



**City of Ojai**  
Community Development Department

Project \_\_\_\_\_  
Received \_\_\_\_\_  
Date \_\_\_\_\_

**HISTORIC PRESERVATION COMMISSION**

Concept Review       Work Permit       Sign or Pennant  
 Landmark Designation       Mills Act Agreement       Other \_\_\_\_\_

**OWNER INFORMATION:**

Project Address: \_\_\_\_\_ PROJECT I.D. # \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_ Zone: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

**APPLICANT:**

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

**REPRESENTATIVE:**

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

**AFFIDAVIT:**

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information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct.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

**Signature of Property Owner**

Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.

**Date**



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## **HISTORIC PRESERVATION COMMISSION ARCADE PENNANT SIGN PERMIT**

### **MINIMUM SUBMITTAL REQUIREMENTS:**

- 1 Completed application form signed by the property owner
- 1 Written description of what will be displayed on the pennants
- 1 Pennant Rendering with dimensions
- Materials and Color Chips
- Property Owner (300-foot radius) mailing labels generated by Ventura County GIS Dept (OMC §10-2.1604)
- Application Filing Fee for Arcade Signs— Base fee \$450 + \$225 per hour

### **INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED**

### **PLANS:**

- All plans must be drawn at standard Architect or Engineer's scale and the scale must be noted on the plans. The Designer's/Architect's/Engineer's name, address, phone number, and State License Number (if applicable, see next page) shall be noted on the plans. All plans shall be **in sets** (preferably 11 x 17).

### **Color/Material Board:**

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

### **Photographs:**

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

### **Optional Items:**

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

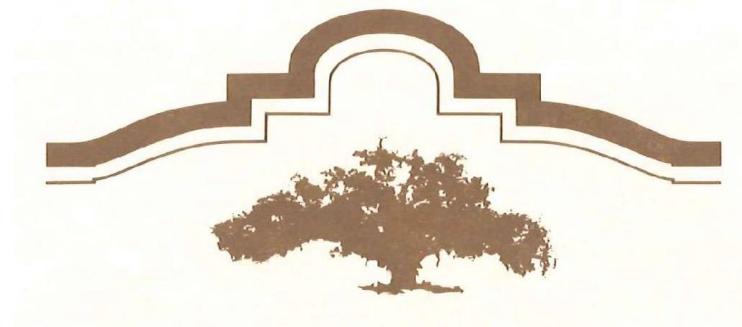
### **WHERE TO FILE:**

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

### **OFFICE HOURS:**

8:00 am to 5:00 pm  
Monday through Friday

Rev. 07/17/19



## **Ojai Arcade and Libbey Park Pergola Pennant Policy October 13, 2015**

1. Pennants shall be allowed for city-sponsored events, events organized by non-profit or not-for-profit agencies, and any other organizations sponsoring an event, deemed appropriate by the Historic Preservation Commission, for events occurring within the City of Ojai.
2. Applicants must submit an initial application package to the Community Development Department at a minimum of 14-days prior to the HPCs review of the design portion,
3. The Historic Preservation Commission shall determine if the proposed design of the pennants:
  - a) contribute to Ojai's identity;
  - b) promote tourism; and/or
  - c) relate to the historic nature of Ojai and the Arcade.
4. Pennant designs approved by the Historic Preservation Commission for on-going yearly events shall be permitted to display each year thereafter, with the approval of a Zone Clearance by the Community Development Department, unless the design of the pennants changes.
5. Pennants shall be hung in compliance with all provisions of the pennant policy in place at the time of the zone clearance approval.
6. Pennants may be displayed for no more than fourteen (14) consecutive days and shall not be displayed longer than one (1) day after the event has ended. The dates of pennant displays shall not conflict with any other approved pennant display dates, or with any City-sponsored event. Pennants shall be placed on the calendar on a first-come, first-serve basis once a Comprehensive Sign Program has been approved by the Historic Preservation Commission for the pennants. Pennants shall be placed on the calendar for open available weeks not already approved for pennants that week.

7. The pennants may be displayed all arches of the Arcade and Pergola. There are 27 archways in the Arcade.
8. Pennants may deviate from the requirements and recommendations of the Arcade Design Guidelines. However, the size, colors, design and material of the pennants shall be subject to approval by the Historic Preservation Commission.
9. In an effort to maintain a simplified pennant design, the text of all the pennants shall state only the name and date of the event. Sponsorship names are prohibited, with the exception of the City of Ojai as a sponsor.
10. The Historic Preservation Commission may require the applicant to comply with any other conditions, as they relate to design, and deemed necessary and appropriate for the display of the pennants.
11. The Pennant Policy allows for only pennants and nothing else. Flags, lanterns, or other decorative items are expressly prohibited unless previously approved, and at such time that design is proposed for redesign shall be allowed to be displayed.
12. Limit the number to ten events to display each year.
13. Notwithstanding the foregoing, pennants listed on the attachment shall be approved by the Community Development Department on an ongoing basis, upon application, for pennant designs existing as of tonight.

CITY OF OJAI  
**Pennant Dimensions**

