrative Permit | Major Modification |
| Coastal Development (Appealable) | Minor Modification |
| Coastal Development (Non-appealable) | Rezone/Zone Text Amendment |
| Conditional Use Permit | Tentative Parcel Map |
| Development Agreement | Tentative/Vesting |
| Development Permit | Tentative Map Time Extension |
| General Plan Amendment | Variance |

You are encouraged to informally review your application with the Planning Division prior to formally submitting it. This will improve the probability that your application is complete and that it will be processed quickly. Please contact the Planning Division at City Hall, 250 N. Ventura Road, Port Hueneme, CA, or telephone (805) 986-6500 for an appointment.

Your application cannot be considered complete until all necessary information is submitted. If it is determined that your application is not complete, you will be notified of the deficiencies within 30 days.

If your application is determined to be complete, it will be reviewed by staff and ultimately scheduled for any necessary public hearing, or acted upon by staff.

It will be necessary for the project applicant or an authorized representative to be present at all public meetings when the application is considered. Failure to do so may result in continuance or denial.

All public meetings are held at the Port Hueneme City Hall, 250 N. Ventura Road, Port Hueneme, CA, unless otherwise noted. City Council meetings are held on the 1st and 3rd Mondays of each month at 6:30 p.m. in the Council Chambers within City Hall.

<u>For Staff Use Only</u>	
Date Filed: _____	Application Taken In By: _____
Project # _____	Receipt Amount: _____

Application Contents

An application cannot be considered complete unless it includes the following:

- ___ 1. General Project Application Form, attached.
- ___ 2. Legal Description: A copy of the legal description, such as that found on the deed for the subject property or preliminary title report, is required. A preliminary title report (no more than three months old) may be required. Applicant shall provide full text copies of all easements that affect the subject property.
- ___ 3. Filing Fee: The Filing Fee is based on the established schedule of fees. Contact the Planning Division for current fees. The Filing Fee must be paid at the time of application submittal.
- ___ 4. Additional Fees: Additional fees may also be required. In particular, additional fees will be due to pay for Ventura County's environmental document filing fees and possible Dept. of Fish & Wildlife review fees (for Negative Declarations or Environmental Impact Reports), as well as for public hearing noticing. You are encouraged to contact the Planning Division prior to application submittal to determine the appropriate fee. Otherwise, your application will be deemed incomplete until said fees are paid.
- ___ 5. Environmental Questionnaire Form: A development application may be processed only after the environmental review has been completed in accordance with the Port Hueneme Municipal Code (PHMC) and the California Environmental Quality Act (CEQA). The size and scope of the proposed project will determine the extent of information the applicant is required to provide regarding the environmental impacts of the project. The applicant should discuss the proposal with the Planning Division prior to submitting the application, to determine if this form is required.
- ___ 6. Military Notification Form: This form is used to notify the Military of a proposed development under certain circumstances.
- ___ 7. Coastal Development Form: This form is required for projects located within the Coastal Zone of the City of Port Hueneme.

The following exhibits may be required as part of the formal application submittal, depending upon the size and scope of the project.

- ___ Site Plan
- ___ Building Elevations
- ___ Conceptual Landscape Plan
- ___ Grading Plan
- ___ Exhibit depicting existing and proposed zoning (for Zoning Map Amendment applications)
- ___ Exhibit depicting existing and proposed General Plan Land Use categories (for General Plan Amendment applications)
- ___ Other exhibits deemed necessary by the Planning Division to ensure a complete application (i.e. grading plans, lighting plans, etc.)

Note: for all exhibits, the following shall be submitted:

- 10 full-size sets of all exhibits drawn to scale of not less than one inch equals 30 feet and fully dimensioned (folded to a size of 8 ½" x 11" before submittal)
- 10 sets of all exhibits reduced to 11" x 17" sheets (folded to a size of 8 ½" x 11" before submittal)
- 1 photo-ready set of all exhibits reduced to 8½" x 11" sheets
- One set of each exhibit copied as a pdf or jpeg on a cd or flash drive

Separate handouts that list the information to be provided on the various types of exhibits listed above may be obtained from the Planning Division or on the City's website: www.cityofporthueneme.org.

GENERAL PROJECT APPLICATION FORM

Project Site Address/Location: _____
Assessor's Parcel No. (APN): _____
Zone: _____ General Plan Land Use: _____
Project Area Size (in square feet): _____
Existing Use: _____

Applicant's Name: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

Property Owner (if different from Applicant): _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

Other Person to be Notified: _____
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Email: _____

Describe the proposal in detail. (An incomplete project description could result in project delays and increased environmental analysis costs at a later date.) (Please attach additional sheets as necessary): _____

Describe any requested legislative entitlements (i.e. General Plan Amendments and Rezone requests) in detail. List ALL policies, text and maps you are requesting to amend and indicate how you wish to amend them. Be as specific as possible. (Please attach additional sheets if necessary.)

Before the City of Port Hueneme can accept an application as complete, the applicant shall consult all of the hazardous waste lists provided at <http://www.calepa.ca.gov/SiteCleanup/CorteseList> and must submit a signed statement to the City indicating whether this project and any alternatives are located on a site that is included on any of the lists.

Hazardous Waste and Substances Statement

This development project and any alternatives proposed in this application ARE / ARE NOT (*circle one*) contained on the lists compiled pursuant to Section 65962.5 of the California Government Code.

If this project is on one of the lists found on the website noted above, specify the name of the list:

NOTE: If the project site or alternative is on the list specific by Section 65926.5, a statement must be submitted with your application indicating what corrective measures will be taken to remove the site from the state list.

