



# CITY OF SIMI VALLEY

Department of Environmental Services  
Planning Division

# Application Packet

***PLEASE NOTE:***

***APPLICATION SECTIONS I AND II,  
AND APPLICABLE DOCUMENTS IDENTIFIED IN SECTION III AND  
APPENDICES***

***MUST BE COMPLETED AND SUBMITTED  
IN ADDITION TO ALL REQUIRED FEES***

***ALL APPLICATIONS MUST BE SIGNED, PROPERTY OWNER  
SIGNATURE MUST BE NOTARIZED***

2929 Tapo Canyon Road  
Simi Valley, CA 93063

***Hours: Monday-Friday 8 a.m. to 5 p.m.  
(Closed from 12 p.m. to 1 p.m).  
Planning Counter: (805) 583-6769***

**AN APPOINTMENT IS REQUIRED TO SUBMIT APPLICATION**

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

# Introduction

The following information is provided to assist you with filing a formal development project application with the City of Simi Valley. The requested materials will ensure: (a) an accurate and complete project description; (b) sufficient information for an environmental Initial Study<sup>1</sup> and environmental document for your project; (c) consistency with the City's polices, ordinances, and design guidelines, and coordination with outside agencies; and (d) the application is processed as quickly as possible for public hearing(s) before a decision-making authority (Hearing Officer, Planning Commission and/or City Council). This application packet includes lists and information about required materials, and instructions to obtain and prepare supplemental materials that are needed to file the following discretionary permits:

- General Plan Amendments and Zone Changes
- Specific Plans and Amendments
- Planned Development Permits
- Cluster Development Permits
- Tentative Tract, Vesting Tract and Parcel Maps
- Variances
- Conditional Use Permits
- Modifications

**Note:** Use separate application packets for Administrative Actions, Administrative Conditional Use Permits, Time Extensions, and Wireless Communications Facilities.

## ***What is Required?***

Although some of the questions and informational requests in this application packet may not apply to your project, carefully review the full packet to ensure that you provide the requisite information and materials for your application. If information is missing from your application, the process will be delayed. This packet includes contact information and advisories about standards and permits that outside agencies may require for your project. You are advised to contact those agencies prior to this application submittal to understand those separate processes. Included in this packet:

- Section I Application and Contact Information
- Section II Project Information
- Section III Summary of Documents Required with an Application
- Section IV Preparation Details for Plans, Studies, and Reports
- Section V Advisories and Agency Contact Information

Planning staff will distribute your project application materials to other City, County, and State agencies (Public Works, Housing, Watershed Protection District, Fire Protection District, Utilities, Park District, School District, Caltrans, etc.) and may request input from special districts, and interested and affected agencies. This is often done through the City's Development Advisory Committee (DAC) process. The applicant should contact these agencies prior to submitting the project application to obtain their requirements and/or comments regarding your project proposal. Agency contact information is available upon request and contained herein.

Be advised that: a) all permit processing and fees must be paid in full at the time you submit your initial application; and b) all required information must be included in your application submittal. Partial application submittals may result in the return of your application packet. A summary of the application fees and related service charges is available from the Department of Environmental Services [www.simivalley.org/planning](http://www.simivalley.org/planning). The applicant has a right to appeal any determination of application completeness in accordance with Simi Valley Municipal Code (SVMC) §9-50.060.

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

## ***California Environmental Quality Act (CEQA)***

The California Environmental Quality Act (CEQA) is a complex law with a simple purpose: to assure that decision makers understand and account for the environmental consequences of a project. State law requires every project to undergo environmental review. The City will conduct the environmental review during overall project review. Additional project-specific information may be needed for CEQA evaluations. There are four possible CEQA determinations: 1) Exempt; 2) Negative Declaration; 3) Mitigated Negative Declaration; and 4) Environmental Impact Report (EIR). Projects that result in preparation of a Negative Declaration or Mitigated Negative Declaration will require a public review for 20 or 30 days prior to any public hearing. An EIR for any project will be coordinated and managed by the City, and the applicant will be responsible for the cost of the EIR preparation by an outside consultant.

## ***Neighborhood Councils***

It is recommended that a project going to the Planning Commission includes appropriate public outreach. It is the applicant's responsibility to present the project to the Neighborhood Council that covers the project location. Simi Valley contains four Neighborhood Councils made up of citizens who review projects to provide feedback to the applicant and the Planning Commission, and who vote on the project. Planning staff will provide a short report about the project to the Neighborhood Council Coordinator. Summary minutes of the meeting and the voting results are forwarded to the Planning Commission prior to the hearing. Planning staff will work with the project applicant to schedule the Neighborhood Council meeting when the project proposal is ready for Planning Commission consideration. The Neighborhood Council Coordinator will facilitate the meeting, and can be reached at (805) 583-6756 to discuss meeting specifics.

## ***Public Hearing***

A public hearing is required and will be scheduled after your project has been "deemed complete" which means the City has all the information needed to process the application. 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.

**Please note that the costs for public hearing notices will be billed directly to you under a separate invoice prior to the hearing.**

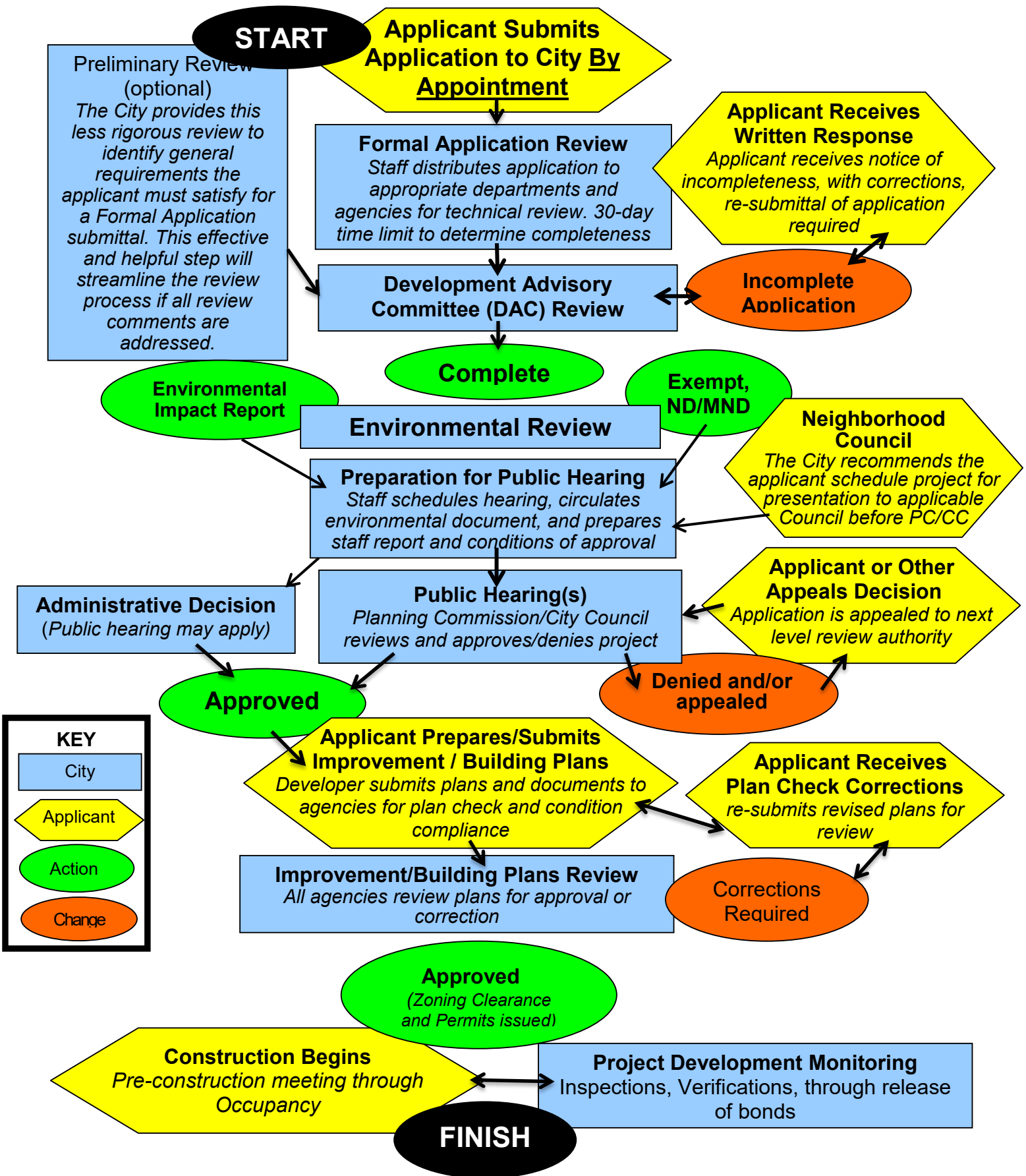
## ***Processing the Permit***

Once the City determines an application to be "complete" staff will finalize the environmental review, and prepare a report, a hearing date is tentatively scheduled. The City's goal is to schedule the proposed project before the decision makers within 45-60 days for environmentally exempt projects and 75-90 days for those with a Negative Declaration. Those with Environmental Impact Reports (EIR) must have the EIR prepared first. The flow chart on the following page is provided to outline the processing steps for development projects.

Please contact the Planning Division's Deputy Director/City Planner at (805) 583-6769 for any questions you may have about a proposed project, process, or the required application submittal information and materials. A preliminary meeting to discuss your project and application is encouraged. A formal Preliminary Review application is also available to applicants who want to seek formal feedback from various City agencies as it relates to their proposed project.

**Although every effort has been made to provide complete information, it is the applicant's responsibility to ensure that all submittal and code requirements are addressed.**

## Development Review Process-Summary Flow Chart



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# Section I

## Required Application and Contact Information

### Section I.A. Formal Application Requests

Please check all applicable entitlements/applications for your proposed project request.

| NEW                      | MODIFICATION             | REQUEST  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> |                          | Tentative Tract Map (TT)                       |
| <input type="checkbox"/> |                          | Tentative Parcel Map (TP)                      |
| <input type="checkbox"/> |                          | Administrative Planned Development Permit (PD) |
| <input type="checkbox"/> |                          | Administrative Modification (MOD)              |
| <input type="checkbox"/> | <input type="checkbox"/> | Planned Development Permit (PD)                |
| <input type="checkbox"/> | <input type="checkbox"/> | Conditional Use Permit (CUP)                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Cluster Development Permit (CD)                |
| <input type="checkbox"/> | <input type="checkbox"/> | Civic Center Permit (CC)                       |
| <input type="checkbox"/> |                          | General Plan Amendment (GPA)                   |
| <input type="checkbox"/> |                          | Zone Change or Text Amendment (Z)              |
| <input type="checkbox"/> |                          | Specific Plan (SP)                             |
| <input type="checkbox"/> |                          | Specific Plan Amendment (SPA)                  |
| <input type="checkbox"/> |                          | Development Agreement (DA)                     |
| <input type="checkbox"/> |                          | Development Agreement Amendment (DAA)          |
| <input type="checkbox"/> |                          | Variance (V)                                   |
| <input type="checkbox"/> |                          | Annexation (ANNEX)                             |
| <input type="checkbox"/> |                          | Affordable Housing Agreement (AHA)             |
| <input type="checkbox"/> |                          | Conceptual Grading Plan (GC)                   |

### Section I.B. Assessor Parcel Number(s) and Location

Please list all Addresses and Assessor's Parcel Numbers (APNs) for the project site:

Assessor Parcel Number(s): \_\_\_\_\_

Street Addresses (if any): \_\_\_\_\_

Project/Shopping Center Name: \_\_\_\_\_

Neighborhood Council No: \_\_\_\_\_

*STAFF USE ONLY*

CASE FILE NUMBER(S): \_\_\_\_\_

PR No. \_\_\_\_\_

Related Cases: \_\_\_\_\_

Previous Cases: \_\_\_\_\_

ES Billable No(s): \_\_\_\_\_

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

**Case Planner:** \_\_\_\_\_

**Environmental Planner:** \_\_\_\_\_

DAC Date: \_\_\_\_\_

**Section 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: \_\_\_\_\_

**\* AN APPLICATION MAY BE FILED ONLY BY THE OWNER(S) OF THE PROPERTY. IF APPLICANT IS AUTHORIZED BY THE PROPERTY OWNER(S) TO FILE AN APPLICATION, A SEPARATE LETTER, WITH OWNER'S NOTARIZED SIGNATURE IS REQUIRED. AN APPLICATION SUBMITTAL WILL BE VOIDED WITHOUT THIS LETTER**

**Disclosure:** Has the applicant had financial involvement (including political campaign contributions) in excess of \$250.00 with any elected or appointed Simi Valley official 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.

I/we \_\_\_\_\_ hereby certify, under penalty of perjury, that I/we am/are the Property Owner(s) or authorized to make this application by the Property Owner(s). 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 Signature \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

Additional Signature \_\_\_\_\_

Above Name Printed \_\_\_\_\_

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





***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: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

## Section II

# Required Application Project Information

To avoid delays in processing your application, it is very important to provide as much information as possible on all aspects of the proposed project. Please complete all of the following questions and provide the requested materials (as applicable) to supplement the project information that must be shown on the project plans and/or map, and /or provided in Section I. Attach separate sheets as necessary. Number the separate sheets according to the corresponding questions.

### II.A. Project Description Summary

Please provide a brief summary of the proposed project.

### II.B. Project Characteristics

#### ***B.1. Project/Site Operational Characteristics and Features***

***For ALL projects, please provide the following information:***

a. Existing General Plan Land Use Designation: \_\_\_\_\_

Proposed General Plan Land Use Designation: \_\_\_\_\_

Other General Plan Amendment request: \_\_\_\_\_  
\_\_\_\_\_

b. Existing Specific Plan (if any) \_\_\_\_\_

Is a Specific Plan proposed?  Yes  No If yes, please refer to Section IV.O.

Is a Specific Plan Amendment Proposed?  Yes  No If yes, please describe (provide a separate sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_

c. Existing Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_

If a Zoning Code Text Amendment is proposed (city-wide), please describe (provide a separate sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_

d. What is the size of the total project site (gross)? \_\_\_\_\_ acres

Describe the existing uses/buildings on site:

| Building, Structure or Area | Use(s) | Square Feet by Floor and Total | Height of Building and Number of Stories | Other |
|-----------------------------|--------|--------------------------------|--|-------|
|                             |        |                                |  |       |
|                             |        |                                |  |       |
|                             |        |                                |  |       |
|                             |        |                                |  |       |

- e. How many existing:  
 parking spaces? \_\_\_\_\_ loading spaces? \_\_\_\_\_  
 bike racks? \_\_\_\_\_ trash/recycling enclosures? \_\_\_\_\_
- f. Is a Subdivision proposed?  Yes  No Condominiums?  Yes  No  
 Is there any associated Parcel Map or Lot Line Adjustment?  Yes  No  
 How many total lots? \_\_\_\_\_ How many common lots? \_\_\_\_\_  
 Are any lots proposed for dedication to others, who? \_\_\_\_\_
- g. Is a Variance requested?  Yes  No If the project includes a request for a variance to the zoning code, please describe the request (provide additional sheets as necessary):  
 \_\_\_\_\_

***For Commercial, Industrial or Institutional projects, please provide the following information:***

- a. Existing Operations:  
 (1) How many employees work on the property? Shifts? (provide on additional sheets if necessary)  
 \_\_\_\_\_
- b. Proposed Operations:  
 (1) List the proposed uses, new buildings or modifications on the site by square footage and use.

| Building, Structure or Area | Use(s) | Total Proposed Square Feet | Height of Building and Number of Stories | Other |
|-----------------------------|--------|----------------------------|--|-------|
|                             |        |                            |  |       |
|                             |        |                            |  |       |
|                             |        |                            |  |       |
|                             |        |                            |  |       |

(2) Will there be a change to the following, and if yes, how many?

Employees: \_\_\_\_\_ Customers: \_\_\_\_\_ Guests/Visitors: \_\_\_\_\_

(3) Please list the days and hours of operation of the facilities, and the total number of days of operation/year and note any changes, on a separate sheet.

(4) Please describe how security will be provided, on a separate sheet.

(5) For projects that involve hotels, schools, hospitals, or care facilities, please indicate the proposed number of each of the following. \_\_\_\_\_ Rooms of the building  
 \_\_\_ Guests \_\_\_ Employees

(6) Describe any uses, operations, or structures that would produce light, glare, or heat, as well as any methods that would be used to shield, enclose, or otherwise control the light, glare, or heat, on a separate sheet.

(7) Describe the type of materials used stored, sold and/or processed, and the processes that are proposed in any commercial/industrial use, on a separate sheet.

(8) Describe any other details of the project, on a separate sheet.

***For Residential, Parks or Mixed-Use projects, please provide the following information:***

a. Existing Conditions:

(1) List how many residential units are on the site, by type:

\_\_\_\_\_ Single-family Detached      \_\_\_\_\_ Duplex      \_\_\_\_\_ Triplex  
 \_\_\_\_\_ Zero-lot line                      \_\_\_\_\_ Apartments      \_\_\_\_\_ Condos

Does the existing site contain previously approved:

\_\_\_\_\_ Cluster Development?      \_\_\_\_\_ Mixed Use?  
 \_\_\_\_\_ Affordable Housing?      \_\_\_\_\_ Senior Housing?  
 \_\_\_\_\_ Bonus Density?      \_\_\_\_\_ Animal Overlay?

(2) Provide the size(s) of the existing units/structures, (provide a separate sheet or plan if necessary):

\_\_\_\_\_

\_\_\_\_\_

(3) Outline any other existing use(s) on the site (provide on additional sheets if necessary):

\_\_\_\_\_

\_\_\_\_\_

b. Proposed Conditions:

(1) List how many residential units are proposed on the site, by type:

\_\_\_\_\_ Single-family Detached      \_\_\_\_\_ Duplex      \_\_\_\_\_ Triplex  
 \_\_\_\_\_ Zero-lot line                      \_\_\_\_\_ Apartments      \_\_\_\_\_ Condos

Does the proposed project include:

\_\_\_\_\_ Cluster Development?      \_\_\_\_\_ Mixed Use?  
 \_\_\_\_\_ Affordable Housing?      \_\_\_\_\_ Senior Housing?  
 \_\_\_\_\_ Bonus Density?      \_\_\_\_\_ Animal Overlay?

(2) Outline any other proposed use(s) on the site including project amenities (provide on additional sheets if necessary): \_\_\_\_\_

c. Mandatory and Optional Standards:

Describe the mandatory and optional standards of SVMC §9-24.060.B provided within the project (provide on additional sheets if necessary): \_\_\_\_\_

**B.2. Existing Physical Features and Development on and Surrounding the Project Site**

To assist the City in its environmental review of the project, please provide the following information herein, or on additional sheets as necessary:

Are any of the following items applicable to the project or its effects? (If yes, please describe further):

- (1) Change in the existing features of any hills, arroyos, drainage areas, wetlands, riparian area, or substantial alteration of ground contours?  Yes  No
- (2) Change in scenic views or vistas from existing residential areas or public lands or roads?  Yes  No
- (3) Change in pattern, scale or character of general area of project?  Yes  No
- (4) Change in dust, ash, smoke, fumes, or odors in vicinity?  Yes  No
- (5) Change in lake, stream, arroyo, ground water quality or quantity, or alteration of existing drainage patterns?  Yes  No
- (6) Site on filled land or on slope of 10% or more?  Yes  No
- (7) Construction on areas of 20% or more?  Yes  No
- (8) Substantial change in demand for municipal services (police, fire, water, sewage, etc.)?  Yes  No
- (9) Substantially increase fossil fuel consumption (electricity, oil, natural gas, etc.)?  Yes  No
- (10) Does this project relate to a larger project or series of projects?  Yes  No

Describe the existing physical features on the project site (provide on additional sheets if necessary). Physical features that should be described include, but are not limited to: creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands, distinctive topographical and/or scenic features, such as mountain ranges, hillsides, and geologic hazards, native vegetation (e.g., woodlands or chaparral habitat).

For project sites that are located within open space-designated areas, please describe any agricultural activities on the site

Please describe the physical features surrounding the project site, (provide on additional sheets if necessary). Physical features that should be described include, but are not limited to: creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands, distinctive topographical and/or scenic features, such as mountain ranges, hillsides, and geologic hazards, native vegetation (e.g., woodlands or chaparral habitat), agriculture. Indicate if feature is north, south,

east or west of the site.

Please describe the existing development on adjacent properties surrounding the project site by completing the following table. Describe the types of uses (e.g., agriculture, residential, recreation, open space/vacant, retail sales, wholesale, multi-tenant office space, or manufacturing and assembly plant), buildings, and structures on properties that are adjacent to or across a roadway from the subject property.

| Direction | Building, Structure and Use | Zoning | General Plan Designation |
|-----------|-----------------------------|--------|--------------------------|
| North     |                             |        |                          |
| South     |                             |        |                          |
| East      |                             |        |                          |
| West      |                             |        |                          |

### **B.3. Cultural Resources**

If the site is or was a subject of any cultural, archaeological, paleontological, and/or historical resource surveys, please provide the reports with the application. ALL REPORTS ARE 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, Cultural, Historical, and/or Paleontological Resource Surveys prepared by a qualified archaeologist.

