

**DENSITY BONUS
APPLICATION REQUIREMENTS**



	Number of Copies
Application Form	1
Project Information Questionnaire	1
Density Bonus Concession(s) Request	1
Planning Permit Application Fees (All checks payable to "City of Oxnard")*	1

*Verify required fees with Planning Division staff.

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY

APPLICANT'S CERTIFICATION

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

Signature

Date

DENSITY BONUS PROJECT APPLICATION REQUIREMENTS

Applicability: For affordable housing projects of 5 or more units, the applicant may request more units than the City of Oxnard zoning standards allows. In this situation the applicant shall submit a density bonus permit application. As part of this request, the applicant may request modifications (known as “concessions”) to specific City of Oxnard zoning standards (e.g., parking, building height, setbacks, etc.). Ordinance No. 2721, adopted by the City Council on July 18, 2006, establishes criteria to provide developer incentives to create affordable housing.

Why do we need all these details? The items described in this document are intended to clearly, completely, and accurately describe your project for City staff, the Planning Commission and City Council, and to demonstrate that your project meets requirements related to City regulations and standards, public notices and state laws. You can help prevent delays caused by incomplete information or misunderstandings about your project by providing complete and clear information from the beginning of the process. Everything listed in this document is required for a specific reason related to processing your permit. Please feel free to call us (805-385-7858) if you have any questions about the requirements or the permit process.

No incomplete or partial application packages. The requirements listed on this handout shall be in addition to any Special Use Permit, Planned Development Permit or other application required for a development. Your application package **must** include all of the required information when you submit it. Planning staff cannot accept incomplete submittal packages, poor quality graphics, or hold partial information packages.

APPLICATION FORM

- Describe the specific permit request in the Project Description section.
- Include the name of the project, Assessor’s Parcel Number, and project address in the spaces provided.
- If the property does not have an address, call the Engineering Division (805-385-7890) to get an address.
- If more than one permit application is submitted at one time, indicate all of the appropriate permit types on one form.
- Include signature, mailing address, email address, and daytime phone number for applicant, designated agent, property owner, architect and engineer. Original signatures are required.
- Include name and contact information (including address, email address and phone number) for the one person that the project planner should contact regarding the project.
- If the property is in escrow, the current owner must sign the application form and provide a letter authorizing the pending owner to submit the application.

IMPORTANT If the property owner is not the applicant; the property owner must designate the applicant as the “Agent” (also known as “attorney-in-fact”), and sign the appropriate box on the application form to verify that the “agent” has permission to represent the proposed project on the property owner’s land.

PROJECT INFORMATION QUESTIONNAIRE:*

- This Project Information Questionnaire must be filled in with as much detail as possible, even if the information is also provided elsewhere in the required submittal information.
- Attach additional pages, if necessary, to describe any processes and features of the project. Examples include environmental concerns and mitigation measures; “green” features of the project; lists of chemicals used, generated or stored on the property; operating features of the project, and other information that does not fit into any other part of the questionnaire, but will help explain the project.
- Be sure to sign and date the questionnaire on the last page.

TIP: If the project description changes at any time during processing, the applicant may be required to provide a letter describing the changes, or revise the application form and project information questionnaire, or both of these for the permanent Planning Division file.

If you provide a project information questionnaire (PIQ) for a related special use permit, planned development permit, or other application required for development, you need **not submit an additional PIQ with this request. However the PIQ must include information related to the request for a Density Bonus.*

Density Bonus Concession(s) Request is a Microsoft Word document, and in some instances graphic depictions, that demonstrate the following:

1. Project Location and description including:
 - a. Net size of the site in acres;
 - b. Proposed zoning and/or proposed general plan designation (if applicable);
 - c. Maximum allowed density (net site size times maximum allowed zoning);
 - d. Total number of proposed units;
 - e. Total number of affordable units,
 - f. Location of the affordable units within the project.
2. The proposed sale or rental price of all project affordable units identified as:
 - a. 10% inclusionary requirement or 15% redevelopment requirement, and
 - b. Density Bonus qualifying units.*

**Affordable units otherwise required by the City's 10% inclusionary program or 15% redevelopment requirement are not counted towards qualifying for the density bonus requested per City Code.*

3. The proposed method to guarantee that the developer will establish the sales or rental prices as stated in the application.
4. The proposed method of ensuring the continued affordability of the affordable units for at least 30 years.
5. The requested density bonus expressed as a percentage of the upper-limit of the existing or requested site zoning.
6. The specific development standard concessions (maximum three) required of the City.
 - a. The number of allowed concessions in based on the density bonus percentage, per City and State density bonus formulas.
7. Modifications, as may be permitted by other City Code sections (i.e. PD zone), of development standards that are deemed necessary to develop the project.

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

8. One check may be submitted for all fees, except the County of Ventura environmental filing fee* (make payable to County of Ventura) and any traffic or legal services deposits.
9. Additional fees including, but not limited to, environmental fees, property owner lists & labels, on-site posting, and traffic or legal service deposits may be assessed and collected by your project planner at a later date.
10. Make check payable to "City of Oxnard." **This fee, if required, would be collected by your project planner immediately following the decision maker's action on the project(s).*

REFERENCES:

City of Oxnard General Plan
City of Oxnard web site: www.oxnard.org/planning
City of Oxnard Zoning, (Chapter 16 & 17 of Oxnard City Code)
City of Oxnard Housing Element
City of Oxnard Ordinance Nos. 2721
Community Development Commission Resolution No. 111
California Government Code, Section 65915

CITY OF OXNARD STAFF CONTACTS

Planning Division	805-385-7858	Building & Engineering	805-385-7925
Housing Department	805-385-804	Community/Economic Development	805-385-7407