AFFIDAVIT

I hereby certify, under penalty of perjury, that I am the property owner or am authorized by the property owner(s) to submit this application. I further certify that this application has been prepared in compliance of the Port Hueneme 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 knowledge and belief, in all respects true and correct.

Owner's Signature: _____ Date: _____

Please Print Name: _____

Owner's Address: _____

Applicant's Signature: _____ Date: _____

ENVIRONMENTAL QUESTIONNAIRE

A. Project Description:

A detailed description of the proposed project is necessary so that the Community Development Department may assess its environmental impact. It is possible that more information will be required. To assess the environmental impact for land divisions and subdivisions, it should be assumed dwellings would be constructed on each lot unless the contrary is definitely known for the future land use. If a question is not applicable to your project, simply note "N/A".

1. Address of the project site: _____
2. Size of the site (square feet): _____
3. For subdivisions or land divisions, size of each newly created lot or parcel: _____

4. Proposed Use: _____
5. Number of units, if residential: _____
6. Size of non-residential building(s): Total floor area: _____ Number of floors: _____
7. Number of occupants, residents or employees
(a) Present: _____ (b) New/proposed: _____
8. Number of on-site parking spaces to be provided: _____
9. Describe proposed commercial, industrial or agricultural process or operation. Include days per week, hours of operation, employees per shift and total number of employees.

_____.
10. Expected sale price or rental/lease price of units or building: _____
11. Number of vehicles expected daily; changes in circulation pattern expected: _____

_____.

12. Percentage of site to be covered by buildings: _____

13. Percentage of site to be covered by pavement and hardscape: _____

14. Percentage of site to be covered by landscaping: _____

15. Utilities and public service facilities to be added (include outdoor lighting)

_____.

16. Toxic and chemical wastes to be discharged/amount: _____
_____.

17. Expected electricity usage, peak, Kw/day: _____

18. Expected natural gas usage: _____ cubic feet/hour

19. Expected water usage: _____ gal/day Landscape water usage _____ gal/day

20. Source, type and amount of air pollutant emissions (smoke, odors, dust, chemicals, etc.)

_____.

21. Source, types of noise generated from project (both indoor and outdoor)

_____.

22. Change in land form, resulting from grading for buildings, roads or other uses

_____.

23. Grading proposed _____ cubic yards. Indicate proposed disposition of excavated materials and whether grading will be balanced on the site.

_____.

24. Project plans may be needed for assessment when requested by the Community Development Department include: floor plans, grading plan, landscape plan, plan showing existing vegetation on-site, soils and geologic report, etc.

B. Environmental Description:

1. Present use of site: _____

2. Surrounding Land Uses:
North: _____
South: _____
East: _____
West: _____

3. Surrounding Zoning:
North: _____
South: _____
East: _____
West: _____

4. Condition of site (e.g. paved, ploughed, grass-covered, tree-covered, developed, etc.)

_____.

5. Slope of site: _____

6. Geologic description of site:
 - a. Location of site in relation to known earthquake faults: _____
 - b. Type of bedrock and soil on site: _____
 - c. Stability of soil: _____

7. Drainage of site:
 - a. Indicate direction of drainage: _____
 - b. Indicate any flooding in history of site or area: _____
 - c. Indicate nearest watercourse and its condition: _____

8. Describe existing plant and animal life on site: _____
_____.

9. Describe existing traffic pattern (e.g. residential, business, through streets, etc.)

_____.

10. Describe public facilities in the area (parks, libraries, schools)

11. Describe structures existing on site and indicate if they are to remain or be demolished

12. Describe scenic or aesthetic characteristics of the site and near the site (note on the plan all trees with trunks over 12" in diameter and those to be removed, denote all watercourses and barrancas)

13. Describe noise character of the area (include existing significant noise sources)

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this environmental evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge.

I further understand that additional information or requirements may be necessary. I hereby waive all time limits required by law for the time it takes to provide the additional requirements.

Applicant's Signature

Date

MILITARY NOTIFICATION FORM

The City must notify the Military whenever a proposed Development Project or General Plan Amendment meets one or more of the following conditions:

Yes No Is this project located in an area within 1,000 feet of a Military Installation?

Yes No Is this project located beneath a low-level flight path?

Yes No Is this project located within special use airspace as defined in Section 21098 of the California Public Resources Code?

Project Determination (Please check one)

Requires Military Notification

Does Not Require Military Notification

Note: If after the City accepts an application as complete, and if the City or applicant has identified that the project is located within 1,000 feet of a Military Installation or within special use airspace or beneath a low-level flight plan, the City shall provide a copy of the complete application to all affected Military branches. The City is considered an “urbanized area” pursuant to California Government Code Section 65944(d)(2).

COASTAL DEVELOPMENT

Only properties located within the Coastal Zone of the City of Port Hueneme are subject to the provisions of this Section. Please check the appropriate response.

Yes _____ No _____ Is this project located in an area where the Coastal Commission retains original permit jurisdiction?

Yes _____ No _____ Is this project located in an area wherein the Coastal Commission retains appeal jurisdiction?

Project Determination (Check One)

Appealable Development _____

Non-Appealable Development _____

Categorical Exclusion _____

Note: If a City determination is challenged by an applicant or interested person, or if the City chooses to have a Coastal Commission determination as to the appropriate designation, such disputes or questions shall be referred to the Coastal Commission for resolution in accordance with lawful regulations adopted pursuant to California Public Resources Code Section 30620.6 and Section 30333.