### **B.4. 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 biological impacts of the project and suggested mitigation measures. The Report must include, but not be limited to, surveys for rare, threatened, and endangered species, as well as jurisdictional determinations and a wetland delineation study. 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. [Note that if the biologist determines that the project site supports coastal sage scrub habitat, surveys must be conducted for coastal California gnatcatchers pursuant to United States Fish and Wildlife Service (USFW) protocol (available at <http://www.fws.gov/ventura>) click on “Species Information” link.]]

### **B.5. Mature/Protected Trees**

Pursuant to City of Simi Valley Municipal Code (SVMC) Chapter 9-38 “Tree Preservation, Cutting, and Removal,” if a person wishes to remove or relocate one or more protected tree(s), or develop a site that contains protected trees, a Tree Report is required. If the tree report is more than 2 years old, an update on the condition and value of the trees may be required.

w

**Please refer to Section IV. Appendix H for Tree Report preparation instructions.** The resulting information shall also be included on site, landscape, and grading plans in order to ensure consistency with the arborist’s recommendations for the trees’ disposition. Refer to the appendices for plan preparation instructions.

Please be advised that a Tree Removal Permit is required prior to any action upon the trees on the site or initiation of grading.



## ***B.6. Air Quality/Greenhouse Gas Analysis***

All projects that could directly or indirectly impact air quality must submit an Air Quality/Greenhouse Gas Analysis that assesses the project’s potential emissions of pollutants, including reactive organic compounds, oxides of nitrogen, and greenhouse gases. The CalEEMod program should be used to prepare the analysis. The City of Simi Valley uses the thresholds established by the Ventura County Air Pollution Control District for the City to determine the significance of air quality impacts.

## ***B.7. Energy Analysis***

All projects that have the potential to cause significant impacts related to energy resources must submit an Energy Analysis which shows that the project would not result in the wasteful, inefficient, or unnecessary use of energy, or conflict with any State or local plans for renewable energy or energy efficiency. The analysis should follow the guidance for evaluation of energy impacts contained in Appendices F and G of the current CEQA Guidelines.

## ***B.8. Project Phasing***

Please describe any proposed phasing of the project including, but not limited to, grading, construction, and infrastructure phases of the project in a separate letter or plan.

## ***B.9. Restrictions/Covenants***

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

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## ***B.10. Water Supply***

The size, type, and location of the water supply and project may require that the applicant provide a water supply analysis. The location and adequacy of the public water system shall be identified on the plans. The location of water supplies and tanks can be obtained from the Public Works Department. 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 staff. The project description and plans will be used to make the determination. **Please contact the City Public Works Department to review the requirements for a Water Supply Analysis report.**

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 District staff. 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. **Please contact the VCFPD for further details on how to develop and show the fire flow system(s).**

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. “Will-serve” letters will be required from the water purveyors at the time a Zoning 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.**

## ***B.11. Sewer/Septic/Waste Discharge***

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. Ventura County Environmental Health Division information can be obtained at [www.ventura.org/rma/envhealth](http://www.ventura.org/rma/envhealth). 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 a Zoning Clearance and Building Permit are issued.

For commercial projects and subdivisions involving three or more lots less than five acres in size, applicants must contact the Los Angeles Regional Water Quality Control Board to obtain the waste discharge permit requirements that will apply to the project. Please contact the Los Angeles Regional Water Quality Control Board at (213) 576-6600 for more information.

### ***B.12. Floodplain Management***

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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 (refer to agency contact information). Additional information can be found at the City's website. 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. **Questions related to floodplain management and permitting should be directed to the Public Works Department.**

Projects within, adjacent to, or affecting a flood zone or floodway will be required to provide all appropriate documentation and the following:

- (1) If the project, including any site grading, is proposed to be located within a 100-year floodplain or Special Flood Hazard Area, a California-licensed Civil Engineer must submit hydrologic and hydraulic analyses that determine the boundaries, base flood elevation, and velocity of the 100-year floodplain and, if applicable, the project's impact to any Regulatory Floodway. A California-licensed Land Surveyor can provide current topography of the property as part of the submitted engineering analyses.
- (2) If the project, including site grading, is proposed to be located in close proximity to a boundary of a Regulatory Floodway or a boundary of a 100-year floodplain, as delineated on the current (Effective) or latest FEMA-issued (Preliminary) Flood Insurance Rate Map, a California-licensed Civil Engineer, Architect, or Land Surveyor will need to submit a scaled site plan, using current topography, verifying the location of the proposed project in relation to the floodway/floodplain boundary.
- (3) If the project is proposed to be located within a 100-year floodplain, provide a list of finished floor elevations for all proposed structures (habitable and non-habitable, site grading, and any new or replacement utilities and services (electrical, mechanical, heating, ventilation, plumbing) for review. Special building requirements may apply. All utilities shall be located above the highest adjacent grade and outside any area of flooding unless impractical to do so and providing other provisions can be made to flood-proof the utility as allowed by federal flood regulations and local building codes.

### ***B.13. Geotechnical/Grading/Oil Wells***

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Projects involving new construction require the submission of a Preliminary Geotechnical/Soils Report. **Refer to Section IV.C for preparation requirements. 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. Projects that involve a request for only a Conceptual Grading Plan (CG) [in accordance with SVMC §9-32.040.F of the Hillside Performance Standards] must submit a grading plan. **Prepare all grading plans in accordance with the Grading Plan requirements found in Section IV.J. Questions on the content of the plan or questions about the requirements shall be addressed to the Public Works Department.**

If an existing or abandoned oil well is located in the project area, details on its location, use and disposition are required on project plans. Well abandonment shall be documented in accordance with all applicable regulations and provided with the application submittal. The Ventura County Environmental Health Division and State of California Department of Oil and Gas should also be contacted related to oil wells and their disposition. New oil and gas drilling production is addressed in SVMC Chapter 9-40, such applications will be reviewed by the Planning Division.

### ***B.14. Drainage/Water Quality***

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. 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, and refer to Section IV. D 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) listed under the "Development Construction Program" of the Ventura County NPDES Stormwater Permit. For more information regarding this Permit (and 401 permits in general) **contact the Public Works Department at (805) 583-6786, the Ventura County Watershed Protection District at (805) 654-2061, the State Water Resources Board at [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov) or phone (916) 341-5537.**

Following project approval, a copy of Notice of Intent (NOI), storm water pollution prevention plan, monitoring plan, and permit number must be provided to the City's Public Works Department prior to issuance of a grading permit, and prior to commencing operations for industrial connections, restaurants and similar projects/permits and issuance of the zoning clearance for these tenant improvements.

**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>

The following projects and associated triggers are subject to the requirements and standards laid out in the 2011 TGM, most recent update. (Note that some of the project triggers are based on total

altered surface area and others on impervious surface area, which is an intentional requirement in the MS4 Permit.)

### *New Development Projects*

Development projects that are subject to approval for the design and implementation of post-construction stormwater management control measures, prior to completion of the project(s):

- 1) All development projects equal to 1 acre or greater of disturbed area that adds more than 10,000 square feet of impervious surface area.
- 2) Industrial parks with 10,000 square feet or more of total altered surface area.
- 3) Commercial strip malls with 10,000 square feet or more of impervious surface area.
- 4) Retail gasoline outlets with 5,000 square feet or more of total altered surface area.
- 5) Restaurants with 5,000 square feet or more of total altered surface area.
- 6) Parking lots with 5,000 square feet or more of impervious surface area, or with 25 or more parking spaces.
- 7) Streets, roads, highways, and freeway construction of 10,000 square feet or more of impervious surface area
- 8) Automotive service facilities (of 5,000 square feet or more of total altered surface area.
- 9) Projects located in or directly adjacent to, or discharging directly to an Environmentally Sensitive Area (ESA), where the development will:
  - a. Discharge stormwater runoff that is likely to impact a sensitive biological species or habitat; and
  - b. Create 2,500 square feet or more of impervious surface area.
- 10) Single-family hillside homes

### *Redevelopment Projects*

Redevelopment projects in categories 1 through 10 above that meet the thresholds identified below are subject to approval for the design and implementation of post-construction stormwater management control measures, prior to completion of the project:

- 1) Land-disturbing activity that results in the creation or addition or replacement of 5,000 square feet or more of impervious surface area on an already developed site.
- 2) Projects where redevelopment results in an 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.
- 3) Projects where redevelopment results in an 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.
- 3) Projects where redevelopment results in an alteration of less than fifty percent of impervious surfaces of a previously existing development will only address the altered portion of the redevelopment project area.

Land-disturbing activity that results in the creation or addition or replacement of less than 5,000 square feet of impervious surface area on an already developed site, or that results in a decrease in impervious area which was subject to the post development stormwater quality control requirements of Board Order 00-108, is not subject to mitigation unless so directed by the local permitting agency. Redevelopment does not include routine maintenance activities. Redevelopment also does not include the repaving of existing roads to maintain original line and grade. Existing single-family dwelling and accessory structure projects are exempt from the redevelopment requirements unless the project creates, adds, or replaces 10,000 square feet of impervious surface area.

Stormwater management and associated calculations are required in the civil and hydrology plans for the project and will be reviewed by the Public Works Department. Any questions about exceptions for certain projects, high ground water, and methods of construction should be discussed with the Public Works Department prior to submittal.

**Groundwater:** Projects located in the eastern and western most portions of Simi Valley typically may have a high ground water table. High ground water shall be addressed in the appropriate geotechnical and hydrology reports for the project. **Any questions should be directed to the Public Works Department.**

***Please check the appropriate box if the proposed project involves any of the following activities:***

- A single-family residence on a hillside with grading on a slope of 20% or greater.
- Residential subdivisions with 10 or more housing units.
- Commercial development that would be 100,000 square feet or greater in size. Any automotive repair/maintenance shop or retail gasoline outlet.
- Any restaurant.
- Construction resulting in a discharge of stormwater directly into an environmentally sensitive area or arroyo.
- A parking lot with 5,000 square feet, or more of impervious surface area.
- A 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.
- Redevelopment that creates or adds impervious surface area that is 50% or more of the existing impervious surface area.

***If you provided a checkmark in any of the above boxes:***

- Identify proposed Stormwater Quality Impact Mitigation Plan (SQUIMP) and NPDES features and devices on your site/grading plan (contact the Public Works Department for further preparation information).
- Provide the necessary analysis in your Preliminary Drainage Study (refer to Appendix D) to demonstrate that the SQUIMP will function and be feasible as proposed including any applicable stormwater quality design flow or volume calculations for proposed treatment device(s) [Please refer to the applicable "Design Procedure Form" in Appendix G of the Stormwater Technical Guidance Manual].

*Please be advised, final SQUIMP 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.*

## ***B.15. Traffic***

A Traffic Impact Report 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 Traffic Engineer (Public Works Department) at (805) 583-6884**, who in conjunction with current City policies, will determine if a Traffic Impact Report is needed for environmental review. **Section IV.E outlines the minimum requirements and preparation information for a Traffic Impact Report, which must be prepared by a professional transportation/traffic engineering firm.** A representative of the firm should contact the City Traffic Engineer to define the scope and parameters of the study.

## ***B.16. Hazardous Materials/Waste and Fire Protection***

**All projects must submit the Certification Statement of Hazardous Waste/Substance Site form contained in Appendix B.** Lists of such sites, if any, are on file with the Planning Division.

Additional permitting for materials storage and handling, if applicable, will also be required from the City, Fire District, 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.

| Hazardous Material or Waste | DOT Hazard Classification | IBC/ICF Hazard Class | Largest Container/Tank (ft <sup>3</sup> , lbs., or gal.) | Total Amount (ft <sup>3</sup> , lbs., or gal.) |
|-----------------------------|---------------------------|----------------------|--|--|
|                             |                           |                      |  |  |
|                             |                           |                      |  |  |
|                             |                           |                      |  |  |

Please describe any above-ground or underground hazardous materials storage tank(s) that are proposed to be installed, removed, and/or used.

### **B.17. Noise**

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 and/or music. **For assistance in preparing this item, please consult the Noise Information contained in General Plan Chapter 8, Noise (N), Table N-2, contact the City Planner, and refer to Section IV.F for Noise Study preparation information.** The Simi Valley Municipal Code establishes noise standards for property located within the Freeway Combining (FC) Zone [SVMC 9-28.040.C].

### **B.18. Utilities: Undergrounding/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 **A Conceptual Utility Equipment Screening Program is required, as part of any development permit application. Refer to Section IV.G for preparation information.**

**New construction will typically require overhead utility undergrounding.** Specific requirements for utility undergrounding are pursuant to SMVC §9-30.090. *Plans shall include all necessary information on existing and proposed utilities and their undergrounding.* Contact the Planning Division and the affected utility for additional information. Southern California Edison has a process for design and coordination of under grounding, and should be contacted early in the process to avoid delays.

### **B.19. Solid Waste, Recycling, Greenwaste, and Composting Operations**

For projects involving solid waste, recycling, greenwaste processing, or composting operations, additional project details will be required. Please provide, on a separate page, the following information: a) type of material to be processed, stored or disposed; b) type of equipment that will be utilized; c) the amount of material stored on-site; and, d) the storage time of materials on-site. For the requirements of a Manure Management Plan, or other measures and information necessary for these operations please contact the Planning Section.

## ***B.20. Air Quality***

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Please indicate 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](http://www.vcapcd.org) or the Building and Safety Department for further information.

## ***B.21. Signage***

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Project signage is permitted in accordance with SVMC Chapter 9-37, or any applicable Specific Plan. Multi-tenant development projects will be required to provide a Master Sign Program (**refer to Section IV.P**). Modifications to Master Sign Programs shall also comply with the standards and current Municipal Code requirements. A Master 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.

## ***B.22. Lighting***

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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. Projects will also be required to meet the City Security Ordinance requirements for illumination SVMC §8-21, and have shielded light sources and property line cut-offs as outlined in SVMC §9-30.040. A final photometrics/lighting plan will be required at the time of Zoning Clearance/Building Permit plan check pursuant to the criteria in SVMC §9-30.040 and the Security Ordinance in SVMC §8-21. Any questions related to lighting should be directed to the Planning Division.

## ***B.23. Residential Project Amenities***

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Residential projects may be required to submit such items as a window off-set analysis, slope analysis, and cross-sections to demonstrate compliance with the Development Code and the Residential Design Guidelines. Projects shall provide and demonstrate inclusion of the mandatory and optional standards of SVMC §9-24.060.B within the project. Applicants proposing projects involving condominiums and conversions should refer to SVMC §9-24.070 for specific requirements. **Please contact the Planning Division to discuss specific requirements based on the project details.**

## Section III

# Required Application Forms, Plans, Reports, Studies

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

| Submit with All Applications   | No. of Copies                                     | Provided |
|--|---|----------|
| Formal Application, Ownership, Applicant Information and Questionnaire (Sections I/III)  | 1   |          |
| Certification Statement of Hazardous Waste/Substance Site (refer to Section IV.B)  | 1   |          |
| Restrictive Covenants, etc. (if any)   | 1   |          |
| Preliminary Title Report (no more than 3 months old)   | 4   |          |
| Assessor's Parcel Map(s) with property outlined  | 1   |          |
| Public Notice Mailing List Radius Maps and Affidavit (refer to Section IV.A)   | 1   |          |
| Public Notice Mailing List Labels and Electronic Excel Spreadsheet (refer to Section IV.A)   | 3 sets  |          |
| Electronic Copy of ALL Plans, Studies and Documents on CD or USB flash drive in.pdf or .jpg format ( <b>please see the requirements for electronic files in Section IV.U. Note that if your files do not meet these requirements your application will not be accepted</b> ) | 2   |          |
| Copy of all exhibits reduced to 8.5"x11"   | 1   |          |
| Planning Fees (permit, environmental, study review, etc.)  | Please contact Planning staff for the latest fees |          |
| <b>Planned Development Permits, Cluster Development Permits, Conditional Use Permits, Civic Center Permits, and Modifications to these Permits</b>   | <b>No. of Copies</b>                              |          |
| Site Plan (refer to Section IV.I)  | 4   |          |
| Grading/Civil Engineering Plan (refer to section IV. J)  | 2   |          |
| Conceptual Landscape Plan (refer to Section IV. K)   | 2   |          |
| Elevation Plans (refer to Section IV. L)   | 2   |          |
| Colored Elevations (refer to Sections IV. L and S)   | 2   |          |
| Rendered Elevations (refer to Sections L and S)  | 1   |          |
| Story Pole Plan (refer to Section IV. N)   | 1   |          |
| Floor Plans (refer to Section IV. M)   | 2   |          |
| Materials Sample Board(s) (refer to Section IV. R)   | 1   |          |
| Recordable off-site Grant of Easement(s) from affected property owner(s) (refer to Advisories)   | 1   |          |



| <b>Tentative Map Applications<br/>(if filed separately from other Development Permits)</b>                                      | <b>No. of<br/>Copies</b> | <b>Provided</b> |
|---|--------------------------|-----------------|
| Tentative Map (refer to Section IV. O)  | 4                        |                 |
| Grading/Civil Engineering Plan (refer to Section IV. J)   | 2                        |                 |
| Conceptual Landscape Plan (graded slopes, common areas, etc.) (refer to Section IV. K)  | 2                        |                 |
| <b>Additional Studies and Plans Required for All Applications<br/>(if applicable)</b>   | <b>No. of<br/>Copies</b> |                 |
| Preliminary Geotechnical/Soils Report <sup>1</sup> (soils/liquefaction/fault activity) (refer to Section IV. C)                 | 1                        |                 |
| Preliminary Hydrology/Drainage Report for the site <sup>1</sup> (including Flood Plain Map) (refer to Section IV. D)            | 1                        |                 |
| Traffic Impact Report (refer to Section IV. E)  | 1                        |                 |
| Noise Study (refer to Section IV. F)  | 1                        |                 |
| Utility Equipment Screening Plan or Program (refer to Section IV. G)  | 1                        |                 |
| Tree Report <sup>1</sup> (refer to Section IV. H)   | 2                        |                 |
| Master Sign Program (refer to Section IV. Q)  | 1                        |                 |
| Air Quality/Greenhouse Gas Analysis   | 1                        |                 |
| Energy Analysis   | 1                        |                 |
| Biological Report   | 1                        |                 |
| Archeological/Paleontological Report  | 1                        |                 |
| Historical/Cultural Resources Report  | 1                        |                 |
| List of Residential Mandatory and Optional Standards selected for new projects (refer to SVMC §9-24.060.B and Section III.B.20) | 1                        |                 |
| Slope Analysis and Map including calculations for dwelling units (refer to SVMC §9-32)  | 1                        |                 |
| Cross-sections and/or Line-of-Sight Drawings (contact Planning and Public Works)  | 2                        |                 |
| Phasing Plan  | 2                        |                 |
| Window offset analysis (refer to Residential Design Guidelines)   | 1                        |                 |
| Recordable off-site Grant of Easement(s) from affected property owner(s) (refer to Advisories)                                  | 1                        |                 |
| Development Agreement/Amendment (refer to the Advisories)   | 2                        |                 |
| Septic Tank Information/Reports   | 2                        |                 |
| Schools Impact Report (contact the School District)   | 1                        |                 |
| Water Supply and Fire Flow Study <sup>1</sup> (contact Public Works)  | 1                        |                 |
| Water/Oil/Well Reports, Tests, etc.   | 2                        |                 |
| National Pollution Discharge Elimination Systems (NPDES) Plan and Details (if not contained on the civil/drainage plans)        | 2                        |                 |
| Stormwater Quality Impact Mitigation Plan (SQUIMP) Plans and Worksheet (contact Public Works and refer to Section III.B.12)     | 1                        |                 |
| <b>Zone Change and/or General Plan Amendment Requests</b>   | <b>No. of<br/>Copies</b> |                 |
| Map or amendment delineating the proposed change(s) (contact Planning)  | 3                        |                 |

| Specific Plan or Amendment Requests   | No. of Copies |                         |
|---|---------------|-------------------------|
| Specific Plan and exhibits (refer to SVMC Chapter 9-56)                                       | 4             |                         |
| Colored Presentation Exhibits and Public Hearing Exhibit Copies                               | No. of Copies | Provided                |
| Colored Site Plan/Conceptual Landscape Plan – 11”x17” (refer to Appendices K and R)           | 14            | Prior to Public Hearing |
| Colored Building Elevation Plans – 11”x17” (refer to Appendices L and S)                      | 14            |                         |
| Color Copy of Materials/Sample Board (refer to Section IV. R)                                 | 14            |                         |
| Specialized Presentation Exhibits (refer to Section IV. S), if any                            | 14 per mtg.   |                         |
| Additional full-sized copies of all submitted plans/exhibits (excluding studies) if requested | 14 per mtg.   |                         |

## Section IV

# Preparation Details for Plans, Studies, and Reports

Please prepare and submit the required forms, plans, studies and reports for the proposed project in accordance with the guidance and preparation specifics in this section of the application packet.

