



Department of Environmental Services
**GENERAL PLAN AMENDMENT
PRESCREENING APPLICATION**

LOCATION & MAILING ADDRESS: 2929 Tapo Canyon Road, Simi Valley, CA 93063

FOR STAFF USE ONLY	Application No. _____
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Applicants: If you have any questions regarding this application or required materials, please call the Department of Environmental Services/Planning Division at (805) 583-6769.

AN APPOINTMENT IS REQUIRED TO SUBMIT APPLICATION

APPLICANT INFORMATION

(Please print or type)

NAME OF APPLICANT _____

ADDRESS _____

TELEPHONE _____ E-MAIL _____

NAME OF ALL PROPERTY OWNER(S) _____

(Attach additional sheets to include the names, addresses, and phone number of all property owners)

ADDRESS _____

TELEPHONE _____ E-MAIL _____

NAME OF OTHER PERSON TO BE NOTIFIED _____

(Attach additional sheets to include all consultants involved with this project)

ADDRESS _____

TELEPHONE _____ E-MAIL _____

SITE INFORMATION

PROPERTY ADDRESS (if applicable) _____

_____ SIDE OF _____
(N/E/S/W) (Street/Avenue, etc.)

_____ FEET _____ OF _____
(N/E/S/W) (Street/Avenue, etc.)

LOT/PARCEL _____ OF TRACT _____

ASSESSOR'S PARCEL NUMBER(S) _____

LEGAL DESCRIPTION OF PROPERTY (Attach additional sheets if necessary)

SIZE OF THE PROPERTY (Acres or Square Feet) _____

PROJECT INFORMATION

ZONING DESIGNATION: EXISTING _____ PROPOSED _____

GENERAL PLAN DESIGNATION: EXISTING _____ PROPOSED _____

EXISTING USE OF LAND _____

BRIEFLY DESCRIBE THE PROJECT AND STATE YOUR REASONS FOR THE REQUEST

ACKNOWLEDGEMENT

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 conditions and 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 and written policies and procedures applicable to the request. It is expressly understood that the decision-making body(ies) are not bound by staff recommendations but that they may exercise their sole and full 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 the public health, safety, and welfare.

CERTIFICATION

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

I/we _____ hereby certify, under penalty of perjury, that I am the property owner(s) or am authorized by the property owner(s) to submit this application. I/we further certify that this application has been prepared in compliance with the requirements of the Simi Valley Municipal Code, that the materials are being submitted as a formal application for the requests 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.

Signature _____ Name _____

Mailing Address _____

Signature _____ Name _____

Mailing Address _____
(Attach additional sheets if necessary)

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

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Ventura

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.

Place of Notary Seal Above

Signature of Notary Public

(FOR STAFF USE ONLY)

Received by: _____ Date: _____

SUBMITTAL REQUIREMENTS

Submit with Application	No. of Copies	Provided
Copy of the Prescreening Application	1	
Copy of a map (drawn to scale) depicting the subject property, the location and acreage of all proposed land use designations (or other amendments to the General Plan), and adjoining parcels and public improvements (streets, utilities, and flood control channels) within 100 feet of the site. Fold all plans to a maximum of 8½” x 14” size.	1	
Copy of the above-described map reduced to 8½” x 11” size.	1	
Copy of a slope analysis map and statistical summary prepared in conformance with the Simi Valley Hillside Performance Standards, <u>if any parcel or portion of a parcel is subject to the City’s Hillside Performance Standards (SVMC 9-32.010 et seq.)</u> .	1	
Copy of the current attendance and capacity figures for the elementary, intermediate, and high schools that would serve the project, if it will expand residential development.	1	
Copy of the Assessor’s Parcel Map(s) outlining the subject property and all properties within 300 feet of the property and two sets of property owner and occupant labels. Refer to the Guidelines for the Preparation of Property Owner Lists for more information on this requirement.	1	
Copy of an “Economic and Cost/Benefit Analysis” prepared to City requirements if the Pre-screening request is to change Industrial/Business Park to Commercial or Residential of any density.	1	
Copy of a proposed/conceptual site plan. This requirement is optional; however, it is highly recommended.	1	
Electronic Copy of the above submittal requirements on a USB flash drive. Please refer to the Electronic Submittal Requirements listed on the following page (note that if your files do not meet these requirements your application will not be accepted).	1	
Fees as specified in the most recent version of the Simi Valley “Summary of Service Charges.” Make check payable to the “City of Simi Valley.”		

Following submittal of the application, a public hearing notice sign must be posted at the project site. Please contact the project planner for more information on this requirement.