



City of Ojai
Community Development Department

PROPERTY OWNERS LABELS

In order to expedite the processing of Conditional Use Permits, Subdivisions, Variances, Zone Changes, etc., the Planning Department requires each applicant to obtain from the Ventura County Resource Management Agency-Mapping Services-GIS a typewritten set of mailing labels of the property owners and their addresses and a map of all parcels within 300 feet of the exterior boundaries of the parcels(s) on which the project is to be located.

The Ventura County Resource Management Agency-Mapping Services-GIS office is located at:

County of Ventura
Resource Management Agency, Receptionist
Administration Building (3rd floor)
800 S. Victoria Avenue
Ventura, CA 93009-1700
Contact: Ramon Hernandez, (805) 645-1343
ramon.hernandez@ventura.org

Note: It is advised that you call ahead to schedule an appointment. It can take up to 2 to 3 working days for this to be completed.

Please obtain:

- 1) A Geographic Information System (GIS) based map of the subject parcel showing all parcels within 300 feet of the exterior boundaries of the parcel(s); and
- 2) Two sets of mailing labels with the assessor parcel number and the property owner of each parcel within 300 feet of the subject parcel.

The cost is \$161.00 for the map and one set of labels, plus \$15.00 for each additional set.

Submit with your application to the City of Ojai Planning Department the map prepared by the County and the two sets of gummed mailing labels. **You should add to the address label sheet the applicant's name and address as well as all parties that you believe should receive notice of the proposed project.** These might include mineral rights holders, citizen groups, etc. Be sure to include the applicant's architect, engineer or representative.

**COUNTY OF VENTURA
RESOURCE MANAGEMENT AGENCY
GIS SERVICES
(4732-8771)**

Radius/Labels*

Mapping

Aerial**

Data

* Owners' names will not be provided due to the State of CA Government Code Section 6254.21. This policy has been effective since October 3, 2005.

** If aerial digital file is requested, a non-georeferenced file (PDF, JPG or TIFF) will be provided.

Requestor: _____

Date: _____

Company: _____

Date Needed: _____

Phone: _____

DESCRIPTION (Please include APNs for area to be mapped):

Radius Distance: 100 feet 300 feet 500 feet Other: _____

Owners Residents Both

Coastal Non-Coastal

Fees: One set \$155.00 Additional set \$15.00: _____

QTY	Size*	Material**	Unit Price	Total

Hourly Rate: \$51.42

* Letter, Legal, Tabloid, Ansi D, Ansi E

** R= Regular Paper; P = Photo Paper

Received by: _____

Date: _____

Prepared by : _____

Date: _____

Hours: _____

Picked up by: _____

Date: _____

Subtotal	_____
Sales Taxes	_____
Shipping	_____
Labor	_____
TOTAL	_____