Please visit the City's website <https://www.simivalley.org/planning> and click on the "Documents" box to find links to the Citywide Design Guidelines, Residential Design Guidelines, Landscape Design Guidelines, and Development Code. Click on the "Land Development" box to find detailed information on the City's permit processes.

Please be advised that submitting the required project application materials does not guarantee that your application will be deemed technically adequate or that it has satisfied all applicable Federal, State, and local development standards and codes. The City must conduct technical reviews of your reports, plans, and related application materials, and staff will inform you within 30 days of the submittal if any required information is missing. If technical information about your project is inadequate, it can add additional time to the overall approval process.

**Certified Public Notice Mailing List and Affidavit**

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). Some applications may require a 500 foot radius. **Labels may not be more than three months old.**

Public Notice Mailing Lists and Maps must comply with the following requirements and 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).   |   |  |
| 1c.   | For Planning Commission and City Council hearings, draw a line that is a minimum distance of 500 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). This secondary line will be used for hearing notices if it includes residential property. In addition, residential properties located along the access route (excluding arterial streets) from arterial streets to the project are required to be included in the notifications and should be identified on the subject radius map(s). |   |  |
| 1d.   | The radius map(s) provided above should be of sufficient size to reflect the access road(s) to the subject property.   |   |  |
| <b>2. Mailing Labels</b>  |  |   |  |
| 2a.   | Provide three sets of self-stick labels and an Electronic Excel Spreadsheet.   |   |  |
| 2b.   | Use the following label formats on Avery-style self-stick labels:<br><br><table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>For Owner:</b><br/> APN: 123-0-456-789<br/> John and Jane Doe<br/> 1234 Main Street<br/> Simi Valley, CA 93065 </td> <td style="width: 50%; vertical-align: top;"> <b>For Occupant/Business/Non-Resident Owner:</b><br/> APN: 123-0-456-789<br/> Occupant<br/> 1234 South Street, Apt. A<br/> Simi Valley, CA 93065 </td> </tr> </table>   | <b>For Owner:</b><br>APN: 123-0-456-789<br>John and Jane Doe<br>1234 Main Street<br>Simi Valley, CA 93065 | <b>For Occupant/Business/Non-Resident Owner:</b><br>APN: 123-0-456-789<br>Occupant<br>1234 South Street, Apt. A<br>Simi Valley, CA 93065 |
| <b>For Owner:</b><br>APN: 123-0-456-789<br>John and Jane Doe<br>1234 Main Street<br>Simi Valley, CA 93065 | <b>For Occupant/Business/Non-Resident Owner:</b><br>APN: 123-0-456-789<br>Occupant<br>1234 South Street, Apt. A<br>Simi Valley, CA 93065   |   |  |
| 2c.   | Provide two copies of the labels on letter paper.  |   |  |
| 2d.   | Owners’ Labels: 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 (or 500 feet and/or access routes) identified on the radius map(s). If an owner owns more than once parcel, provide the multiple APNs on their label, and do not duplicate labels.   |   |  |
| 2e.   | Occupant Labels: 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, or commercial businesses, provide one for each tenant. Parcels with common interest ownership (such as condos) shall include notification of all owners and occupants on within the complex, even when outside the radii.   |   |  |
| 2f.   | Homeowners’ Association (HOA) Labels: 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 the applicant about the obligation to provide public hearing notice signs, in accordance with Simi Valley Municipal Code requirements. See Section IV. S for further information.**

**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) \_\_\_\_\_

\_\_\_\_\_

---

**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:

<http://www.dtsc.ca.gov>

I have been informed by the City of Simi Valley 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 (Print)

\_\_\_\_\_  
Applicant or Representative (Sign) Date

## Soils/Geotechnical Report

### ***All Soils/Geotechnical Report(s) contents:***

The minimum information requirements for the geotechnical report(s) are outlined below. If any of these items are not included in the report(s), their exclusion must be substantiated or explained in the text of the geotechnical report(s). The City, on a case-by-case basis, depending on the complexity and nature of the project, may request additional details and evaluation of other items. The Public Works Engineer should be contacted for any questions.

Appropriate field exploration and laboratory testing must be conducted at each site in accordance with the type of study undertaken. A map, drawn at an appropriate scale (showing the entire site, proposed structures, and location and types of field exploration conducted), should be presented with each report. All reports should contain appropriate conclusions and should present recommendations for the development of the project and mitigation of any potentially adverse conditions.

### ***The report(s) must include discussion of all the following:***

- A. Location of the project, including total area of the site for development (attach an appropriate map).
- B. Nature and type of the development proposed. An estimate of the structural loading should be made, if appropriate.
- C. Potential geologic/geotechnical hazards (include geologic map and critical geologic cross-sections where applicable). Indicate:
  - (1) Laterally unsupported bedding;
  - (2) Landslides;
  - (3) Fault-rupture hazards;
  - (4) Liquefaction hazards;
  - (5) Collapsible soils hazards; and
  - (6) Expansive soils.
- D. Geotechnical study including:
  - (1) Exploration;
  - (2) Laboratory testing;
  - (3) Seismicity (ground shaking);
  - (4) Slope stability analysis;
  - (5) Analysis and calculations, as applicable (include appropriate documentation to substantiate analysis);
  - (6) Geotechnical considerations for drainage control as required;
  - (7) Expansive soils; and
  - (8) Future rupture potential studies, if applicable (i.e., site is within or is near a mapped fault zone).

## Drainage Report

***The report(s) must include discussion of all the following:***

- A. All hydrology studies and facility designs shall be prepared by a California Registered Civil Engineer and shall conform to the Ventura County Watershed Protection District Hydrology Manual. Hydraulic design shall conform to the current Hydraulic Design Manual of the Los Angeles County Flood Control District and City of Simi Valley Master Plan of Drainage.
- B. Previous related drainage studies and reports shall be reviewed and information included as appropriate. This review should include the City's Master Plan of Drainage, Drainage Prioritization Study, adjacent major land development project studies, and any other applicable studies or update, as available.
- C. The engineer shall prepare a hydrology map of the project site. It shall include topographic information (at a suitable scale) indicating all drainage areas tributary to and within the project. In addition, it shall show drainage paths, flow direction arrows, and concentration points. Indicate any previously identified 100-year flood boundaries, floodways and elevations. Use current Flood Insurance Rate Maps (FIRMs) published by the Federal Emergency Management Agency (FEMA) for the City of Simi Valley as applicable. Also be sure to indicate:
- (1) All existing drainage facilities in the immediate vicinity of the project site, including the closest downstream facility that will be used to accept the developed runoff (include sizes, dimensions, elevations, and capacities).
  - (2) Any drainage facility proposed by the City's Master Plan of Drainage.
  - (3) A method to handle all incoming off-site runoff in order to protect the project from off-site flow in a manner that will not adversely impact adjacent or downstream properties. Show the location and approximate sizes of drainage facilities intended to be built to handle this runoff.
- D. Calculate off-site runoff to the site based on Master Plan conditions for 10-year and 100-year frequency storms.
- E. Calculate on-site runoff to the site based on Master Plan conditions for 10-year and 100-year frequency storms.
- F. City policy requires detention of increase in runoff beyond a 10-year storm due to development in order to reduce downstream impacts. Show the proposed size and location of the detention facility(ies) in the project.

Except as noted in Paragraph G, the recommended methods of calculating the storage volume for detention basis/facilities required are as follows:

- For projects less than 10 acres, the maximum storm water discharge shall be limited to the calculated developed 10-year peak flow rate. On-site detention in the amount of minimum 1,000 cubic feet per acre of developed area shall be provided.



- For projects larger than 10 acres, the required detention storage shall be based on a calculated runoff hydrograph (per VCWPD methods) for a developed 100-year frequency storm. The rate of discharge from the site shall be limited to the developed 10-year peak runoff rate. Required calculations shall include a basin routing procedure with storage-discharge-volume data. Identify any inadequate downstream facilities and describe proposed mitigation. Additional detention beyond that described in Paragraph F (above) may be considered for reduction of discharge to a rate commensurate with deficient downstream facilities.

G. Show by calculation the protection of proposed structures from the 100-year frequency flood. Show the elevations of pads:

- For residential structures, one foot minimum above the water surface elevation from the 100-year frequency storm; and,
- For commercial structures, one-foot minimum to finished floor from the 100-year frequency storm developed condition water surface elevation.

If all or a portion of the project site lies in a Special Flood Hazard Area (SFHA) as shown on Flood Insurance Rate Maps (FIRMs) published by the Federal Emergency Management Agency (FEMA), show how you propose to meet the City's Flood Damage Prevention Ordinance (Ordinance No. 760) requirements.

H. Show that a secondary outlet exists, to provide surface discharge of flood water in the event a proposed storm drainage system is inoperative. The secondary outlet must be capable of passing the 100-year storm frequency flow rate without affecting the pad or finished floor as noted in Paragraph G above.

## Traffic Impact Reports

These guidelines are the minimum requirements for preparation of a traffic impact report for submittal to the City of Simi Valley, California. To maintain consistency among the traffic reports submitted by various development applicants, these requirements must be fulfilled before a traffic impact study report can be reviewed and accepted by the City. Therefore, reports not meeting the City requirements, including those with repeated errors, will be returned to the applicant. All reports must be prepared in a professional manner and signed by a Registered Traffic and/or Civil Engineer.

The City Traffic Engineer (Principal Engineer – Traffic), in conjunction with these guidelines and current City policies, will determine if a traffic impact study is needed and formally notify the applicant. At this point, it is recommended that the applicant contract with a professional transportation/traffic engineering firm to conduct the traffic impact study and prepare a report. Once an engineering firm has been selected, a representative of the firm should contact the City Traffic Engineer to define the scope and parameters of the traffic impact report. Any special requirements and elements to be studied, beyond the minimum requirements, will be determined at this point.

**TRAFFIC IMPACT REPORT OUTLINE** – Traffic impact studies shall contain each of the following elements unless the topic is determined by the City Traffic Engineer not to be applicable:

- |   |                              |
|---|------------------------------|
| 1. Executive Summary                          | 6. Traffic Impact Analysis   |
| 2. Project Description                        | 7. VMT Analysis              |
| 3. Street System                              | 8. Mitigation Measures – LOS |
| 4. Trip Generation Forecast                   | 9. Mitigation Measures – VMT |
| 5. Traffic Volumes, Distribution & Assignment | 10. Appendices               |

**EXECUTIVE SUMMARY** – This portion of the report shall present factual and concise information relative to the major impact issues. Pertinent information in this regard shall include a brief overview of the project, a short discussion of the project trip generation potential, the expected impacts of the project, and a summary of measures necessary to mitigate project impacts.

**PROJECT DESCRIPTION** – This section shall contain a description of the project, a vicinity map that illustrates the project site location and traffic impact report area, a description of current land uses on the project site, and a description of the existing land uses surrounding the project site. If the project is proposed to be constructed in phases, a discussion of the development program and approximate time schedule shall be included. Exhibits shall include clear illustrations of the project site plan, adjacent streets and proposed driveways. If the site plan is complex and the level of detail is lost because of plan reduction, a larger, dated, blue line site plan shall accompany the report and be referenced, by date, in the report text.

**STREET SYSTEM** – This section shall contain general descriptions of the regional and local access roadways, which will serve the proposed project. Detailed descriptions of the intersections analyzed in the report shall be provided. Information in this section shall include street classifications, existing and future pavement widths, intersection geometrics, and intersection traffic controls. The description contained in the Simi Valley General Plan shall be used as guidelines.

**TRIP GENERATION FORECAST** – The trip generation section of the report shall include vehicle trip generation estimates for the project based on factors established by the City Traffic Engineer. Typically, these values will be derived from Trip Generation, latest edition, promulgated by the Institute of Transportation Engineers (ITE), but may be modified if the applicant proposes specific and permanent measures that would alter the trip generation potential of the project. Other sources may be used if the

Engineer provides sufficient backup data acceptable to the City Traffic Engineer.

Any reduction of an estimated trip generation factor (pass-by, internal capture) shall be obtained prior to preparing the traffic impact report and will only be allowed after review and acceptance by the City Traffic Engineer. Once such approval has been granted, the applicant shall describe accurately and completely, the proposed measure, the estimated reduction and the basis for the reduction. It is not sufficient to state that information is based on “past studies.” Any trip reductions should follow the guidelines presented in the ITE Trip Generation Handbook.

In all cases, the trip generation factors and projected traffic volumes must be presented in terms of directional a.m. and p.m. peak-hour volumes, as well as daily (24-hour) volumes, in a tabular format.

**TRAFFIC VOLUMES, DISTRIBUTION AND ASSIGNMENT** – Existing and future traffic volume information, including the source of the traffic counts shall be provided. If new traffic counts were made for the analysis, copies of the field data shall be included in the appendix and submitted electronically to the City Traffic Engineer.

Regional traffic distribution shall be consistent with the distribution patterns developed for the City’s traffic forecasting model. Consult with the City Traffic Engineer regarding different distribution patterns for commercial, industrial and residential developments. All trip distribution patterns must be reviewed by the City Traffic Engineer prior to starting the traffic analysis.

This section of the report shall include a description of the utilization of study area streets by site-generated traffic. An exhibit must be supplied which presents projected a.m. and p.m. peak-hour turning volumes that would be generated by the proposed project. All of the information must be presented and be easily legible.

**TRAFFIC IMPACT ANALYSIS** – The traffic impact analysis section is the principal element of the report. Unless directed otherwise by the City Traffic Engineer, all reports shall include analyses of intersection operations based on City of Simi Valley analysis procedures. The City of Simi Valley procedure for analysis of intersection capacity and level of service is based on the “sum of critical lane volumes” for signalized intersections. The basic computation data consists of demand volumes and intersection geometrics. For projected traffic conditions, it is assumed that traffic signals are multiphase and the traffic demands are distributed uniformly to the lanes available for the respective traffic movements.

The following are levels of service and the corresponding ranges for volume-to-capacity ratios and sums of critical movements that shall be used to analyze intersection operations. Computer programs may be used to calculate the V/C – LOS values provided they conform to City assumptions and procedures.

| LEVEL OF SERVICE | VOLUME CAPACITY | SUM OF CRITICAL MOVEMENTS |
|------------------|-----------------|---------------------------|
| A                | to 0.60         | 0 to 1,088                |
| B                | 0.61 to 0.70    | 1,089 to 1,268            |
| C                | 0.71 to 0.80    | 1,269 to 1,448            |
| D                | 0.81 to 0.90    | 1,449 to 1,628            |
| E                | 0.91 to 1.00    | 1,629 to 1,800            |
| F                | Exceeds 1.00    | Exceeds 1,800             |

As a minimum, the traffic impact analysis section shall contain analyses of intersection operations for the a.m. and p.m. peak traffic periods for the following conditions:

**Condition 1** - Existing traffic with existing intersection geometrics. This condition shall be based on current traffic volumes provided by the applicant, unless the City has available current traffic counts (less than 6 months old). In either event, the report shall contain current traffic volumes, which have been counted within 6 months of the date of the traffic report.

**Condition 2** - Existing traffic plus proposed project traffic with existing intersection geometrics. Traffic generated by the proposed project shall be added to the current traffic volumes of Condition 1.

**Condition 3** - City Traffic Model cumulative traffic without proposed project traffic and with projected intersection improvements. This condition and also Condition 4 shall be based on traffic volumes provided by the City, unless the study intersection is not included in the current City Traffic Model list of critical intersections. In that event, the applicant shall estimate cumulative traffic volumes. The volumes for Condition 3 shall be obtained by subtracting the project-generated traffic from Condition 4 volumes, regardless of the assumed General Plan land use (see Condition 5).

**Condition 4** - City Traffic Model cumulative traffic with proposed project traffic and with projected intersection improvements. Traffic generated by the proposed project is included in the traffic volumes estimated for Condition 4. Intersection volumes and calculation sheets for this Condition 4 are contained in the City Traffic Model and will be provided to the applicant. The applicant shall provide Condition 4 volumes and calculation sheets for all intersections for which the City does not have data. The assumptions and methodology used to derive these volumes shall be clearly stated in the report.

**Condition 5** - City Traffic Model cumulative traffic with proposed net change in project traffic added due to an amendment to the General Plan and with projected intersection improvements. If a project is proposing to amend the General Plan, then the net increase in traffic generated by the proposed project, as compared to the current General Plan land use, is to be added to the traffic volumes estimated for Condition 4. Condition 5 volumes and calculations are the result of the proposed amendment to the General Plan. The applicant shall provide Condition 5 volumes and calculation sheets. The assumptions and methodology used to derive these volumes shall be clearly stated in the report.

This section of the report shall contain tables of the forecasted levels of service (LOS) and volume-to-capacity (V/C) ratios for each study intersection within the defined study area. The tables shall contain data for each of the 4 required traffic conditions.

**VMT ANALYSIS** – In compliance with Senate Bill 743, and in satisfaction of CEQA, a supplemental Vehicle Miles Traveled (VMT) Analysis will be required for all projects not exempted by the City's Screening Criteria. The following projects are exempt from a VMT Analysis:

- Projects that generate less than 110 trips per day (net) as calculated using Trip Generation
- Standalone retail projects less than 50,000 s.f. in gross floor area located within neighborhoods

- Community-serving projects such as parks, libraries, or other projects deemed by the City Engineer to have a less than significant impact
- Projects with 100% affordable residential
- Projects located within 0.5 miles of the Simi Valley Metrolink Station
- Projects located within mapped areas of 5% below the City’s background VMT as determined by the City Transportation Analysis Model

If the project is exempt, it shall be noted in the traffic impact report and the reason(s) for exemption clearly stated. Projects not exempted by the screening criteria shall have a VMT analysis prepared by City Staff (fee to be assessed at the time of analysis) using the City Traffic Model. The resulting project VMT will be provided to the applicant’s Engineer and summarized in the traffic impact report.

A project will be considered to have an impact if it generates VMT per capita and/or per employee in excess of 5% less than the background VMT for the City of Simi Valley. (e.g. a project that generates home-based trips will have an impact if it is forecast to generate a VMT per capita greater than 18.5, which is 5% less than a background VMT per capita of 19.4. A project that generates work-based trips will have an impact if it forecast to generate a VMT per employee greater than 9.9, which is 5% less than a background VMT per employee of 10.4)

**MITIGATION MEASURES – LOS** – All measures required to mitigate intersection traffic impacts to acceptable levels of service shall be presented in this section. If project traffic creates an adverse impact at an analyzed intersection by causing the Level of Service to fall below LOS C for either Condition 2 (Existing plus project), Condition 4 (Cumulative plus project), or other analyzed Conditions, then the project will be required to construct improvements at that intersection to mitigate the impact by raising the Level of Service to C or better. In addition, if the project traffic at any analyzed intersection uses more than one-half of the available existing capacity under Condition 2, then the impact must be mitigated so that the capacity lost as a result of the project traffic is regained by constructing the necessary improvements. Also, if any intersection operates at LOS D or worse under Condition 1, and the project traffic will impact that intersection by decreasing the volume to capacity ratio by 0.01 or more under Condition 2, then the impact must be mitigated by constructing the necessary improvements to return the intersection to LOS C. Appropriate text and/or exhibits must be provided describing the mitigation measures assumed in the analyses. Project-specific mitigation measures and their effects shall be identified and discussed separately.

Sketches illustrating proposed mitigation measures shall be included either in this section, the appendix, or accompanying the report. The sketches shall include the existing intersection geometrics for all approaches, striping, right-of-way, building locations (when applicable) and the proposed modifications including the lengths of turn lanes and transitions.

Related traffic signal phasing modifications shall be discussed for suggested mitigation measures, which will affect existing or proposed traffic signals. Traffic signal warrants shall be prepared and submitted when appropriate.

Descriptions of proposals and their supporting data shall be provided when improvements or changes are proposed to the circulation system which appear not to be strictly consistent with the General Plan or when special assumptions are made as bases for the traffic analysis.

**MITIGATION MEASURES – VMT** – If the VMT Analysis determines that the project will generate VMT per capita greater than 5% less than the background VMT for the City of Simi Valley, the impact must be mitigated by one (or more) of the following measures:

All land uses:

- Improve or increase access to transit.
- Increase access to common goods and services, such as groceries, schools, and daycare.
- Incorporate affordable housing into the project.
- Orient the project toward transit, bicycle and pedestrian facilities.
- Improve pedestrian or bicycle networks, or transit service.
- Provide bicycle parking.
- Unbundle parking costs.
- Provide parking cash-out programs.
- Implement or provide access to a commute reduction program.
- Provide car-sharing, bike sharing, and ride-sharing programs.
- Provide transit passes.

Work-Based land uses:

- Shifting single occupancy vehicle trips to carpooling or vanpooling, for example providing ride-matching services.
- Providing incentives or subsidies that increase the use of modes other than single-occupancy vehicles.
- Providing on-site amenities such as priority parking for carpools, vanpools, or TNCs; secure bike parking; and showers and locker rooms.
- Providing employee transportation coordinators at employment sites.
- Providing a guaranteed ride home service to users of non-auto modes.

