

**MINOR MODIFICATION (OVER THE COUNTER)
SUBMITTAL REQUIREMENTS**

	Number of Copies
Application Form	2
Site Plan (11" by 17" folded)	2
Floor Plan (11" by 17" folded if applicable)	2
Building Elevations (folded)	2
Color Elevations / Photo sims / Renderings (if applicable)	2
Material Sample Board – incl. light fixtures & color samples (if applicable)	2
Hazardous Waste Site Affidavit	2
Planning Application Fees	1

MINOR MODIFICATION (OVER THE COUNTER) APPLICATION

Approval Stamp Here

Date: _____

PZ NO: _____

Property Information	Property Owner Information
Name of Project _____ (optional)	Name _____ Phone _____ Email _____ <i>I hereby certify that I am the owner of record of the subject project property described on this application and that I approve of the action requested herein.</i> Signature _____
Property Location _____ _____ _____	
Assessor's Parcel Number(s) _____	
Current Zoning _____ Current General Plan _____	
_____ _____	

Applicant Information	
Name _____	Phone _____
Email _____	Signature _____

Description of Proposed Project
Describe the requested change as detailed as possible. (Exterior paint job, fencing, solar carport*, façade improvements, & minor site improvements*) (Please Print Clearly)

(*) Improvements that alters parking count or intensifies land use not eligible for OTC

PLANNING STAFF USE	
Date Received _____	Final Action _____
MINIMUM ZONING STANDARDS	Expiration Date _____
Front Yard _____ Side Yard _____	Approved By _____
Rear Yard _____ Height _____	Total Fees _____
_____	Related Permits _____
Special Conditions _____ _____ _____	

PZ No. _____

STANDARD CONDITIONS & FINDINGS

1. The Minor Modification is consistent with the 2030 General Plan, the land use and zone designations on the property, and _____
 2. The Minor Modification is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), _____
 3. The proposed project does not intensify the use of the parcel or have any additional adverse effect on abutting parcels or the general health, safety, or welfare.
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- 1. This permit is granted for the properties described in the application on file with the Planning Division, and may not be transferred from one property to another. (PL, G-1)
- 2. This permit is granted for the plans approved _____ on file with the Planning Division and attached herein. The project plans shall conform to the plans, except as otherwise specified in these conditions. (PL, G-2)
- 3. By commencing any activity related to the project or using any structure authorized by this permit, Permittee accepts all of the conditions and obligations imposed by this permit and waive any challenge to the validity of the conditions and obligations stated therein. (PL, G-5)
- 4. This Minor Modification shall automatically become null and void on _____, unless Applicant has diligently developed the proposed project, as shown by the issuance of a grading, foundation, or building permit and the construction of substantial improvements. (PL, G-3)
- 5. Permittee agrees, as a condition of approval, at Permittee's own expense, to indemnify, defend and hold harmless the City and its agents, officers and employees from and against any claim, action or proceeding to attack, review, set aside, void or annul the approval of this permit or any condition attached thereto or any proceedings, acts or determinations taken, done or made prior to the approval of such permit that were part of the approval process. Permittee's commencement of construction or operations pursuant to this approval shall be deemed to be an acceptance of all conditions thereof. (CA, G-6)
- 6. Before placing or constructing any signs on the project property, Developer shall obtain a sign permit from the City. Except as provided in the sign permit, Developer may not change any signs on the project property. (PL/B, G-10)
- 7. Developer shall obtain a building permit for any new construction or modifications to structures, including interior modifications, authorized by this permit. (B, G-11)
- 8. Prior to issuance of building permits, Developer shall pay a document imaging fee for the planning files in an amount calculated by planning staff at the time of building permit review based on fees then in effect. (PL/B, PL-16).
- 9. After completion of construction and prior to the final inspection being conducted, the site must comply with Oxnard Municipal Ordinance 2372 (Solid Waste Ordinance).
- 10. Except as modified by this request, all permit conditions of _____ shall remain in full force and effect.

PZ No. _____