



City of Ojai
Community Development Department

**RESIDENTIAL GROWTH MANAGEMENT
ALLOCATION REQUEST**

Total Allotments Per Year:

Calendar Quarter: Jan/Feb/Mar Apr/May/June Jul/Aug/Sep Oct/Nov/Dec
Number of Allotments Requested: _____ Single-Family Multiple-Family
Date Received by the Planning Department: _____
Project Applicant(s): _____
Applicant's Address: _____
Applicant's Phone Number(s): _____

Project Address: _____
Project Number(s): _____ APN: _____
Number of allotments requested: _____ GP/Zoning: _____

Applicant must provide:

- Proof of applicant's ownership of lot
- Precise plan of design for architectural review (All non-single-family zoned properties)
- Public facilities plan showing: new streets, new school rooms, or other public facilities as identified by the General Plan, capital improvement program or special facilities plan, etc. (All non-single-family zoned properties)
- Proof of adequate sewage disposal, drainage, fire protection, and water
- Development Schedule
- Names and addresses of all persons who have a ten percent or more financial interest in the proposed project (All non-single-family zoned properties)
- Processing fee - Single Family \$225.00 per unit
- Other: _____

Notes:

1. At the end of each quarter, applicants shall be assigned single-family allotments in the order in which the applications were received. Within 3 months of an assignment of a single-family allotment, the applicant shall submit building plans. Within 6 months of an assignment of a single-family allotment the applicant shall make all changes and obtain a building permit for the corrected and approved plans.
2. Multiple-family allocations shall be given preference based upon criteria set forth in the Residential Growth Management Ordinance. Preference will be given to projects that consist of infill development, have excellence in site planning and architectural design, and have a positive impact to the surrounding area (see particulars in the Ordinance).
3. No person may receive or participate in receiving more than one single-family allotment per year.

Applicant(s) Signature(s): _____ Date: _____

Staff Tracking Sheet:

First Quarter (Jan/Feb/Mar):

Date	Applicant	Project Number	SF Allotment	MF Allotment

Second Quarter (Apr/May/Jun):

Date	Applicant	Project Number	SF Allotment	MF Allotment

Third Quarter (Jul/Aug/Sep):

Date	Applicant	Project Number	SF Allotment	MF Allotment

Fourth Quarter (Oct/Nov/Dec):

Date	Applicant	Project Number	SF Allotment	MF Allotment

Applicants not assigned a single-family allotment shall receive notice of non-assignment with 10 days after the allotment assignments by the Director. The applicant has a right to request in writing that the applicant’s application remain on file for the next two application periods (waiting list). Within 45 days of any given calendar quarter, findings shall be reported to the Planning Commission for a decision on Multi-Family allocations.

Director shall review on a quarterly basis, each development which has received an allotment to determine whether satisfactory progress is being made in the processing of the plans with the department. If an applicant fails to initiate the processing of the plans, the Director shall report such failure to the applicant and Planning Commission, and the Planning Commission may award the allotment to the next highest rated applicant. See Ordinance for details.

Annual monitoring of population and dwelling unit count in the city of Ojai and in the Ojai Valley shall be reported to the City Council on or about June 1 of each year.

Multi-Family Allotment Preferences

Calendar Quarter: Jan/Feb/Mar Apr/May/Jun Jul/Aug/Sep Oct/Nov/Dec

Project Applicant: _____
 Project Address: _____
 Project Numbers: _____

One point for each item of preference criteria:

Criteria	Points
Infill development	
Building height, mass, scale, orientation, configuration and proposed materials, color and vegetation compatible with the general character of the area.	
Avoidance of site overcrowding with buildings	
Ample landscaping and off-street parking	
Minimum interference with natural topography	
Unobstructed vistas	
Maximum privacy	
Ample provisions for general lighting	
Functional pedestrian and bicycle circulation	
Minimum impact of parking and lighting on adjacent properties and public rights-of-way	
Energy conservation measures	
Noise reduction measures	
Ample provisions for maintenance of premises	
Ample provisions for general storage	
Ample provisions for security	
Projects for better social balance, such as mixed occupancy community projects or low cost duplexes, townhouses and apartments	
Proposed performance methods assuring high standards of design and construction and satisfactory completion of the developer's commitment to thoroughness and readiness of the project	
Contribution to the open space of the City and enhancement of the environment by means of extensive landscaping.	
Project will not increase the need for major off-site public improvements which can be served by an existing street system and will not overload any local collector or arterial street.	
Project will not require right-of-way or utility easements for their construction.	
Project is not in or near known hazardous flood, fire earthquake or slide areas	
Project will not require more than four foot cuts or fills and/or will not result in scars in the natural topography	
TOTAL POINTS OF 22 POSSIBLE	

Note: Projects containing the highest number of items of preference shall have first priority.



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RESIDENTIAL GROWTH MANAGEMENT EXEMPTION REQUEST

Calendar Quarter: Jan/Feb/Mar Apr/May/June Jul/Aug/Sep Oct/Nov/Dec

Project Applicant: _____
Project Address: _____
Project Numbers: _____

Date Received by the Planning Department: _____

Reason for Exemption:

- Replacement Units # of units: _____
- Low Income Units # of units: _____
- Senior Units # of units: _____
- Second Units (640 s.f.) # of units: _____
- Handicapped Facility # of units: _____
- Conversion (apt.→ condo) # of units: _____
- Density Bonus # of units: _____

Total Requested Number of Units Exempt: _____

Total Number of Units Not Exempt: _____

Total Number of Units of the Project: _____

Applicant must provide:

- Proof of applicant's ownership of lot
- Other: _____

Applicant(s) Signature(s): _____ Date: _____