Each mitigation measure is assumed to contribute a 1% reduction in VMT per capita, with multiple mitigation measures additive only to an extent. For instance, the effect of unbundling parking costs will be less when combined with car or bike sharing, as these mitigation measure will affect similar demographics. Final mitigation totals will be determined in collaboration with the City Traffic Engineer. Appropriate text and/or exhibits must be provided describing the mitigation measures assumed in the analyses. Project-specific mitigation measures and their effects shall be identified and discussed separately.

### **Mitigation Monitoring**

A monitoring plan will be required for any VMT mitigation measures established for the project. Monitoring will occur for a term of no less than 3 years and no more than 5 years. The mitigation monitoring plan will be incorporated into the project conditions of approval.

**APPENDICES** – Detailed appendix material shall be supplied as part of the report. If the main report is too large to include an attached appendix, such material may be provided under a separate identifiable cover. Typical material in this regard includes traffic counts, level-of-service worksheets, percent of net traffic impact worksheets, traffic signal warrant sheets, sketches of proposed mitigation measures and other information necessary for the City’s review of the traffic impact report. It is not necessary to provide LOS calculation worksheets from the City Traffic Model.

## Noise Study

The Simi Valley General Plan (Chapter 8, Noise (N), Table N-2) establishes the following noise standards:

- a. Interior noise levels shall not exceed 45 CNEL (LDN) inside noise sensitive land uses.
- b. Exterior noise levels shall not exceed 63 CNEL (LDN) in outdoor living environments for residences.

The Simi Valley Municipal Code establishes the following noise standards for property located within the Freeway Combining (FC) Zone [SVMC 9-28.040.C]:

- a. Ambient noise levels for new residential developments within the freeway impacted area may not exceed 60 dB(A) for outdoor living environments.
- b. Ambient noise levels for new residential developments within the freeway impacted area may not exceed 45 dB(A) for interior living areas with all openings closed.
- c. Readings should include representative values during peak traffic hours and sleeping periods. If the readings are averaged, a maximum one-hour averaging period should be used.

***The report(s) must include discussion of all the following:***

- A. The analysis shall measure the ambient noise level at the project site and calculate the outdoor and indoor noise exposure on the project or to any Noise Sensitive Land Uses in the vicinity of the proposal after construction of the project. Noise measurements shall be represented by dB(A). The analysis shall evaluate the measurements and determine if the project would adhere to the General Plan and FC Zone (if applicable) noise requirement.
- B. If the project meets the noise requirements no further analysis is required, and the Noise Report must clearly justify this conclusion.
- C. Projects that exceed City standards would be incompatible with the City's General Plan and/or violate the City's Municipal Code. In this case the analysis shall suggest design features or changes to the project that mitigate the noise impacts. The amount of noise abatement for each measure shall be established and the noise exposure shall be recalculated to prove the project will adhere to the noise requirements.
- D. In addition, measures are required to diminish noise impacts to a less than significant level if a project will:
  - (1) Generate a substantial temporary or permanent increase in ambient noise levels in the project vicinity in excess of the City's General Plan or noise ordinance standards;
  - (2) Generate excessive groundborne vibration or groundborne noise levels.

A list of noise consultants that have worked with the City is available on request.

## Utility Equipment Screening Program

Pursuant to SVMC §9-30.070, all new utility equipment and appurtenances to be installed in conjunction with any new application for the approval of a development project shall be completely screened from public view. Applicants shall submit a Conceptual Utility Equipment Screening Program as part of any development permit application. A Final Utility Equipment Screening Program shall be submitted by the applicant to the Deputy Director/City Planner for review and approval prior to the installation of any new utility equipment or appurtenances. The intent of requiring a conceptual utility equipment screening program is to facilitate forethought by the project applicant and the utility providers in accommodating utility equipment and screening of the equipment early in the design process. The conceptual utility equipment screening program does not require specific, engineered plans, showing the precise locations of utility equipment and screening. Rather, general or “typical” locations of the equipment and the proposed method of screening should be provided on the conceptual program. The specific location of the utility equipment and screening is required on the final utility equipment program, which may be combined with the project landscaping plans. The Planning Commission may consider alternate methods to screen the utility equipment.

***The screening plan or final landscape plan must include the following:***

- A. All utility equipment requiring screening shall be shown in the program. This includes public works utility equipment and equipment associated with the provision of electricity, gas, telephone, cable television, and water, and includes:
  - (1) Surface-mounted transformers;
  - (2) Pedestal-mounted terminal boxes;
  - (3) Meter cabinets;
  - (4) Traffic signal cabinets and equipment;
  - (5) Above-ground water service equipment (i.e. air vac cans, sampling stations), irrigation equipment, and backflow preventers;
  - (6) Fire sprinkler double detector check valves;
  - (7) Access doors and vents; and
  - (8) Any other above-ground utility equipment.
- B. Above-ground utility equipment and vents/access doors for underground utility vaults shall be located away from the sidewalk with sufficient space to allow a minimum of three feet clearance between the screening for the utility equipment and any paved surfaces including streets, driveways, and walkways.
- C. Fire sprinkler pressure detector check valves should be located a minimum of 20 feet from all property lines adjacent to public rights-of-way.
- D. Above-ground utility equipment for commercial and industrial projects should be located near the rear property line.
- E. No above-ground screening taller than 42 inches shall be located within a Traffic Safety Sight Area (TSSA).
- F. Bollards shall not be installed in conjunction with any new utility equipment or appurtenances unless decorative and approved by the City Planner.



- G. Access easements shall be provided to allow access to all vents and access doors and to allow them to face away from sidewalks, streets, and driveways.
- H. For single-family residential subdivisions:
- (1) The access easements shall include both the minimum width required by the public utility for access and the width needed for the screening of the equipment; and
  - (2) Where Homeowners' Associations are being proposed, utility equipment is encouraged to be located within common area controlled by the Homeowners' Association.
- I. For all commercial and industrial projects, the access easements shall include both the minimum width required by the public utility for access and the width needed for the screening of the equipment.
- J. One or more of the following methods of screening shall be required for any above-ground equipment:
- (1) Low walls, a minimum of six inches taller than the vents, access doors, or utility equipment to be screened, and which are architecturally treated to match the other on-site walls and covered with vines a minimum size of five (5) gallons, spaced ten (10) feet on center;
  - (2) Landscaping that, upon installation, shall screen a minimum of 75 percent of the vents, access doors, or utility equipment from view;
  - (3) Artificial "rock" equipment covers that cover 100 percent of the utility equipment. These should be accented with natural boulders and landscaping;
  - (4) Locating the utility equipment in an underground vault;
  - (5) Locating the utility equipment within a building; or
  - (6) Any other option that may be available due to unique site or building design characteristics.

## Tree Report

It is the City's desire to preserve protected trees, which include all historic trees, all mature native oak trees, and any mature trees associated with a proposal for urban development, or are located on a vacant parcel (see SVMC Glossary §9-80.020 "Trees" for definitions). 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, berberidifolia, 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 protected tree within the project boundary as shown on the site plan.
  - (2) The generalized locations of all protected 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.***

## 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 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches.   | <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 not be less than 1-inch equals 20 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.   | <input type="checkbox"/> |
| (2) The applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.)  | <input type="checkbox"/> |
| (3) Name, address and phone numbers of:   | <input type="checkbox"/> |
| (i) Applicant.  | <input type="checkbox"/> |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.   | <input type="checkbox"/> |
| (iii) Property Owner.   | <input type="checkbox"/> |
| (4) Date of latest revision. Any future revisions shall be clearly annotated.   | <input type="checkbox"/> |
| (5) Assessor's Parcel Number(s).  | <input type="checkbox"/> |
| <b>3. Vicinity Map</b>  |                          |
| 3a. 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. | <input type="checkbox"/> |
| 3b. North arrow and a graphic and numeric scale.  | <input type="checkbox"/> |
| 3c. The project location identified on the map.   | <input type="checkbox"/> |
| <b>4. Project Information List</b>  |                          |
| 4a. Current Zoning of the subject parcel and all abutting parcels <sup>1</sup> .  | <input type="checkbox"/> |
| 4b. Current General Plan designation of the subject parcel and all abutting parcels.  | <input type="checkbox"/> |
| 4c. Current Specific Plan designation of the subject parcel and all abutting parcels, if any.   | <input type="checkbox"/> |
| 4d. Gross and net lot area (refer to SVMC Chapter 9-80).  | <input type="checkbox"/> |
| 4e. Existing and proposed percent of building coverage. For residential projects, include gross and net unit density calculations.  | <input type="checkbox"/> |
| 4f. Existing and proposed percent of landscaped area(s) of the gross and net site or lot.   | <input type="checkbox"/> |

| <b>Architectural Site Plan Requirement</b>   | <b>Provided</b>          |
|--|--------------------------|
| 4g. Existing and proposed square footage of disturbed, removed, altered, or added landscaping.   | <input type="checkbox"/> |
| 4h. Existing and proposed percent of paved surfaces (e.g. driveways, walkways, parking areas, and loading areas).  | <input type="checkbox"/> |
| 4i. Existing and proposed permeable paving or special drainage structures.   | <input type="checkbox"/> |
| 4j. 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"/> |
| 4k. Identify all existing and proposed parking by layout and in tabular form.  | <input type="checkbox"/> |
| 4l. Identify all required number of parking spaces, existing and proposed, by tenant/use in tabular form.  | <input type="checkbox"/> |
| 4m. Show the existing and required numbers of loading zones, provide their dimensions, and identify all screening.   | <input type="checkbox"/> |
| 4n. Show the number of required and provided accessible parking spaces per CCR Title 24 Standards.   | <input type="checkbox"/> |
| 4o. Show the number of required and provided bicycle parking spaces. Show a detail of all proposed bike racks.   | <input type="checkbox"/> |
| 4p. All General Plan designated streets, trails, and other mapped items.   | <input type="checkbox"/> |
| <b>5. Property Boundaries, Easements, Streets, and Layout</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. 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:   | <input type="checkbox"/> |
| (1) Location.  | <input type="checkbox"/> |
| (2) Width.   | <input type="checkbox"/> |
| (3) Surface type.  | <input type="checkbox"/> |
| (4) Proposed grades.   | <input type="checkbox"/> |
| (5) Ventura County Fire Protection District turnarounds.   | <input type="checkbox"/> |
| (6) Existing and proposed access gate locations.   | <input type="checkbox"/> |
| (7) Sight Distance/Traffic Safety Sight Areas (TSSA) <sup>2</sup> .  | <input type="checkbox"/> |
| (8) Drive-through and queuing areas.   | <input type="checkbox"/> |
| (9) Landscape planters, curbing, and landing zones/walkways.   | <input type="checkbox"/> |
| 5d. Identify all paths of travel and design elements required for compliance with Title 24, California Code of Regulations, of the California Building Code.   | <input type="checkbox"/> |
| 5e. Show all existing and proposed building and/or yard setbacks (from property lines to structures) and between buildings and structures (measured in feet).  | <input type="checkbox"/> |
| 5f. Completely dimensioned layout of roadway including of existing and proposed right-of-ways both on-site and within 100 feet of the project boundary:  | <input type="checkbox"/> |
| 5g. Adjacent and on-site public and private streets with the following information shown for both the existing streets and proposed roadway improvements:  | <input type="checkbox"/> |
| (1) Delineation of the right-of-way for public streets and easement line with the recorded document number for private streets (map citation).   | <input type="checkbox"/> |

| <b>Architectural Site Plan Requirement</b>   | <b>Provided</b>          |
|--|--------------------------|
| (2) Street name.   | <input type="checkbox"/> |
| (3) Completely dimensioned cross-sections, including enriched parkways and existing and proposed all improvements (sidewalks, curbs, gutters, driveways, and landscaping). | <input type="checkbox"/> |
| (4) Edge of pavement and/or concrete.  | <input type="checkbox"/> |
| (5) Street frontage features (e.g., curbs, gutters, and sidewalks) <sup>3</sup> .  | <input type="checkbox"/> |
| (6) Location of all existing and proposed free-standing/monument signs.  | <input type="checkbox"/> |
| (7) Street lights.   | <input type="checkbox"/> |
| (8) Utility poles.   | <input type="checkbox"/> |
| (9) Bicycle lanes.   | <input type="checkbox"/> |
| (10) Islands and medians.  | <input type="checkbox"/> |
| (11) Areas to be dedicated for road-widening purposes.   | <input type="checkbox"/> |
| (12) Existing and proposed curb cuts (e.g., driveway and private roadway entrances from the road to the project site).   | <input type="checkbox"/> |
| <b>6. Topography</b>   |                          |
| 6a. Show spot elevations as needed to indicate slope and structure and pad elevations.   | <input type="checkbox"/> |
| <b>7. Trees/Vegetation/Habitat</b>   |                          |
| 7a. Show the location and existing grade of all existing protected trees on-site and within 20 feet of the property lines. Also identify on the plan:                      | <input type="checkbox"/> |
| (1) Tree identification number per Tree Report.  | <input type="checkbox"/> |
| (2) Circumference/girth (trunk diameter).  | <input type="checkbox"/> |
| (3) Area of drip line.   | <input type="checkbox"/> |
| (4) Disposition of the tree.   | <input type="checkbox"/> |
| 7b. Approximate delineation of all native vegetation or biological resources items identified in a biological or plant report(s).  | <input type="checkbox"/> |
| 7c. Delineation of setbacks from habitats.   | <input type="checkbox"/> |
| <b>8. Structures</b>   |                          |
| 8a. Location, dimensions, and use of existing and proposed structures.   | <input type="checkbox"/> |
| 8b. Label structures as existing or proposed both on the site and within 100 feet of the project boundary. Indicate all building modifications.                            | <input type="checkbox"/> |
| 8c. Provide all existing and proposed building details including:  | <input type="checkbox"/> |
| (1) Type of construction.  | <input type="checkbox"/> |
| (2) Square footage (total, by floor, and by use).  | <input type="checkbox"/> |
| (3) Height.  | <input type="checkbox"/> |
| (4) Whether or not building is fire-sprinklered.   | <input type="checkbox"/> |
| (5) Occupancy and occupant load.   | <input type="checkbox"/> |
| (6) Show open stairways and other projections from building walls, including entrances, exits, and handicap ramps.   | <input type="checkbox"/> |
| (7) Show footprint, as well as eaves that project into setback areas.  | <input type="checkbox"/> |
| (8) Identify the finished floor elevation of all structures.   | <input type="checkbox"/> |

| <b>Architectural Site Plan Requirement</b>   | <b>Provided</b>          |
|--|--------------------------|
| 8d. Provide the location, height, and materials of all garden and retaining walls and fences both on the project site and within 100 feet of the project boundary.   | <input type="checkbox"/> |
| 8e. Provide the dimensions between the exterior walls of structures and all property lines.  | <input type="checkbox"/> |
| 8f. Provide the location of existing and proposed refuse and recycling areas and method of screening, covers, doors, etc.  | <input type="checkbox"/> |
| 8g. Location of all existing and proposed free-standing/monument signs.  | <input type="checkbox"/> |
| <b>9. Utilities</b>  |                          |
| 9a. Identify any emergency communication systems or facilities [as required by Administrative Services Communications Coordinator].  | <input type="checkbox"/> |
| <b>10. Storage</b>   |                          |
| 10a. Delineation of outside storage areas, paving, and indication of screening method.   | <input type="checkbox"/> |
| 10b. Delineation of indoor storage areas, including locations of hazardous materials handling and storage.   | <input type="checkbox"/> |
| <b>11. Lighting</b>  |                          |
| 11a. Location and size of all exterior lighting standards and devices. [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>12. Drainage</b>  |                          |
| 12a. 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. | <input type="checkbox"/> |
| <b>13. Common Areas, Common/Open Space Parcels, Parks and Trails</b>   |                          |
| 13a. Show all parcels to be held in common.  | <input type="checkbox"/> |
| 13b. Show all parcels or areas proposed for dedication to others (Parks District, School District, conservation, utilities, HOA, etc.) <sup>4</sup>  | <input type="checkbox"/> |
| 13c. Show all existing and proposed trails, bicycle, pedestrian, and equestrian paths. <sup>5</sup>  | <input type="checkbox"/> |
| 13d. 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 information on the sight distance requirements, contact the City's Traffic Engineer.

<sup>3</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>4</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>5</sup> Trails located in, or proposed within Rancho Simi Recreation and Parks District property shall be designed in accordance with City and District Standards.

**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 Division or Public Works Department if you have any questions about the applicability of any of the information or requirements.

The Civil and/or Grading Plans must comply with the following requirements/include the following information:

| <b>Site/Preliminary Grading Plan Requirement</b>   | <b>Provided</b>          |
|--|--------------------------|
| <b>1. Dimension/Orientation</b>  |                          |
| 1a. The site plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches.  | <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 not be less than 1-inch equals 20 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.  | <input type="checkbox"/> |
| (2) The applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.)   | <input type="checkbox"/> |
| (3) Name, address and phone numbers of:  | <input type="checkbox"/> |
| (i) Applicant.   | <input type="checkbox"/> |
| (ii) Person preparing the Plan and their license/seal/expiration signature and date signed.  | <input type="checkbox"/> |
| (iii) Property Owner.  | <input type="checkbox"/> |
| (4) Date of latest revision. Any future revisions shall be clearly annotated.  | <input type="checkbox"/> |
| (5) Assessor’s Parcel Number(s).   | <input type="checkbox"/> |
| (6) Benchmark.   | <input type="checkbox"/> |
| (7) Source/Date of topography.   | <input type="checkbox"/> |
| <b>3. Vicinity Map</b>   |                          |
| 3a. 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.  | <input type="checkbox"/> |
| 3b. North arrow and a graphic and numeric scale.   | <input type="checkbox"/> |
| 3c. The project location identified on the map.  | <input type="checkbox"/> |
| <b>4. Project Information List</b>   |                          |
| 4a. Gross and net lot area.  | <input type="checkbox"/> |
| 4b. 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"/> |
| 4c. All General Plan designated streets, trails, and other mapped items.   | <input type="checkbox"/> |

| <b>Site/Preliminary Grading Plan Requirement</b>   | <b>Provided</b>          |
|--|--------------------------|
| <b>5. Property Boundaries, Easements, Streets, and Layout</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. 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: | <input type="checkbox"/> |
| (1) Location.  | <input type="checkbox"/> |
| (2) Width.   | <input type="checkbox"/> |
| (3) Surface type.  | <input type="checkbox"/> |
| (4) Proposed grades.   | <input type="checkbox"/> |
| (5) Ventura County Fire Protection District turnarounds.   | <input type="checkbox"/> |
| (6) Existing and proposed access gate locations.   | <input type="checkbox"/> |
| (7) Sight Distance/Traffic Safety Sight Areas (TSSA) <sup>2</sup> .  | <input type="checkbox"/> |
| (8) Drive-thorough and cueing areas.   | <input type="checkbox"/> |
| (9) Landscape planters, curbing, and landing zones/walkways.   | <input type="checkbox"/> |
| 5d. Identify all paths of travel and design elements required for compliance with Title 24, California Code of Regulations, of the State Building Code.  | <input type="checkbox"/> |
| 5e. Show all existing and proposed building and/or yard setbacks (from property lines to structures) and between buildings and structures (measured in feet).  | <input type="checkbox"/> |
| 5f. Completely dimensioned layout of roadway including of existing and proposed right-of-ways both on-site and within 100 feet of the project boundary:  | <input type="checkbox"/> |
| 5g. Adjacent and on-site public and private streets with the following information shown for both the existing streets and proposed roadway improvements:  | <input type="checkbox"/> |
| (1) Delineation of the right-of-way for public streets and easement line with the recorded document number for private streets (map citation).   | <input type="checkbox"/> |
| (2) Street names/Proposed street names.  | <input type="checkbox"/> |
| (3) Completely dimensioned cross-sections, including enriched parkways and existing and proposed improvements (sidewalks, curbs, gutters, driveways, and landscaping).   | <input type="checkbox"/> |
| (4) Edge of pavement and/or concrete.  | <input type="checkbox"/> |
| (5) Street frontage features (e.g., curbs, gutters, and sidewalks) <sup>3</sup> .  | <input type="checkbox"/> |
| (6) Lane configurations.   | <input type="checkbox"/> |
| (7) Signage, including on-site and adjacent roadway traffic signs.   | <input type="checkbox"/> |
| (8) Traffic signals.   | <input type="checkbox"/> |
| (9) Street lights.   | <input type="checkbox"/> |
| (10) Utility poles.  | <input type="checkbox"/> |
| (11) Bicycle lanes.  | <input type="checkbox"/> |
| (12) Pedestrian crossings.   | <input type="checkbox"/> |
| (13) Islands and medians.  | <input type="checkbox"/> |
| (14) Areas to be dedicated for road-widening purposes.   | <input type="checkbox"/> |



