



City of Ojai
Community Development Department

PRE-APPLICATION CONFERENCE APPLICATION

The City of Ojai offers a pre-application conference to any interested parties. This forum allows an opportunity for those interested in developing a parcel (construction a new structure, renovating an existing structure, subdividing or rezoning a parcel, applying for a CUP, etc.) to sit down and discuss their proposal with the City's staff members who normally review these projects.

PRE-APPLICATION CONFERENCE REQUIREMENTS:

- ☐ A letter describing the nature of the proposal
- ☐ Scaled site plan drawing and elevations if appropriate
- ☐ A list of questions / concerns that you would like staff input on
- ☐ Fee - Base Fee \$450.00 plus \$225.00 per hour

The more detailed the submitted information, the greater the depth to which staff can review and comment.

Upon receipt of the application and documents listed above, the Planning Division staff will contact you for a pre-application conference to set a date and time.

It is impossible for the conference to be an exhaustive review of all potential issues. The discussion at the conference, or the information provided to the applicant at the conference, does not bind or prohibit the City from future application or enforcement of applicable law.

OWNER/APPLICANT INFORMATION:

Project Address: _____

Assessor's Parcel Number: _____ Zone: _____

DESCRIPTION: _____

Property Owner: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____