



City of Ojai
Community Development Department

Project _____
Received _____
Date _____

HISTORIC PRESERVATION COMMISSION

- Concept Review
- Work Permit
- Sign or Pennant
- Landmark Designation
- Mills Act Agreement
- Other _____

OWNER INFORMATION:

Project Address: _____ PROJECT I.D. # _____

Assessor Parcel Number: _____ Zone: _____

DESCRIPTION: _____

Property Owner: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

APPLICANT:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

REPRESENTATIVE:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

AFFIDAVIT:

I declare that I am the owner / representative (indicate one) of the property involved in this application and that the information submitted herein is true and correct. I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I further declare I understand that prior to determining the project hearing date; the City has 30 days to deem the application complete or incomplete. I acknowledge and agree that the City of Ojai is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits, including but not limited to any litigation costs. I will be notified of the meeting date(s) set for the above matter and that I am to appear, either personally or by my representative, at such meetings(s).

Signature of Property Owner _____ **Date** _____
Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.



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HISTORIC PRESERVATION COMMISSION WORK PERMIT

MINIMUM SUBMITTAL REQUIREMENTS:

- 1 Completed application form signed by the property owner
- 1 Written project description
- 2 Site Plans
- 2 Exterior Building Elevation Plans
- 1 Material/Color Board with color chips
- Photographs of Site and Adjacent Buildings
- Property Owner (300-foot radius) mailing labels generated by Ventura County GIS Dept (OMC §10-2.1604)
- Application Filing Fee – Major Work Permit Base Fee \$450 + \$225 per hour
- Application Filing Fee – Minor Work Permit Fixed Fee \$160

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED

PLANS:

All plans must be drawn at standard Architect's or Engineer's scale and the scale must be noted on the plans. The Designer's/Architect's/Engineer's name, address, phone number, and State License Number (if applicable, see next page) shall be noted on the plans. All plans shall be folded in **sets**, to a size no greater than 8 ½ inches x 14 inches. **Rolled plans will not be accepted.** Once the application is deemed "complete" the applicant is required to submit 12 sets of all plans and elevations.

Color/Material Board:

- An 8 ½ inch x 11 inch board(s) showing samples of all different materials and colors to be used including paint/material code number and name of paint/material manufacturer. Colors/materials shall be keyed to indicate location on exterior building elevation plan.

Photographs:

- Color photographs of the existing site mounted on 8 ½ inch x 11 inch paper/board(s)

Optional Items:

- Depending on the scope or complexity of the project, the applicant may wish to submit, or the Planning Department may request other items to help describe the project.

WHERE TO FILE:

Community Development Department
Ojai City Hall
401 S. Ventura Street
Ojai, CA 93023

OFFICE HOURS:

8:00 am to 5:00 pm
Monday through Friday
(805) 646-5581 ext. 112

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