| Site/Preliminary Grading Plan Requirement   | Provided                 |
|---|--------------------------|
| (15) Existing and proposed curb cuts (e.g., driveway and private roadway entrances from the road to the project site).  | <input type="checkbox"/> |
| <b>6. Topography</b>  |                          |
| 6a. 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. | <input type="checkbox"/> |
| 6b. Show spot elevations as needed to indicate slope.   | <input type="checkbox"/> |
| 6c. Indicate the location, shape, height and grade, and tops and toes of manufactured slopes, including daylight lines.   | <input type="checkbox"/> |
| 6d. If project is subject to the Hillside Performance Standards, delineate and label all natural slopes that equal or exceed a 20 percent gradient or more by a dashed line and label "20% slope."  | <input type="checkbox"/> |
| 6e. Delineate and label Geologic Hazard areas including but not limited to:   | <input type="checkbox"/> |
| (1) Earthquake Fault Hazard Zones (Fault Rupture).  | <input type="checkbox"/> |
| (2) Seismic Hazard Zones (Liquefaction & Earthquake Landslides).  | <input type="checkbox"/> |
| (3) Landslides.   | <input type="checkbox"/> |
| 6f. Show existing and proposed building pad elevations. Include adjacent grades and pads within 100 feet of the project boundary.   | <input type="checkbox"/> |
| 6g. Provide cross-sectional profiles for existing and proposed grade changes.   | <input type="checkbox"/> |
| <b>7. Trees/Vegetation/Habitat</b>  |                          |
| 7a. Show the location and existing grade of all existing protected trees on-site and within 20 feet of the property lines. Also identify on the plan:   | <input type="checkbox"/> |
| (1) Tree identification number per Tree Report.   | <input type="checkbox"/> |
| (2) Circumference/girth (trunk diameter).   | <input type="checkbox"/> |
| (3) Area of drip line.  | <input type="checkbox"/> |
| (4) Disposition of the tree.  | <input type="checkbox"/> |
| 7b. Approximate delineation of all native vegetation or biological resources items identified in a biological or plant report(s).   | <input type="checkbox"/> |
| 7c. Delineation of setbacks from habitats.  | <input type="checkbox"/> |
| 7d. Proposed new grade elevation at base of tree.   | <input type="checkbox"/> |
| <b>8. Structures</b>  |                          |
| 8a. Location and dimensions of existing and proposed structures.  | <input type="checkbox"/> |
| 8b. Provide all existing and proposed building details including finished floor elevation of all structures.  | <input type="checkbox"/> |
| 8c. Provide the location of all garden and retaining walls and fences both on the project site and within 100 feet of the project boundary.   | <input type="checkbox"/> |
| 8d. Location of all existing, abandoned, to be abandoned, or proposed wells, pipelines, tanks and related structures.   | <input type="checkbox"/> |
| <b>9. Utilities</b>   |                          |
| 9a. 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).  | <input type="checkbox"/> |

| <b>Site/Preliminary Grading Plan Requirement</b>  | <b>Provided</b>          |
|---|--------------------------|
| 9b. List name, address, and phone numbers of all affected utilities and utility providers.  | <input type="checkbox"/> |
| 9c. Identify any proposed utility under-grounding.  | <input type="checkbox"/> |
| 9d. Identify and label all backflow devices, double-detector check valves, transformers and other utility structures (existing and proposed).   | <input type="checkbox"/> |
| 9e. Show all sewage disposal systems, points of connection, lines, and laterals. Label as existing or proposed.   | <input type="checkbox"/> |
| 9f. Show all water systems, points of connection, lines, meters, wells, and laterals. Label as existing or proposed.  | <input type="checkbox"/> |
| 9g. Show all fire hydrants including type and number and size of outlets.   | <input type="checkbox"/> |
| 9h. Identify any emergency communication systems or facilities [as required by Administrative Services Communications Coordinator].   | <input type="checkbox"/> |
| <b>10. Drainage</b>   |                          |
| 10a. 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. | <input type="checkbox"/> |
| 10b. Show how project will handle storm water and cross drainage to or from adjacent properties.  | <input type="checkbox"/> |
| 10c. Show drainage direction, swales, and slopes.   | <input type="checkbox"/> |
| 10d. Show any existing or proposed connections to existing drainage facilities (private, shared, City, Watershed Protection District, Arroyo Simi, etc.).   | <input type="checkbox"/> |
| 10e. Delineate top of stable (hydrological) bank of creeks and drainages.   | <input type="checkbox"/> |
| <b>11. Grading</b>  |                          |
| 11a. Grading statistics (in cubic yards coordinated with the project phasing and their disposition), including:   | <input type="checkbox"/> |
| (1) Cut.  | <input type="checkbox"/> |
| (2) Fill.   | <input type="checkbox"/> |
| (3) Import.   | <input type="checkbox"/> |
| (4) Export.   | <input type="checkbox"/> |
| 11b. Identify any staging or phasing areas.   | <input type="checkbox"/> |
| 11c. Identify all erosion control measures.   | <input type="checkbox"/> |
| <b>12. Common Areas, Common/Open Space Parcels, Parks and Trails</b>  |                          |
| 12a. Show all parcels to be held in common.   | <input type="checkbox"/> |
| 12b. Show all parcels or areas proposed for dedication to others (Parks District, School District, conservation, utilities, HOA, etc.) <sup>4</sup>   | <input type="checkbox"/> |
| 12c. Show all existing and proposed trails, bicycle, pedestrian, and equestrian paths, their grading, cross-section, slope and details. <sup>5</sup>  | <input type="checkbox"/> |
| 12d. 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 information on the sight distance requirements, contact the City's Traffic Engineer.

<sup>3</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.

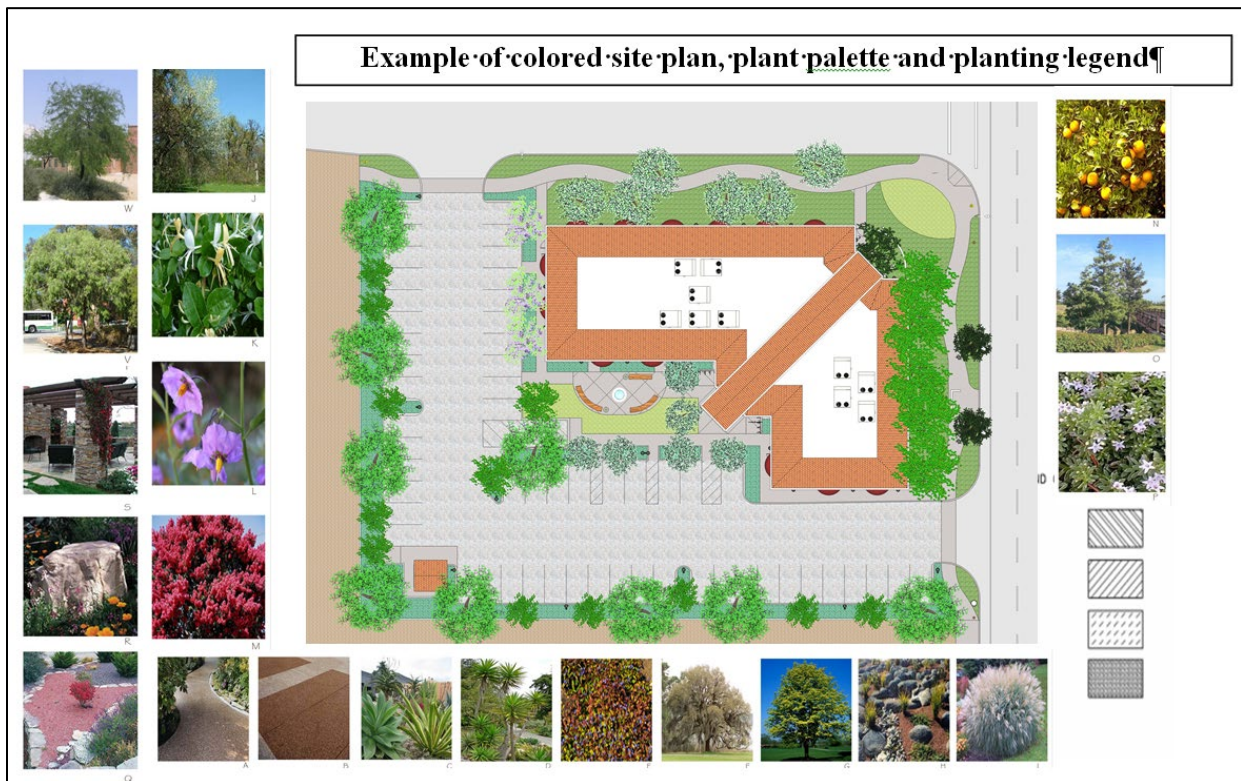
<sup>4</sup> Any dedication of parcels to outside agencies (i.e., RSRPD, Schools, MRCA, Watershed Protection District) should be coordinated with the requirements of the respective agencies prior to submittal of the application.

<sup>5</sup> Trails located in, or proposed within Rancho Simi Recreation and Parks District property shall be designed in accordance with City and District Standards

**Conceptual Landscape Plans**

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 discretionary uses where landscaping is required or where existing required landscaping will be modified. It is the intent of the conceptual plan to provide a vision/template for the ultimate landscaping. The conceptual plan should identify a planting theme, a planting palette (e.g., Mediterranean), and a photographic representation of the plantings. The planting area should be graphically depicted (or called out as landscaped area “LA”). Item by item plant location and sizing is not required at the conceptual level, excepting some trees may need to be shown. These plans must include disposition of on-site protected trees (refer to Tree Report, Section IV. Appendix H), and any landscape related stormwater specialized areas. In some cases, the landscape plan will need to document compliance with original project approvals and conditions. This includes all uses except for single-family dwellings without slopes. The City of Simi Valley has adopted Landscape Design Guidelines that should be consulted in preparation of the conceptual and final plans, and that will be used for findings of consistency. Erosion control for any graded slopes over three feet is required, and the landscape plans(s) should differentiate short-term vs. ultimate landscape treatments. 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, as outlined below.

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. When preparing conceptual plans, 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. 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 may achieve a mix conducive to these requirements, however, it is recommended that high water use plants be placed in very limited areas. Irrigation design is not required on conceptual plans; however, it is recommended that the Conceptual Plan reflect the plant palette that will meet all City and State requirements for water conservation.



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

| Conceptual Landscape Plan Requirements   | Provided                 |
|--|--------------------------|
| <b>1. Rendering/Colored Plan</b>   |                          |
| 1a. 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 disk. Although the rendered plan will be requested prior to being deemed complete, it is recommended that this plan be submitted after the initial review. If photosimulations are provided, refer to Exhibit R for further information. | <input type="checkbox"/> |
| <b>2. Dimension/Orientation</b>  |                          |
| 2a. Legend including scale, north arrow, 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; Date of latest revision (any future revisions shall be clearly annotated); Assessor's Parcel Number(s); and the applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.).          | <input type="checkbox"/> |
| <b>4. Conceptual Details</b>   |                          |
| 4a. Conceptual details shall be provided that include:   | <input type="checkbox"/> |
| (1) The location and size of all existing and proposed landscape areas.  | <input type="checkbox"/> |
| (2) The overall landscape plant palette/list including photographic representation of typical plants and their common names.   | <input type="checkbox"/> |
| (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.)   | <input type="checkbox"/> |
| (3) Approximate location of all protected trees (existing) and any mitigation trees (replacement or as required by the project Tree Report).   | <input type="checkbox"/> |
| <b>5. Plan Notes</b>   |                          |
| 5a. Conceptual 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 Efficient Landscape Ordinances."  | <input type="checkbox"/> |
| (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, and Tree Mitigation outlined therein."  | <input type="checkbox"/> |

As part of the conditions of project approval, the applicant will be required to submit a Final Landscape Plan Checklist Packet.

Final Landscape Plans, documentation worksheets, and reports must be submitted, with accompanying fee, and approved prior to grading permits and/or issuance of building permits as appropriate.

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

| <b>Final Landscape Plan Requirements</b>   | <b>Provided</b>          |
|--|--------------------------|
| <b>1. Dimension/Orientation</b>  |                          |
| 1a. The landscape plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches.   | <input type="checkbox"/> |
| 1b. The scale should be 1 inch equals 20 feet for commercial/industrial projects and 1/8" recommended for single-family residential projects.  | <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.  | <input type="checkbox"/> |
| (2) The applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.)   | <input type="checkbox"/> |
| (3) Name, address and phone numbers of:  | <input type="checkbox"/> |
| (i) Applicant.   | <input type="checkbox"/> |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.  | <input type="checkbox"/> |
| (iii) Property Owner.  | <input type="checkbox"/> |
| (4) Date of latest revision. Any future revisions shall be clearly annotated.  | <input type="checkbox"/> |
| (5) Assessor's Parcel Number(s).   | <input type="checkbox"/> |
| <b>3. Project Information List</b>   |                          |
| 3a. Total square footage of project site, parking area, total landscaped area, parking area perimeter landscaping, parking area interior landscaping.  | <input type="checkbox"/> |
| 3b. Percentage of the project site that will be landscaped and the parking area that will be landscaped. Indicate both the percentage that is required and the percentage that will be provided. | <input type="checkbox"/> |
| 3c. Number and location of motor vehicle parking spaces and loading zones related to parking lots with planting areas.   | <input type="checkbox"/> |
| 3d. General planting notes and details including any Public Works street tree or right-of-way installation instructions.   | <input type="checkbox"/> |
| <b>4. Planting Legends</b>   |                          |
| 4a. The legend must include the scale and description of all symbols used on the plan.   | <input type="checkbox"/> |
| 4b. General list of plant names (both botanical and common names) categorized and quantified by use.   | <input type="checkbox"/> |
| 4c. Plant sizes and recommended spacing at time of planting.   | <input type="checkbox"/> |

| Final Landscape Plan Requirements  | Provided                 |
|--|--------------------------|
| 4d. Water Use Classification of Landscape Species (WUCOLS) rating for each proposed plant.   | <input type="checkbox"/> |
| 4e. Estimated number of trees and plans required for the designated planting areas.  | <input type="checkbox"/> |
| <b>5. Plan Features</b>  |                          |
| 5a. Identify and dimension all landscaped planter, , sidewalks, parkways, curbs, and features.   | <input type="checkbox"/> |
| 5b. Identify adjacent property features within 20 feet of the property line including, but not limited to: trees (type, diameter, and drip line), driveways, planting areas, lights, walls and other structures.   | <input type="checkbox"/> |
| 5c. Identify all on-site light standards located in or adjacent to planter areas and trees.  | <input type="checkbox"/> |
| 5d. 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"/> |
| 5e. Identify and dimension all General Plan required enriched parkways.  | <input type="checkbox"/> |
| 5f. Identify spot elevations for top/bottom of landings, slopes, and walls and topography of slopes.   | <input type="checkbox"/> |
| 5g. Identify important natural features such as drainages and rock outcroppings.   | <input type="checkbox"/> |
| 5h. Identify fuel modification zones.  | <input type="checkbox"/> |
| 5i. Identify landscape design elements (e.g., fountains, sculptures, mounds, screening berms).   | <input type="checkbox"/> |
| 5j. Identify sight distance triangles (and Traffic Safety Sight Areas) at street intersections and driveways, and planting restrictions in these areas.  | <input type="checkbox"/> |
| 5k. Identify adjacent street names.  | <input type="checkbox"/> |
| <b>6. Grading</b>  |                          |
| 6a. Identify all grading, slopes, and disturbed areas.   | <input type="checkbox"/> |
| 6b. Identify restoration of disturbed land to its natural state.   | <input type="checkbox"/> |
| 6c. Identify Interim landscaping related to erosion control.   | <input type="checkbox"/> |
| <b>7. Trees</b> (for preparation of a Tree Report refer to Section IV. H)  |                          |
| 7a. Identify all existing and proposed trees as outlined in the requirements for preparation of a Tree Report prepared for the project (graphically and in a table). Show tree drip lines.   | <input type="checkbox"/> |
| 7b. Indicate those trees (graphically and in a table) that have protected tree status by tree identification number as established in the Tree Report.   | <input type="checkbox"/> |
| 7c. 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>8. Drainage</b>   |                          |
| 8a. Identify site retention and treatment of stormwater, area drains, bioswales, infiltration, and structures and any limitations related to affected plantings.   | <input type="checkbox"/> |
| <b>9. Utilities, Walls, Trash, and Screening</b>   |                          |
| 9a. Identify and screen all utilities by showing on plans, as outlined in the requirements for preparation of a Utility Screening Program prepared for the project. Show utility and access easements and overhead lines. [Note: screening of utilities must be at 80% at time of installation.] | <input type="checkbox"/> |

| Final Landscape Plan Requirements   | Provided                 |
|---|--------------------------|
| 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. Show all pipes, valves, points of connection, irrigation heads, sleeving, meters and controllers by size and location.   | <input type="checkbox"/> |
| 10b. Provide controller irrigation seasonal schedules including total water application rates for each valve (smart controllers using evapotranspiration data or soil moisture sensor data are required). | <input type="checkbox"/> |
| <b>11. Required Landscape Documentation Packages</b>  |                          |
| 11a. Include a Water Efficient Landscape Worksheet with each submittal of landscape and irrigation plans. See Appendix B of State Model Ordinance at Department of Water Resources.                       | <input type="checkbox"/> |
| 11b. Include “MWELO Project Information for Final Landscape Plan” form (see below) with first submittal, and again if project information changes prior to plan approval.                                 | <input type="checkbox"/> |
| 11c. Provide a completed landscape documentation package and certificate of completion to the City as required in the MWELO Guidebook.  | <input type="checkbox"/> |

# Model Water Efficient Landscape Ordinance (MWELo) Project Information for Final Landscape Plan

## Applicant Information

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

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

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## Project Information

Site Address: \_\_\_\_\_

Project Type (select one):  Residential     Non-Residential     Landscape-only

This plan includes new landscaping area over 500 square feet

This plan includes rehabilitated landscaping area over 2,500 square feet

This plan includes new and rehabilitated landscaping areas

Total landscape area (sq. feet): \_\_\_\_\_

New landscape area (sq. feet): \_\_\_\_\_

Rehabilitated landscape area (sq. feet): \_\_\_\_\_

Special landscape area (sq. feet): \_\_\_\_\_

Water Source:             Potable     Recycled

Water Purveyor: \_\_\_\_\_

## Proposed Compliance Method

Performance (new and/or rehabilitated landscape area over 2,500 sq. feet)

Prescriptive (new landscape area less than 2,500 sq. feet)

## Signature

I certify the above information is correct and agree to comply with the MWELo requirements.

\_\_\_\_\_  
Signature of property owner or authorized representative

\_\_\_\_\_  
Date

### STAFF USE ONLY BELOW

CASE # \_\_\_\_\_

CASE PLANNER \_\_\_\_\_



**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 24 x 36 inches in size, folded to no larger than 8.5 x 14 inches.   | <input type="checkbox"/> |
| 1b. For projects that are proposed on large lots, or have multiple buildings, include an enlargement/detailed drawing of the each areas/building of the proposed development.  | <input type="checkbox"/> |
| 1c. The scale must be to an architectural scale and may not be less than ¼ inch equals 1 foot.   | <input type="checkbox"/> |
| 1d. Photo simulations may be necessary to show adequate screening, viewshed, and overall concept of the project and should be coordinated with the Planning Division. Photo simulations must show the landscape’s conceptual design including types, sizes, and textures of plant; screening; and massing. The photos should be take from various location and /or angles for which the public would typically view the site. Before and after photo exhibits should be presented. | <input type="checkbox"/> |
| 1e. Renderings of buildings any new plants shall convey plant size at approximately 5 years growth.  | <input type="checkbox"/> |
| 1f. 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.  | <input type="checkbox"/> |
| (2) The applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.)   | <input type="checkbox"/> |
| (3) Name, address and phone numbers of:  | <input type="checkbox"/> |
| (i) Applicant.   | <input type="checkbox"/> |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.  | <input type="checkbox"/> |
| (iii) Property Owner.  | <input type="checkbox"/> |
| (4) Date of latest revision. Any future revisions shall be clearly annotated.  | <input type="checkbox"/> |
| (5) Assessor’s Parcel Number(s).   | <input type="checkbox"/> |
| <b>3. Project Information List</b>   |                          |
| 3a. Gross and net square footage of building(s), existing and proposed.  | <input type="checkbox"/> |
| <b>4. Elevation Details</b>  |                          |
| 4a. Buildings and structures must be labeled to indicate what building or structure is shown on the elevations.  | <input type="checkbox"/> |
| 4b. 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"/> |

| <b>Elevation Plan Requirements</b> |   | <b>Provided</b>          |
|------------------------------------|---|--------------------------|
| 4c.                                | 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 SVMC.           | <input type="checkbox"/> |
| 4d.                                | All principal exterior walls, fences, roof projections and other structures with height dimensioned.  | <input type="checkbox"/> |
| 4e.                                | 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"/> |
| 4f.                                | On-building sign location(s) showing their relationship to the building’s architecture, maximum sign area permitted, and style/materials anticipated (refer to Section IV. P).                      | <input type="checkbox"/> |
| 4g.                                | Identify all roof-mounted equipment, including the height, and show method of screening and parapet heights.  | <input type="checkbox"/> |
| 4h.                                | 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. | <input type="checkbox"/> |
| 4i.                                | All exterior mechanical or utility equipment.   | <input type="checkbox"/> |
| 4j.                                | Architectural details of all walls, fences, and gateposts, including the height dimensions, materials, and colors.  | <input type="checkbox"/> |
| 4k.                                | 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.                               | <input type="checkbox"/> |
| 4l.                                | Existing and proposed grades.   | <input type="checkbox"/> |
| <b>5. Roof Plan</b>                |   |                          |
| 5a.                                | 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:

| <b>Floor Plan Requirements</b>  | <b>Provided</b>          |
|---|--------------------------|
| <b>1. Dimension/Orientation</b>   |                          |
| 1a. The floor plan shall be at least 24 x 36 inches in size, folded to no larger than 8.5 x 14 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, 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.   | <input type="checkbox"/> |
| (2) The applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.)  | <input type="checkbox"/> |
| (3) Name, address and phone numbers of:   | <input type="checkbox"/> |
| (i) Applicant.  | <input type="checkbox"/> |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.   | <input type="checkbox"/> |
| (iii) Property Owner.   | <input type="checkbox"/> |
| (4) Date of latest revision. Any future revisions shall be clearly annotated.   | <input type="checkbox"/> |
| (5) Assessor's Parcel Number(s).  | <input type="checkbox"/> |
| <b>3. Project Information List</b>  |                          |
| 3a. Gross and net square footage of building(s) on each building or in total in tabular form  | <input type="checkbox"/> |
| 3b. Residential multi-unit project shall provide a typical floor plan for each type of use, plan or building that is different.   | <input type="checkbox"/> |
| <b>4. Plan Details</b>  |                          |
| 4a. Identify floors, levels, attics, lofts, and basements of the buildings or structures, with labels indicating the building or structure and the proposed use, square footage, occupant load factor and occupant load of each room.   | <input type="checkbox"/> |
| 4b. Identify provisions for accessibility to the elderly and physically disabled which are proposed or required by law for buildings and facilities to be used by the public or certain groups.   | <input type="checkbox"/> |
| 4c. Identify cooking facilities/kitchens, restrooms, and other special uses. [Environmental Compliance and the Ventura County Environmental Health Division may have additional requirements related to kitchens, health spas, etc., and should be contact for those requirements.] | <input type="checkbox"/> |

## Story Pole Plan

The City Council has determined that the placement of story poles is an important part of the architectural review of applications for new development. Proper and accurate placement of story poles provides a visual demonstration of the planned rooflines and heights and the potential massing of the proposed structure(s). Story poles enhance understanding of the project and the potential impacts for the City’s decision makers and staff, neighboring residents and property owners, and homeowner association committees that may be involved in the review of the project. Therefore, all applications for new development projects that will be reviewed by the Planning Commission and/or City Council will be required to include a Story Pole Plan for the project. The story pole plan must adequately demonstrate the proposed height, mass, and bulk of the proposed building(s) to be accepted by the Deputy Director/City Planner.

In some cases, the story pole requirement may be waived by the Deputy Director/City Planner, if there is sufficient evidence that the proposed project will not result in or contribute to adverse impacts to scenic areas. Consult with your case planner prior to preparing the plan.

| Story Pole Plan Requirements  | Provided                 |
|---|--------------------------|
| <b>1. Dimension/Orientation</b>   |                          |
| 1a. The story pole plan shall be at least 8.5 x 11 inches in size, and be based on the roof plan of the proposed structure(s) on the site.  | <input type="checkbox"/> |
| 1b. For projects that have multiple buildings, include a story pole plan for each building.   | <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.   | <input type="checkbox"/> |
| (2) The applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.)  | <input type="checkbox"/> |
| (3) Name, address and phone numbers of applicant and property owner   | <input type="checkbox"/> |
| (4) Person preparing the plan, with contact information.  | <input type="checkbox"/> |
| <b>3. Story Pole Materials List</b>   |                          |
| 3a. Story pole materials, minimum of 2 x 4 inch lumber or equivalent for each pole (no PVC pipe)  | <input type="checkbox"/> |
| 3b. Story pole anchor and support materials, with description of measures to ensure correct position and safety.  | <input type="checkbox"/> |
| <b>4. Plan Details</b>  |                          |
| 4a. Story pole plan shall be the same scale as the roof plan, and be consistent with building elevation plan.   | <input type="checkbox"/> |
| 4b. Identify roof overhangs, eaves, chimneys, balconies, decks, patios, and accessory structures as applicable.   | <input type="checkbox"/> |
| 4c. Identify height of each story pole, with existing and finish grade at each location.  | <input type="checkbox"/> |
| 4d. Include a typical story pole detail, with typical elevation, and required markings as applicable.   | <input type="checkbox"/> |
| 4e. Place the following note on the plan:<br>“The top one foot of the story poles shall be painted with clearly visible black paint. Additional markings shall be made at 18 feet above finish or existing grade, whichever results in a lower building height, and at one foot increments for each foot above 18 feet. Bright orange, one-foot wide construction mesh or approved equivalent shall be used to connect poles to show all proposed roof and ridgelines.” | <input type="checkbox"/> |

| Story Pole Plan Requirements   | Provided                 |
|--|--------------------------|
| 4f. Place the following note on the plan:<br>“If at any time any story pole becomes unsafe, it shall be repaired and reset immediately. Story poles will be removed if they are determined by the City to be a public safety risk.”                          | <input type="checkbox"/> |
| <b>5. Waiver of Risk</b>   |                          |
| 5a. A waiver absolving the City of any liability associated with construction of, or damage to or from, story poles must be signed by the applicant and copied onto the plan. Story poles must not be installed until signed waiver is accepted by the City. | <input type="checkbox"/> |

Certification of Story Pole Placement

For projects proposing construction of a new, multi-family residence, a new commercial building; projects with a primary view issue; or projects located in a scenic area; certification of the story poles is required. Once the story poles are placed, a licensed surveyor, civil engineer, or architect must certify that the story poles have been placed in accordance with the approved story pole plan. The property owner may not certify the story pole height or position. After receiving the certification, the case planner will visit the site to verify and photograph the story poles. Public notification shall not begin until certification is complete and the case planner verifies the placement of the story poles. Story poles certified by an engineer or an architect may require a follow-up certification by a licensed surveyor if the placement of the poles is challenged.

Removal of Story Poles

Story poles shall be removed immediately if determined by the City to be a public safety risk or at the discretion of the Environmental Services Director. Story poles shall remain in place for the duration of the approval process and shall be removed within seven (7) calendar days after the final appeal period expires, unless other arrangements are made with the Environmental Services Department.

**Tentative Maps**

The following checklist outlines the submittal requirements for tentative subdivision maps for entitlement review. Please consult the City of Simi Valley Subdivision Ordinance, State Subdivision Map Act, and the Public Works Department with any questions. If your project does not involve a subdivision, you do not need to submit a map. All tentative maps shall be prepared by a licensed land surveyor or State registered civil engineer.

Tentative Maps must comply with the following requirements/include the following information:

| <b>Tentative Map Requirements</b>   | <b>Provided</b>          |
|---|--------------------------|
| <b>1. Dimension/Orientation</b>   |                          |
| 1a. 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.   | <input type="checkbox"/> |
| 1b. The scale shall be 1"=100 feet or larger.   | <input type="checkbox"/> |
| 1c. Legend including north arrow, 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.   | <input type="checkbox"/> |
| (2) The applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.)  | <input type="checkbox"/> |
| (3) Name, address and phone numbers of:   | <input type="checkbox"/> |
| (i) Applicant.  | <input type="checkbox"/> |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.   | <input type="checkbox"/> |
| (iii) Property Owner.   | <input type="checkbox"/> |
| (4) Date of latest revision. Any future revisions shall be clearly annotated.   | <input type="checkbox"/> |
| (5) Assessor's Parcel Number(s).  | <input type="checkbox"/> |
| (6) Benchmark.  | <input type="checkbox"/> |
| <b>3. General Information</b>   |                          |
| 3a. Map number.   | <input type="checkbox"/> |
| 3b. Area of the subdivision, both as total area and as area excluding existing right(s)-of-way dedicated for public use.  | <input type="checkbox"/> |
| 3c. General Plan designation, existing zoning of property, and proposed land use.   | <input type="checkbox"/> |
| 3d. Legal subdivision designations and record references.   | <input type="checkbox"/> |
| 3e. For condominium projects include the statement: "For Condominium Purposes."   | <input type="checkbox"/> |
| <b>4. Vicinity Information</b>  |                          |
| 4a. Adjoining property lines and land uses, including adjacent subdivision map numbers.   | <input type="checkbox"/> |
| 4b. 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 Environmental Services, showing only the existing major street pattern and major watercourses and flood control channels within ½ mile of the exterior boundaries of the subdivision. | <input type="checkbox"/> |
| 4c. Existing buildings or structures identified by use, including those within 100 feet of the tract boundary.  | <input type="checkbox"/> |

| <b>Tentative Map Requirements</b>   | <b>Provided</b>          |
|---|--------------------------|
| 4d. All boundary lines of the subdivision with approximate bearing and distances described with any identifying tree row, dikes, or channels.   | <input type="checkbox"/> |
| 4e. Location of existing trees, and proposed tree removals.   | <input type="checkbox"/> |
| <b>5. Topographic Information</b>   |                          |
| 5a. Topography, including:  | <input type="checkbox"/> |
| (1) 1 foot contour lines where slope is less than 5 percent.  | <input type="checkbox"/> |
| (2) 2 foot contour lines where slope is between 5 percent and 10 percent.   | <input type="checkbox"/> |
| (3) 5 foot contour lines where the slope is between 10 percent and 20 percent.  | <input type="checkbox"/> |
| (4) 10 foot contour lines where the slope is greater than 20 percent.   | <input type="checkbox"/> |
| (5) Every 5 <sup>th</sup> contour shall be clearly labeled and indicated so as to be distinctive.   | <input type="checkbox"/> |
| (6) Contour lines shall extend a minimum of 100 feet beyond the tract boundary.   | <input type="checkbox"/> |
| (7) 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.   | <input type="checkbox"/> |
| (8) Source and date of existing contours shall be included.   | <input type="checkbox"/> |
| 5b. Delineate all natural slopes that are equal to or exceed a 20 percent gradient by a dashed line and label “20 percent slope”.   | <input type="checkbox"/> |
| 5c. Pad elevation and drainage pattern of each lot.   | <input type="checkbox"/> |
| 5d. Tops and toes of all manufactured slopes, including all daylight lines.   | <input type="checkbox"/> |
| 5e. Estimated quantities of cut and fill material in cubic yards.   | <input type="checkbox"/> |
| 5f. Existing and proposed retaining wall locations and heights.   | <input type="checkbox"/> |
| 5g. FEMA Flood Zone Boundaries.   | <input type="checkbox"/> |
| <b>6. Site Access and Circulation Information <sup>1</sup></b>  |                          |
| 6a. Existing and proposed street and connecting street alignments, cross-sections, and rights-of-way widths including required enriched parkways. (Public and Private Streets)  | <input type="checkbox"/> |
| 6b. Proposed street grades.   | <input type="checkbox"/> |
| 6c. Centerline radii of street curves.  | <input type="checkbox"/> |
| 6d. The location and radii of the rights-of-way at all curb returns and cul-de-sacs.  | <input type="checkbox"/> |
| 6e. The width, location, and improvements of all necessary and approved off-site access from the proposed subdivision onto the nearest public street.   | <input type="checkbox"/> |
| 6f. 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, VCFPD, and Police Department. | <input type="checkbox"/> |
| <b>7. Utilities Information</b>   |                          |
| 7a. Names and addresses of all utility companies proposed to serve the subdivision.   | <input type="checkbox"/> |
| 7b. 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.   | <input type="checkbox"/> |
| 7c. Preliminary plan of off-site drainage channel and any other drainage devices.   | <input type="checkbox"/> |

| <b>Tentative Map Requirements</b>  | <b>Provided</b>          |
|--|--------------------------|
| 7d. Approximate location of all existing and proposed public and private easements and easements to be abandoned.  | <input type="checkbox"/> |
| 7e. Location and size of existing and proposed water, sewer, and storm drain lines with their approximate slope, connection point, and invert elevation.   | <input type="checkbox"/> |
| 7f. Method of collection and disposal of stormwater run-off, including detention facility location and proposed storage volume.  | <input type="checkbox"/> |
| 7g. Show all oil and gas related features including producing, abandoned, or idle oil wells, pipelines, sumps, and permit boundaries.  | <input type="checkbox"/> |
| <b>8. Lot Information</b>  |                          |
| 8a. Minimum, maximum, and average lot sizes within the subdivision.  | <input type="checkbox"/> |
| 8b. Any remainder parcel of 5 acres or more shall be indicated by deed reference to the existing record boundaries.  | <input type="checkbox"/> |
| 8c. Total number of lots proposed.   | <input type="checkbox"/> |
| 8d. Lot lines, dimensions, and identifying number or letter.   | <input type="checkbox"/> |
| 8e. If phasing is proposed, show all phase boundaries and the number of each phase.  | <input type="checkbox"/> |
| 8f. 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.   | <input type="checkbox"/> |
| <b>9. Vesting Map Information</b>  |                          |
| 9a. At the time a vesting tentative map is filed, it shall have printed conspicuously on its face the words "Vesting Tentative Map".   | <input type="checkbox"/> |
| 9b. A map showing division of the land for the sale of individual property, if any.  | <input type="checkbox"/> |
| 9c. Locations and dimensions of proposed bicycle, pedestrian, and equestrian paths.  | <input type="checkbox"/> |
| 9d. Proposed off-street parking, including the location, number of stalls, dimensions, and circulation pattern.  | <input type="checkbox"/> |
| 9e. Lot dimensions and all recorded easements.   | <input type="checkbox"/> |
| 9f. Areas proposed to be dedicated or reserved for parks, parkways, playgrounds, school sites, public or quasi-public buildings, and other such uses.  | <input type="checkbox"/> |
| 9g. Areas proposed for any other uses to be established within the project.  | <input type="checkbox"/> |
| 9h. Proposed locations and elevations of buildings on land, including dimensions, the size of the structure, height, setback, materials, and yard areas.   | <input type="checkbox"/> |
| 9i. Proposed landscaping, walls, fencing, screening, trash collection areas, and usable open space areas.  | <input type="checkbox"/> |
| 9j. 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. | <input type="checkbox"/> |
| 9k. A grading plan with information as required by the City Engineer.  | <input type="checkbox"/> |
| 9l. Such additional information as may be required by the Director of Environmental Services, City Engineer, or Planning Commission.   | <input type="checkbox"/> |

<sup>1</sup>The design and construction of public roads, as well as all roadway dedications, must be made in accordance with the applicable City of Simi Valley Road Standards available at the Public Works Department



## Specific Plan and Specific Plan Amendments

A Specific Plan is a flexible planning tool often used for large areas or properties to encourage comprehensive planning. A Specific Plan may present broad policy concepts, focus on particular planning or development issues, or provide detailed direction as to the type, location, intensity or design, financing, or infrastructure needed for development. Specific Plans have the power of a zoning ordinance coupled with a capital improvement program and may be amended as necessary. The City of Simi Valley web site at [www.simivalley.org](http://www.simivalley.org) contains links to most existing Specific Plans within the City. The Planning Division should be consulted in the preparation of the plan and necessary components.

Specific Plans must comply with the following requirements/include the following information:

| Specific Plan Requirements  | Provided                 |
|---|--------------------------|
| <b>1. Dimension/Orientation</b>   |                          |
| 1a. The document and any associated plans shall be no bigger 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. One land use map shall be provided at no bigger than 8.5" x 11".  | <input type="checkbox"/> |
| <b>2. Title Block</b>   |                          |
| 2a. The Title Block shall include:  | <input type="checkbox"/> |
| (1) The address of the project.   | <input type="checkbox"/> |
| (2) The applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.)  | <input type="checkbox"/> |
| (3) Name, address and phone numbers of:   | <input type="checkbox"/> |
| (i) Applicant.  | <input type="checkbox"/> |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.   | <input type="checkbox"/> |
| (iii) Property Owner.   | <input type="checkbox"/> |
| (4) Date of latest revision. Any future revisions shall be clearly annotated.   | <input type="checkbox"/> |
| (5) Assessor's Parcel Number(s).  | <input type="checkbox"/> |
| <b>3. Vicinity Map</b>  |                          |
| 3a. 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. | <input type="checkbox"/> |
| 3b. North arrow and a graphic and numeric scale.  | <input type="checkbox"/> |
| 3c. The project identified.   | <input type="checkbox"/> |
| <b>4. Property Boundaries and Land Uses</b>   |                          |
| 4a. Existing and proposed lot lines, dimensions, easements, and acreages.   | <input type="checkbox"/> |
| 4b. Location of each existing and proposed land use and designation shown on a map at a scale of one-inch equals 500 feet scale.  | <input type="checkbox"/> |
| 4c. The distribution, location, and extent of the uses of land, including open space and landscaping, within the area covered by the plan.  | <input type="checkbox"/> |
| <b>5. Plan Details</b>  |                          |

| Specific Plan Requirements   | Provided                 |
|--|--------------------------|
| 5a. The proposed distribution, location, extent, and intensity of major components of public and private transportation, sewage, water, drainage, solid waste disposal, energy, and other essential facilities proposed to be located within the area covered by the plan and needed to support the land uses described in the plan. | <input type="checkbox"/> |
| 5b. The projects relationship to topography of the City and the City’s Hillside Performance Standards.   | <input type="checkbox"/> |
| 5c. Development phasing and standards for the conservation, development, and utilization of natural resources.   | <input type="checkbox"/> |
| 5d. A program of implementation measures including regulations, programs, Public Works projects, and financing measures.   | <input type="checkbox"/> |
| 5e. A statement of the relationship of the proposed Specific Plan to the General Plan (refer to Section IV. B of the General Plan).  | <input type="checkbox"/> |

## Master Sign Program

A Master 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, and provide approved sign locations, styles, and materials. Simi Valley Municipal Code Chapter 9-37 should be consulted for sign area, height, and information requirements. The City of Simi Valley Citywide Design Guidelines should also be consulted in preparation of the program. Modifications to approved programs shall contain the same information with details on the proposed changes.

Master Sign Programs must comply with the following requirements/include the following information:

| Master Sign Program Requirement   | Provided                 |
|---|--------------------------|
| <b>1. Dimension/Orientation</b>   |                          |
| 1a. The program and any associated plans shall be no bigger than 8.5" x 14" (legal size).   | <input type="checkbox"/> |
| 1b. For projects that are proposed on large lots, include an enlargement/detailed drawing of the individual building(s) or areas of proposed development.   | <input type="checkbox"/> |
| 1c. The scale may not be less than 1 inch equals 20 feet.   | <input type="checkbox"/> |
| 1d. The legend must include the scale and description of all symbols and abbreviations 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.   | <input type="checkbox"/> |
| (2) The applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.)  | <input type="checkbox"/> |
| (3) Name, address and phone numbers of:   | <input type="checkbox"/> |
| (i) Applicant.  | <input type="checkbox"/> |
| (ii) Person Preparing the Plan and their license/seal/expiration signature and date signed.   | <input type="checkbox"/> |
| (iii) Property Owner.   | <input type="checkbox"/> |
| (4) Date of latest revision. Any future revisions shall be clearly annotated.   | <input type="checkbox"/> |
| (5) Assessor's Parcel Number(s).  | <input type="checkbox"/> |
| <b>3. Vicinity Map</b>  |                          |
| 3a. 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. | <input type="checkbox"/> |
| 3b. North arrow and a graphic and numeric scale.  | <input type="checkbox"/> |
| 3c. The project identified.   | <input type="checkbox"/> |
| <b>4. Property Boundaries</b>   |                          |
| 4a. Existing and proposed lot lines, dimensions, easements, and acreages.   | <input type="checkbox"/> |
| <b>5. Proposed Signs, Structure, Height, Shape and Graphics</b>   |                          |
| 5a. List all existing and proposed permanent signs categorized according to the sign types provided in SVMC §9-37.060.B.  | <input type="checkbox"/> |
| 5b. Indicate how the proposed quantity and size of each sign complies with code requirements.   | <input type="checkbox"/> |
| <b>6. Proposed Sign Locations/Setbacks</b>  |                          |

| Master Sign Program Requirement   | Provided                 |
|---|--------------------------|
| 6a. Locations of all proposed permanent signs including freestanding signs and on-building signs.   | <input type="checkbox"/> |
| 6b. Sign locations should be portrayed to show the position of each sign on the property and its relationship to adjacent buildings, structures, and signs.   | <input type="checkbox"/> |
| 6c. 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.  | <input type="checkbox"/> |
| <b>7. Proposed Sign Structure</b>   |                          |
| 7a. Means of support for all proposed permanent signs including freestanding signs and on-building signs. The supporting structure should be sufficiently details to show how the sign is anchored in the ground or to the building.  | <input type="checkbox"/> |
| <b>8. Proposed Sign Height, Area, Shape, Color, and Copy</b>  |                          |
| 8a. 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.   | <input type="checkbox"/> |
| 8b. 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 SVMC §9-37.050.A.  | <input type="checkbox"/> |
| 8c. 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 know at the time the Sign Program is submitted my 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. | <input type="checkbox"/> |
| 8d. 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.  | <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. For projects that are proposed on large lots, include an enlargement/detailed drawing of the individual building(s) or areas of proposed development.  | <input type="checkbox"/> |
| 1c. One or more boards may be necessary to reflect all proposed colors and materials for the project.  | <input type="checkbox"/> |
| 1d. The legend must include the scale and description of all symbols and abbreviations used on the plan.   | <input type="checkbox"/> |
| 1e. The Title Block shall be located in the lower-right hand corner and include the address(es) and name of the project or center, the applicant/preparers information and the applicable City of Simi Valley Project Numbers once available (e.g. CUP, TP, etc.).   | <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"/> |

## **Public Hearing Presentation Exhibits**

These guidelines shall be used in the preparation of project exhibits presented at Planning Commission and City Council public hearings. All optional presentation exhibits must be submitted to the Case Planner before deeming a project complete. For assistance in the preparation of public hearing exhibits, please contact your Case Planner. Applicants are encouraged to present brief audiovisual presentations at Planning Commission and City Council Public Hearings. Project images that are not normally presented by staff may be included in the applicant presentations, such as computer - generated simulations or video presentations.

**A. Applicants are expected to submit the following presentation exhibits in a maximum of 11x17 in size:**

- (1) Colored Site Plan/Conceptual Landscape Plan: This is a plan that depicts the proposed site improvements and landscaping at five years growth.
- (2) Colored Building Elevation Plans: The building elevation plan(s) shall be colored to accurately depict all proposed colors and materials. Colored building elevation plan(s) shall not include landscaping. A separate plan may be provided to show landscaping.
- (3) Colors and Materials Sample Boards: These boards are submitted prior to deeming the application complete and are available for review at the Public Hearing. The proposed materials boards shall contain actual samples of the colors and materials to be used on the exterior(s) of building(s) as set forth in the Preparation of Colors and Materials Sample Boards. Copies of an accurate photograph or photocopy of the board shall be provided to the Case Planner.
- (4) Digital Copies of Exhibits: One CD with .jpg or .pdf files of each above exhibit must be provided to the Case Planner for incorporation into a PowerPoint Presentation.

**B. The Planning Commission strongly recommends that the following exhibits be provided for review at public hearings:**

- (1) Perspective Rendering: This is a three dimensional view of the project as viewed from an important vantage point, such as a major road. These views shall be drawn from a perspective approximately 5 feet above grade. Aerial views are discouraged. All backgrounds shall be depicted accurately and any landscaping depicted in the rendering shall be at 5-years' growth.
- (2) Conceptual Landscape Elevation Plan and Overlay Exhibits: This plan provides a view of the development with the proposed landscape design. The landscape elevation should depict the size of plant materials after approximately 5 years growth. It is important to show all existing (street trees, retained trees, etc.) and proposed landscaping.
- (3) Line-of-Sight Plans: This type of visual aid shows a cross-section of proposed and existing improvements as viewed from surrounding streets and properties. A line-of-sight plan may also be provided in a photosimulation format.
- (4) Photographs/Photo simulations: These visual aids show photographic images of the site and

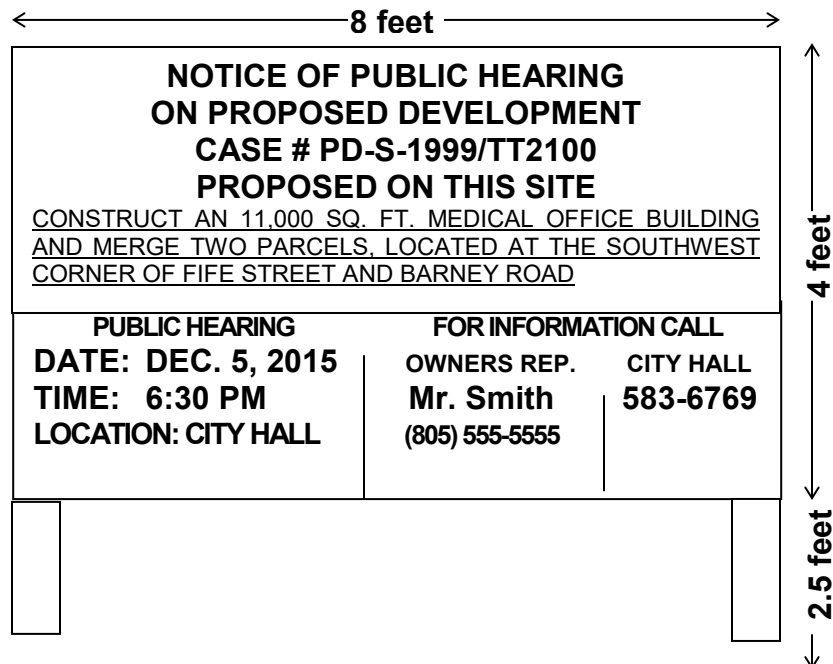
surrounding area with the proposed improvements superimposed into the photograph. Photo simulations should be provided for all building sides and additional angles. Photo simulations help in determining impacts on adjacent development. Photo simulations may be necessary to show adequate screening, viewshed, and overall concept of the project and should be coordinated with the Planning Division. Photo simulations may show the landscape's conceptual design including types, sizes, and textures of plant; screening; and massing. The photos should be taken from various locations and /or angles where the public would typically view the site. "Before and After" photo exhibits should be presented.

- (5) Aerial Site Plan/Site Plan Overlay: Aerial Site plans show the project layout superimposed onto a colored aerial photograph to show how the project is integrated into the surrounding neighborhood.
- (6) Booklet Containing Colored Exhibits: This contains all of the colored project plans as one package. It may not exceed a size of 11 inches by 17 inches.

## Project Site Sign Posting

Specifications for the project site sign required for public hearings include:

1. **Size:** 4 ft. x 8 ft. (32 square feet of sign area).
2. **Height:** A maximum of 8 feet.
3. **Location:** Not less than 5 feet inside the property line in residential zones, and not less than 1 foot inside the property line in commercial and industrial areas. In all instances, the sign shall be located in areas that are most visible to the public.
4. **Materials:** Professionally prepared signage or lettering mounted directly to or on a rigid material, such as plywood, and capable of withstanding wind and weather. Signs must be legible black lettering on white background. Signs must be able to be updated if additional hearings are required.
5. **Restrictions:** The sign shall not be illuminated and are limited to only one sign per street frontage of the property.
6. **Deadline:** Signs must be erected by 12:00 noon, 12 days prior to the public hearing.
7. **Information:** Each sign shall include only the following factual information:
  - Appropriate heading (Example: NOTICE OF PUBLIC HEARING ON PROPOSED DEVELOPMENT);
  - Appropriate context as to type of project, number of units, etc. (Example: PROPOSED ON THIS SITE: 62 TOWNHOUSES. Do not use descriptive words such as “luxurious” or “elegant,” etc.);
  - Adequate space to note public hearing date, time, and location. This information must be inserted when the date for the public hearing has been set, at least 12 days prior to the hearing date. If the meeting date has not yet been set, insert “To Be Announced;” and
  - Adequate space to note developer and City Hall phone numbers.
8. **Removal:** Signs must remain up during the project’s appeal period. The signs shall be removed from the premises within 15 days of the expiration of the appeal period.
9. **Sample Sign:**







NOTE: If more than one applicant or more than one legal lot is involved in the project, the sign should provide information for the total development proposed. (Example: 100 townhomes on Lot #1, Applicant “A”, and 100 townhomes on Lot #2, Applicant “B,” the sign should read: “total project to consist of 200 townhomes.”)



# U – ELECTRONIC FILE SUBMITTAL REQUIREMENTS

| <b>Electronic File Submittal Requirements</b>  |                      |                            |
|--|----------------------|----------------------------|
| PDF filenames must meet the file naming convention as shown in the table below:  |                      |                            |
| <b>Plan, Map or Technical Document</b>   | <b>Document Type</b> | <b>Filename</b>            |
| Plans or Maps  | Plans                | <i>Plans.pdf</i>           |
| Preliminary Geotechnical/Soils Report  | Technical Document   | <i>GeoSoils_Report.pdf</i> |
| Tree Report  | Technical Document   | <i>Tree_Report.pdf</i>     |
| PDF filenames cannot include special characters (%,+ , \$, #) or the date  |                      |                            |
| Plan sets must consist of a single PDF file  |                      |                            |
| PDF files must not to exceed 195MB in size   |                      |                            |
| PDF files must not be password protected or locked   |                      |                            |
| Remove all comments from the PDF plans   |                      |                            |
| Ensure the PDF plans do not have multiple layers by flattening it prior to submittal   |                      |                            |
| Plan sets must have bookmarks that list sheet number and sheet title. Please note that all bookmarks must be on the same level as the topmost bookmark   |                      |                            |
| Plan sets must not have page sizes larger than 36x48 inches  |                      |                            |
| Plan sets must have uniform content orientation and page alignment   |                      |                            |
| Plan sets must be scaled and include a scale bar on each sheet or include measurements for each object   |                      |                            |
| Plan sets must have a 2x2 inch space located in the title block of each sheet for approval stamps  |                      |                            |
| <b>Tentative Map Applications:</b> must include a copy of the map in file geodatabase (.gdb) with a polygon feature class containing the proposed geometry of all affected parcels and data must be in Projected Coordinate System WKID 2229: NAD 1983 StatePlane California V FIPS 0405 (US Feet) |                      |                            |
| <b>Resubmittals should be submitted using the same (exact) filename as the original submittal filename</b>   |                      |                            |
| Please contact the Planning Division at (805) 583-6769 or <a href="mailto:enviroservices@simivalley.org">enviroservices@simivalley.org</a> for more information  |                      |                            |

## Section V

# Advisories and Agency Contact Information

Prior to submitting your application, it is imperative that you fully familiarize yourself with the laws, ordinances, regulations, policies, and procedures that apply to your application. You may want to consult with appropriate experts (e.g., land use consultant, architect, civil engineer) that can assist you in preparing the necessary reports, plans, studies, and other documentation normally required to process your application. *Although City staff are available to provide assistance, ultimately it is your and your consultant's responsibility to ensure that the requisite information and materials are complete and included in your application packet.* For a fee, you may request a preliminary review from the City. The estimated minimum time for a preliminary review is 3-5 weeks, including review by the Development Advisory Committee. City staff and outside agencies responsible for reviewing your application are listed in the attached Department and Agency Contact Information List.

Please be advised that submitting these materials does not guarantee that your application will be deemed technically adequate and it has satisfied all applicable Federal, state, and local development standards and codes. The City must conduct technical reviews of your reports, plans, and application materials and will inform you within 30 days of the submittal, if any required information is missing. If technical information about your project is inadequate, it can add additional time to the overall approval process.

The following is a list of advisory information that may be applicable to your proposed project. Please review the following information and the Simi Valley Municipal Code (SVMC), to determine if the proposed project is subject to any of these limitations on development, policies, or regulations. Please contact Planning staff with any questions prior to submittal.

### V.A. Advisory Information

- **Neighborhood Outreach:** The City of Simi Valley highly recommends that the applicant conduct neighborhood outreach on the proposed project. This will provide you an opportunity to learn about the specific opportunities and neighborhood concerns unique to your site and address any specific details with your future neighbors. Prior to the Planning Commission hearing, the City will assist you in scheduling your project before Neighborhood Council. These monthly meetings provide a formal forum in which development applications are heard and the results of the meeting are provided as part of the staff report to the Planning Commission and/or City Council for their consideration in making a decision on the project. Details of the Neighborhood Council process can be obtained from your case planner or the Neighborhood Council Coordinator at (805) 583-6756.
- **Illegal Lots:** Pursuant to State law [Government Code, §66499.30(a) and §66499.30(b)] and SVMC (§9-22.020.E), 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. For more information on how to determine if a project site would be located on a legal lot, please contact the City of Simi Valley Public Works Department at (805) 583-6786.
- **Zoning Violations:** Pursuant to SVMC (§9-50.060), an application for any entitlement shall not be processed if a violation of the Simi Valley Municipal Code exists on the subject property, unless the acceptance of the application is necessary to abate the existing violations.
- **Nonconforming Uses and Structures:** SVMC Chapter 9-72 establishes provisions for the regulation of legal nonconforming land uses, structures and parcels. In general, a nonconforming use or structure is one where there exists land uses, structures, and parcels that were lawful before

the adoption, or amendment of the current Development Code, but which would be prohibited, regulated, or restricted differently under the terms of the current Development Code. Maintaining or altering any nonconforming use or structure is as permitted and provided by Chapter 9-72. Chapter 9-72 also regulates replacement of a nonconforming use, nonconforming uses due only to changes in parking requirements, abandonment or discontinuance of uses, and involuntarily partially damaged uses and structures.

- **Hillside Performance Standards:** Any project not located on the Valley Floor is subject to the City of Simi Valley Hillside Performance standards as outlined in SVMC Chapter 9-32. Location of the Valley Floor line, exceptions, variations, slope calculations, slope density, and limitations and procedures for hillside development projects are all contained in that chapter. Projects in the hillside area have additional requirements for application submittal, including a slope map, 20% slope line, and calculation of total allowable dwelling units or commercial area. Special standards that must be included on plans related to subdivision of land, grading, drainage, streets, design, ridgeline setbacks, visibility, landscaping, utilities and sewer facilities and the technical required reports such as soils, geologic and hydrologic are also outlined this chapter. Planning Division staff can help you determine if your project is located in the hillside area and should be contacted prior to submittal to ensure this information is provided upon initial application.
- **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. For residential projects with two-story structures, a setback and/or Window Off-set Analysis may be necessary at time of submittal, as outlined in the Residential Design Guidelines. Please contact the Planning Division for any questions regarding the project's relationship to the guidelines.
- **Specific Land Uses:** Some specific uses may require additional information as outlined in the Simi Valley Municipal Code including Articles 3 and 4 of Title 9. 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 Division for an application, information and processing requirements.
- **Zone Changes/Zoning Code Text Amendments:** Additional information and processing requirements for Zone Changes (ZC) or changes to the Development Code are available from the Planning Division. 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:** A request for a variance is to relieve a property owner from an inability to make reasonable use of his or her property in the manner, and for the purpose, which other property of like character, and in the same vicinity and zone, can be used. A variance will not be granted which confers a special privilege inconsistent, with the limitations upon other properties in the same vicinity and zone in which the property is situated. All four of the following standards for a variance must be met:
  - (1) There are special circumstances or exceptional characteristics applicable to the property with regard to size, shape, topography, location, or surroundings which do not apply generally to comparable properties in the same vicinity and zone classification. You must demonstrate that extraordinary circumstances exist on the property itself, such as:
    - Uniqueness in size, shape, etc.
    - That topography is the cause of a particular hardship.
    - That the location is of a special nature.

- That there is a hardship unique to the property itself, and not a personal problem of the applicant.
- (2) Granting the requested variance will not confer a special privilege inconsistent with the limitations upon other properties in the same vicinity and zone.
- (3) Strict application of the zoning regulations as they apply to the subject property will result in practical difficulties or unnecessary hardships inconsistent with the general purpose of such regulations, provided the hardship is not self-imposed.
- (4) Granting of the requested variance will not be detrimental to the public health, safety, or general welfare, nor to the use, enjoyment, or valuation of neighboring properties.
- **Specific Plans/Specific Plan Amendments:** Certain areas of the City are contained within a Specific Plan. The location and description of these plan areas may be obtained from the Planning Division. Applicants desiring to create a Specific Plan for their project, or to amend an existing one, should consult SVMC Chapter 9-56, Section IV. O, and the Planning Division for additional information. A Specific Plan is a flexible planning tool often used for large areas or properties to encourage comprehensive planning. A Specific Plan may present broad policy concepts, focus on particular planning or development issues, or provide detailed direction as to the type, location, intensity or design, financing, or infrastructure needed for development. Specific Plans have the power of a zoning ordinance coupled with a capital improvement program and may be amended as necessary. The City of Simi Valley web site at contains links to existing Specific Plans within the City.
- **Development Agreement:** A Development Agreement is intended to provide the decision makers a plan for a certain property or area that includes specific agreements and/or standards in conjunction with a development proposal for the site. SVMC §9-54, the City Manager's Office and the Department of Environmental Services should be consulted in the preparation of the agreement and necessary components.
- **Recordable Off-Site Grant of Easement(s) from Affected Property Owner(s):** Applicants shall be advised that any project requiring an off-site grant of easement affecting the subject site or related sites, must include a letter of intent to grant such easement(s) prior to deeming a project completed. Prior to the public hearing for the project, such grant of easement(s) shall be submitted in a recordable document format, subject to the review and approval of the City.
- **Landscaping/Water Conservation:** The City of Simi Valley has adopted Landscape Design Guidelines that should be consulted for completion of all Conceptual and Final Landscape Plans. In addition, the City has adopted the 2015 State Model Water Efficient Landscape Ordinance which requires all new landscapes over 500 square feet, and rehabilitation of landscape areas over 2,500 square feet to provide documentation that design and installation of landscape and irrigation conform to the ordinance. Further information related to Landscaping can be obtained from the case planner, and more details can be found in Section IV. K of this Application Packet. It should be noted that, the City has an adopted a Water Conservation Program Ordinance that can be found in Title 6-11 of the Municipal Code. In the event the State Model Water Efficient Landscape Ordinance is revised, or other State regulations regarding water conservation are enacted, the more restrictive water conservation standards will apply.
- **Park Land Dedications:** Chapter 9-68 of the SVMC outlines the standards, requirements and fees for Park Land Dedications. Project applicants must coordinate with the Rancho Simi Recreation and Park District (RSRPD), an independent agency district, to meet these requirements. In addition the RSRPD should be consulted for projects with trails, trail connections, public recreation amenities, etc. The RSRPD design standards and requirements should be provided on the project plans.
- **Green Building Ordinance:** The City of Simi Valley has adopted the California Green Building Standards with local amendments that have certain requirements relating to energy efficiency, water efficiency, and construction and demolition waste reduction that will be required to be met prior to

issuance of building permits. New buildings also must meet certain standards of the new Building Code that are beyond some of the development code standards outlined in SVMC. Please contact the Building and Safety Division at (805) 583-6723 for additional information or consult the City's website.

- **Condominium Conversions:** The City of Simi Valley has adopted Condominium Conversion Regulations that can be found in SVMC §9-24.070. All requirements and amenities shall be included in the submitted plans and subdivision maps. Questions regarding these requirements should be addressed to the Planning Division prior to submittal.
- **Affordable Housing and/or Senior Housing:** The City of Simi Valley encourages the incorporation of Affordable Housing into all residential projects. Applicants with a project that is including affordable housing, and/or senior housing, and may be requesting assistance and/or density bonus (SVMC Chapter 9-31) should contact the City's Planning Division to obtain applications and specific processing requirements for such projects at (805) 583-6769. Development of single-family density over 7 units/acre and development of multi-family units in hillside areas require incorporation of affordable housing and/or senior housing as outlined in SVMC Chapter 9-32.
- **Residential Building Permit Allocation System:** To control the rate of growth within the City, the voters of Simi Valley approved Ballot Measure N that created a Residential Building Permit Allocation System in which all residential projects for new units must be placed. A total of 292 allocation grants enter the system annually. Projects will be placed into the system upon approval and allocation grants will be issued on a first-come, first-served basis. All residential projects must have at least one allocation grant before any building or grading permits may be issued. Further information on the process and requirements can be obtained by calling the Department of Environmental Services at (805) 583-6769.
- **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 Permits. Security features, including lighting locations, fencing, etc. shall be noted on submitted plans. A final photometrics/lighting 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.
- **Emergency Communications:** Projects will be reviewed for the ability to provide on-site and in-building emergency communications systems coverage. If necessary, the applicant will be required to work with, and pay for, City-approved consultants to provide signal coverage tests. The results of the tests could require the installation of on-site communication systems for emergency services coverage. Please contact the Administrative Services Department, Communication Systems Coordinator, at (805) 583-6848 with any questions.
- **Transportation Demand Management:** The City has a Transportation Demand Management (TDM) Ordinance intended to promote trip reduction and implement travel demand measures consistent with the TDM facilities ordinance requirements of the Ventura County Congestion Management program. As outlined in SVMC Chapter 9-39, all non-residential projects with 50 or more employees, and all residential projects of 500 or more units, are subject to the provisions of the Chapter.
- **Territorial Annexations, Reorganizations, or Sphere of Influence Amendment Requests:** An Annexation, Reorganization, or Sphere of Influence Amendment request is intended to move land and/or services into or out of the City of Simi Valley's jurisdiction, service district, or sphere. All such requests will be reviewed by the Planning Commission and City Council in association with the proposed project prior to submittal of the request to the Local Agency Formation Commission (LAFCO). Submittal of an application to the City shall include a minimum of 10 initial copies of maps, site information, and legal descriptions, and filing fees (City, Sanitation District,

LAFCO, State Board of Equalization) and electronic copies of all exhibits. Additional documentation and copies may be required. Contact the Planning Division for further information before filing.

- **Measure O (CURB Line)**: In 1998, the voters of the City of Simi Valley adopted Measure O that established an Urban Restriction Boundary (CURB) around the City which, with minor exceptions, is co-terminus with the City's Sphere of Influence line as established by the Local Agency Formation Commission. More information is available from the Planning Division upon request.
- **Ventura County Environmental Health Division**: Any business involving food preparation, food handling, wells, spas, common pools, massage, hazardous materials, hazardous waste, individual sewage disposal systems, medical waste, underground fuel tanks, or group camps, will involve permitting from the Ventura County Environmental Health Division. 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. 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.
- **Ventura County Watershed Protection District**: The Ventura County Watershed Protection District should be consulted for all projects affecting or adjacent to the Arroyo Simi or other jurisdictional waterways. The District issues watercourse and encroachment permits pursuant to their procedures and can be reached at (805) 654-2061 for any questions.
- **Department of Fish and Wildlife**: Certain projects may require review by the California Department of Fish and Wildlife (CDFW) (refer to Agency Contact List). Applicants seeking, or who have obtained permits from, CDFW shall provide information related to the permit with the City application. For projects for which the City has determined a Negative Declaration, Mitigated Negative Declaration or EIR is required, the City, or the State Office of Planning and Research, may refer the application and any applicable environmental document to the CDFW for review and comment in accordance with the provisions of the California Environmental Quality Act (CEQA). In addition, applicants must pay all environmental review fees as required by Section 711.4 of the Fish and Game Code unless the applicant receives a "No Effect Determination" from CDFW. These fees are payable to the Ventura County Clerk, and submitted via the Planning Division. Any questions should be directed to the Environmental Planner or CDFW.
- **Army Corps of Engineers/ U.S. Fish and Wildlife Service**: Certain projects may require permits from the U.S. Army Corps of Engineers (USACE) or U.S. Fish and Wildlife Service (USFWS). These agencies should be contacted (refer to Agency Contact List) to review any permitting requirements. Applicants seeking, or who have obtained permits from these agencies, shall provide information related to the permit with the City application. For projects for which the City has determined a Negative Declaration, Mitigated Negative Declaration or EIR is required, the City may refer the application and any applicable environmental document for a project to these agencies for review and comment, and may receive comments from these agencies, in accordance with the provisions of the California Environmental Quality Act.
- **Bonding/Grading/Improvement Plans**: Projects that include Grading and/or Improvement Plans will require coordination with the City's Public Works Department for submittal requirements, final plans, final studies/reports, and any bonding or subdivision requirements. Subdivision procedures and requirements are also spelled out in Article 6 of the SVMC. Any work in the public right-of-way also requires an encroachment permit and may include related permits such as stormwater, water quality, hauling, and discharge permits. The Department of

Public Works has created a brochure that summarizes the City's bond requirements.

- **Zoning Clearance, Plan Check, Project Changes and Completion of Project:** All applicants must obtain a Zoning Clearance prior to issuance of a Building Permit. As soon as the project is approved, these forms will be provided to the applicant by the Case Planner. A Zoning Clearance will include obtaining signatures from all departments and agencies who participated in providing Conditions of Approval for the project, and who need to approve the plans to ensure condition compliance. At that time, Plan Check fees for the various departments and agencies would be also due. City fees are as outlined in the Schedule of Service Charges. Once the permits are issued, any changes that occur during the project should be coordinated with the appropriate department to determine if additional review, approvals, or permitting is required prior to the initiation of the project change. In addition, once a project is finished, applicants will be required to submit as-built plans for the project, which may include any approved changes during construction, including those from Public Works, Planning, and the Building Department. Prior to occupancy or final inspections, the applicant and/or contractor should coordinate with the appropriate department to determine what will be required to obtain these final approvals. Waiting until completion of the project could result in a delay to the project completion timeline.
- **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.
- **Traffic Impact Fees:** Projects resulting in additional/new trip generation are subject to two Traffic Impact Fees. Applicants must pay the Traffic Impact Fee specified in the City of Simi Valley Schedule of Service Charge in effect at the time of payment, as stated in Resolution No. 91-93. In addition, applicants must pay the Ventura County Reciprocal Traffic Impact Fee as stated in City Resolution No. 2002-22. Please contact the City's Traffic Engineer to determine the applicable fee, if any.



**V.B. Department and Agency Contact Information**

The following departments and agencies should be contacted in preparation and processing of your application.

| <b>DEPT/AGENCY DISTRICT</b>               | <b>CONTACT</b>   | <b>REQUIREMENTS</b>   |
|---|--|---|
| <p><b>1. Public Works Engineering</b></p> | <p>City Hall<br/>           Dept. of Public Works<br/>           Engineering/Traffic<br/>           2929 Tapo Canyon Road<br/>           Simi Valley, CA 93063</p> <p>Public Works Front Counter<br/>           (805) 583-6786/publicworks@simivalley.org</p> <p>Or the Case Engineer<br/> <a href="https://www.simivalley.org/departments/public-works/public-works-engineering">https://www.simivalley.org/departments/public-works/public-works-engineering</a></p>   | <ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> </ul> <hr/> <p><b>◆ Review of Grading, Drainage, Soils and Compaction Reports, and Pad Certification.</b></p> <ul style="list-style-type: none"> <li>◆ Improvement Plans, Bonds, and other infrastructure requirements.</li> <li>◆ List of proposed street names for subdivision.</li> <li>◆ Review of new tract CC&amp;Rs.</li> <li>◆ General processing steps typically include: (a) turn in improvement plans, (b) have them approved, (c) pay inspection and plan checking fees, (d) obtain grading and encroachment permits, (e) submit securities and insurance forms for work in the right-of-way, (f) hire consultants for soils and survey control, (g) perform the grading work, (h) have the work certified by both the civil and soils engineer, and (i) turn in the compaction report and grading certifications to the City (PW and subsequently BLDG) prior to signature.</li> </ul> |
| <p><b>2. Public Works Traffic</b></p>     | <p>City Hall<br/>           Dept. of Public Works<br/>           Engineering/Traffic<br/>           2929 Tapo Canyon Road<br/>           Simi Valley, CA 93063</p> <p>Public Works Front Counter<br/>           (805) 583-6786/publicworks@simivalley.org</p> <p>Or the Assigned Traffic Engineer<br/> <a href="https://www.simivalley.org/departments/public-works/public-works-engineering/traffic-engineering">https://www.simivalley.org/departments/public-works/public-works-engineering/traffic-engineering</a></p> | <ul style="list-style-type: none"> <li>◆ <b>Copy of, and evidence of, compliance with project conditions including payment of any traffic mitigation fees, etc.</b></li> <li>◆ Review of Traffic Studies and required infrastructure.</li> </ul>  |

| <b>DEPT/AGENCY<br/>DISTRICT</b>  | <b>CONTACT</b>   | <b>REQUIREMENTS</b>   |
|--|--|---|
| <b>3. Public Works<br/>Environmental<br/>Compliance<br/>(Pretreatment)</b> | Public Services Center<br>Environmental Compliance<br>500 W. Los Angeles Avenue<br>Simi Valley, CA 93065<br><br>Public Works Front Counter<br>(805) 583-<br>6786/publicworks@simivalley.<br>org<br><br><a href="https://www.simivalley.org/departments/public-works/environmental-compliance/">https://www.simivalley.org/departments/public-works/environmental-compliance/</a>                               | <ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Review and approval of any discharge permits, restaurant pre-treatment, etc.</li> </ul>                                 |
| <b>4. Public Works<br/>Environmental<br/>Compliance<br/>(Stormwater)</b>   | Public Services Center<br>Department of Public Works<br>Environmental Compliance<br>500 W. Los Angeles Avenue<br>Simi Valley, CA 93065<br><br>Public Works Front Counter<br>(805) 583-<br>6786/publicworks@simivalley.<br>org<br><br><a href="https://www.simivalley.org/departments/public-works/environmental-compliance/">https://www.simivalley.org/departments/public-works/environmental-compliance/</a> | <ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Review and approval of any stormwater/water quality and discharge permits, or stormwater pre-treatment, etc.</li> </ul> |
| <b>5. Public Works<br/>Sanitation Division</b>                             | City Hall<br>Department of Public Works<br>2929 Tapo Canyon RD<br>Simi Valley, CA 93063<br><br>Public Works Front Counter<br>(805) 583-<br>6786/publicworks@simivalley.<br>org<br><br><a href="https://www.simivalley.org/departments/public-works/sanitation-services">https://www.simivalley.org/departments/public-works/sanitation-services</a>  | <ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Sanitation “Will Serve” letters.</li> <li>◆ Payment of sewer service and hookup fees.</li> </ul>                        |

| <b>DEPT/AGENCY<br/>DISTRICT</b>   | <b>CONTACT</b>   | <b>REQUIREMENTS</b>   |
|---|--|---|
| <p><b>6a. Public Works<br/>Waterworks District No.<br/>8</b></p> <p style="text-align: center;">-or-</p> <p><b>6b. Golden State Water<br/>Company</b></p> | <p>City Hall<br/>Department of Public Works<br/>2929 Tapo Canyon RD<br/>Simi Valley, CA 93063</p> <p>Public Works Front Counter<br/>(805) 583-<br/>6786/publicworks@simivalley.<br/>org</p> <p><a href="https://www.simivalley.org/departments/public-works/waterworks-vcwwd-no-8">https://www.simivalley.org/departments/public-works/waterworks-vcwwd-no-8</a></p> <p style="text-align: center;">-or-</p> <p>Golden State Water Company<br/>4680 Los Angeles Ave., Suite<br/>H<br/>Simi Valley, CA 93063<br/>(805) 520-2394<br/><a href="https://www.gswater.com/">https://www.gswater.com/</a></p> | <ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Water “Will Serve” letters.</li> <li>◆ Payment of water service and hookup fees.</li> </ul> |
| <p><b>7. Public Works<br/>Landscape Maintenance</b></p>   | <p>Public Services Center<br/>Dept. of Public Works<br/>Maintenance Division<br/>500 W. Los Angeles Avenue<br/>Simi Valley, CA 93065</p> <p>Public Works Front Counter<br/>(805) 583-<br/>6786/publicworks@simivalley.<br/>org</p> <p><a href="https://www.simivalley.org/departments/public-works/public-works-maintenance">https://www.simivalley.org/departments/public-works/public-works-maintenance</a></p>  | <ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Review and approval of landscape improvement plans for public rights-of-way.</li> </ul>     |
| <p><b>8. Administrative<br/>Services</b></p>  | <p>City Hall<br/>Dept. of Administrative<br/>Services<br/>(805) 583-6700</p> <p><a href="https://www.simivalley.org/departments/administrative-services">https://www.simivalley.org/departments/administrative-services</a></p>  | <ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Review and approval of all City communication systems and related projects.</li> </ul>      |
| <p><b>9. Calleguas Water<br/>District</b></p>   | <p>Calleguas Municipal Water<br/>District<br/>2100 Olsen Road<br/>Thousand Oaks, CA 91360<br/>(805) 526-9323<br/><a href="http://www.calleguas.com/">http://www.calleguas.com/</a></p>   | <ul style="list-style-type: none"> <li>◆ <b>For projects involving any Calleguas water line easements.</b></li> </ul>   |

| <b>DEPT/AGENCY<br/>DISTRICT</b>                         | <b>CONTACT</b>   | <b>REQUIREMENTS</b>  |
|---|--|--|
| <b>10. Ventura County Fire Protection District</b>      | Ventura County Fire Protection District<br>165 Durley Avenue<br>Camarillo, CA 93010<br>(805) 389-9710<br><a href="https://vcfd.org/">https://vcfd.org/</a><br>-or-   | <ul style="list-style-type: none"> <li>◆ <b>Submit for Plan Check review, including a copy of, and evidence of, compliance with project conditions.</b></li> <li>◆ <b>Evidence of compliance with the Uniform Fire Code, County Fire Codes and Standards, including hydrant placement and specification.</b></li> <li>◆ Review and approval of address signage location and design.</li> <li>◆ <b>126 Form for construction approval (available from the District or City Building &amp; Safety Division).</b></li> </ul>  |
|   | <b>Dept. of Environmental Services</b><br><br><b>Building &amp; Safety Division</b>  |  |
|   | City Hall<br>Wednesday. 9AM-12 PM<br>(805) 583-6828<br><a href="https://www.simivalley.org/departments/environmental-services/building-safety-division">https://www.simivalley.org/departments/environmental-services/building-safety-division</a>   |  |
| <b>11. Ventura County Watershed Protection District</b> | Ventura County Govt. Center<br>Ventura County Watershed Protection District<br>800 S. Victoria Avenue<br>Ventura, CA 93009<br><br>Yesenia Silva<br>(805) 654-3027<br><a href="mailto:yesenia.silva@ventura.org">yesenia.silva@ventura.org</a><br>(Acreage Assessment Fees)<br><br>Dawn Husted<br>(805) 662-6882<br>(Permit Condition Compliance) | <ul style="list-style-type: none"> <li>◆ <b>Submit for Plan Check and/or drainage study review during entitlement phase or subsequently as required by project conditions.</b></li> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Coordinate with the City Building &amp; Safety Permit Services Coordinator. The County will provide the amount of any Flood Fees. The check for these fees, payable to the County, must be provided to the City Building &amp; Safety Division prior to issuance of a building permit.</li> </ul> |
| <b>12. Rancho Simi Recreation and Parks District</b>    | Rancho Simi Recreation and Parks District/Park Planning<br>4201 Guardian St.,<br>Simi Valley, CA 93063<br><a href="https://www.rsrpd.org/">https://www.rsrpd.org/</a><br><br>Wayne Nakaoka<br>(805) 584-4400   | <ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Payment of park in-lieu fees.</li> </ul>   |
| <b>13. Simi Valley Unified School District</b>          | Simi Valley Unified School District<br>101 West Cochran Street,<br>Simi Valley, California 93065<br>(805) 306-4500<br><a href="https://www.simivalleyusd.org">https://www.simivalleyusd.org</a>  | <ul style="list-style-type: none"> <li>◆ This is solely a requirement for payment of the State-mandated school fee. Contact the City Building &amp; Safety Permit Coordinator for the form and any assistance. Proof of payment (receipt) is required.</li> </ul>  |

| <b>DEPT/AGENCY<br/>DISTRICT</b>                                 | <b>CONTACT</b>   | <b>REQUIREMENTS</b>  |
|---|--|--|
| <b>14. Transit</b>  | Simi Valley Transit<br>City of Simi Valley<br>490 W. Los Angeles Avenue<br>Simi Valley, CA 93065<br>(805) 583-6456<br><a href="https://www.simivalley.org/departments/public-works/simi-valley-transit">https://www.simivalley.org/departments/public-works/simi-valley-transit</a>  | ♦ Coordination of bus stops and routes as required by the conditions of approval.                      |
| <b>15. Air Quality</b>  | Ventura County Air Pollution Control District<br>4567 Telephone Road<br>Second Floor<br>Ventura, CA 93003<br>(805) 645-1400<br><a href="http://www.vcapcd.org/index.htm">http://www.vcapcd.org/index.htm</a>   | ♦ Coordination of permits for air quality related items including spray booth and hazardous materials. |
| <b>16. Annexations</b>  | Ventura County Local Agency Formation Commission (LAFCO)<br>801 S. Victoria Avenue, Suite 301<br>Ventura, CA 93003<br>(805)-654-2576<br><a href="https://www.ventura.lafco.ca.gov/">https://www.ventura.lafco.ca.gov/</a>  | ♦ Informational contact only.  |
| <b>17. Housing - Affordable Housing or Senior Housing Agmt.</b> | Dept. of Environmental Services/<br>Planning<br>City Hall<br>(805) 583-6769<br><a href="https://www.simivalley.org/departments/neighborhood-services-division/housing-section-planning-division/foreclosure-prevention-assistance">https://www.simivalley.org/departments/neighborhood-services-division/housing-section-planning-division/foreclosure-prevention-assistance</a> | ♦ Copy of recorded housing agreement.  |
| <b>18. Development Agreement</b>                                | Dept. of Environmental Services/Planning<br>City Hall<br>(805) 583-6769<br><a href="https://www.simivalley.org/departments/environmental-services/planning-division/land-development#Development%20Agreements">https://www.simivalley.org/departments/environmental-services/planning-division/land-development#Development%20Agreements</a>                                     | ♦ Proof of compliance with Development Agreement.  |

| <b>DEPT/AGENCY<br/>DISTRICT</b>                           | <b>CONTACT</b>   | <b>REQUIREMENTS</b>   |
|---|--|---|
| <b>19. Landscape Plan</b>                                 | Dept. of Environmental Services/Planning<br>City Hall<br>(805) 583-6769<br><a href="https://www.simivalley.org/departments/environmental-services/planning-division/documents-applications-and-development-activity/design-guidelines">https://www.simivalley.org/departments/environmental-services/planning-division/documents-applications-and-development-activity/design-guidelines</a> | <ul style="list-style-type: none"> <li>◆ Review and approval of the Landscape Labor and Materials Cost Estimate and submittal of landscape plan check fees</li> <li>◆ Refer to final landscape plan submittal checklist</li> <li>◆ Review and approval of grading plans for landscape/erosion purposes, including signing of Public Works title-block mylars.</li> <li>◆ Contact Case Planner for specific requirements.</li> </ul> |
| <b>20. Tree Removal Permit</b>                            | Dept. of Environmental Services/Planning<br>City Hall<br>(805) 583-6769<br><a href="https://www.simivalley.org/departments/environmental-services/planning-division/tree-advisory-board-arbor-day/mature-tree-preservation-ordinance">https://www.simivalley.org/departments/environmental-services/planning-division/tree-advisory-board-arbor-day/mature-tree-preservation-ordinance</a>   | <ul style="list-style-type: none"> <li>◆ Review and approval of tree reports.</li> <li>◆ Tree removal permit and fees.</li> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> </ul>  |
| <b>21. Environmental Planning - Mitigation Monitoring</b> | Dept. of Environmental Services/Planning<br>City Hall<br>(805) 583-6769<br><a href="https://www.simivalley.org/departments/environmental-services/planning-division">https://www.simivalley.org/departments/environmental-services/planning-division</a>   | <ul style="list-style-type: none"> <li>◆ Reports and updates to required mitigation measures.</li> <li>◆ Payment of City Mitigation Monitoring Fee.</li> <li>◆ Copy of, and evidence of, compliance with project conditions, as needed.</li> <li>◆ Contact City Environmental Planner for specific materials.</li> </ul>  |
| <b>22. Planning - Lighting Plan</b>                       | Dept. of Environmental Services/Planning<br>City Hall<br>(805) 583-6769<br><a href="https://www.simivalley.org/departments/environmental-services/planning-division/documents-applications-and-development-activity/design-guidelines">https://www.simivalley.org/departments/environmental-services/planning-division/documents-applications-and-development-activity/design-guidelines</a> | <ul style="list-style-type: none"> <li>◆ 2 copies of lighting plan and fixture specifications.</li> </ul>   |

| <b>DEPT/AGENCY<br/>DISTRICT</b> | <b>CONTACT</b>  | <b>REQUIREMENTS</b>   |
|---------------------------------|---|---|
| 23. Recordation of Conditions   | <p style="text-align: center;"><b>Ventura County<br/>Recorder's Office</b></p> <p style="text-align: center;">Hall of Administration, Main Plaza<br/>800 S. Victoria Avenue<br/>Ventura, CA 93009<br/>(805) 654-3665</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">East County Office<br/>Civic Arts Plaza<br/>2100 East Thousand Oaks Boulevard, Suite A, Thousand Oaks, CA 91362<br/>(805) 449-2157</p> <p style="text-align: center;">Hours for both offices:<br/>Monday – Friday 8 am – 5 pm<br/><a href="https://recorder.countyofventura.org/ventura-home-page-2/office-info/">https://recorder.countyofventura.org/ventura-home-page-2/office-info/</a></p> | <ul style="list-style-type: none"> <li>◆ Certified original of conditions of approval for recordation with cover sheet obtained from the Case Planner.</li> </ul>                   |
| 24. Case Planner                | <p style="text-align: center;">Dept. of Environmental Services/Planning<br/>City Hall<br/>(805) 583-6769 or<br/>Assigned Case Planner</p>   | <ul style="list-style-type: none"> <li>◆ <b>Evidence of compliance with project conditions.</b></li> <li>◆ Evidence of recorded conditions.</li> <li>◆ Zoning Clearance.</li> </ul> |