



# Request for Pre-Submittal Analysis

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • <http://www.ventura.org/rma/planning>

The purpose of the Pre-Submittal Analysis is to provide you with information regarding County policies, regulations and constraints that may have a major effect upon a contemplated project. A Pre-Submittal Analysis is also recommended when the Ventura County Ordinance Code Zoning Matrix cannot readily categorize a proposed project or when the contemplated project is “extraordinary” in its scope, type or potential impacts on the environment. A Pre-Submittal Analysis is required prior to filing an application for a Tract Map and recommended for Parcel Map applications.

Planning staff analysis is based on applicant-provided information and will generally correspond in detail to the level of information provided, i.e. the greater the proposed project detail, the more thorough the analysis. The analysis is primarily limited to Planning concerns and does not address other laws or regulations related to air quality, fire prevention, road standards, water quality and quantity, sewage disposal or various physical hazards. Further consultation with other agencies is recommended prior to, or as part of, preparation of a project application.

In addition, future zone changes, ordinance changes, General Plan amendments, or policy changes that may affect the subject property will supersede Pre-Submittal information provided by the County of Ventura or other agencies. If considerable time passes between the time of the Pre-Submittal response and filing of an application, please verify the information and application requirements with the Planning Division prior to submitting an application.

## **APPLICATION FOR A PRESUBMITTAL ANALYSIS INCLUDES THE FOLLOWING:**

1. Signed Pre-Submittal Reimbursement Agreement;
2. A check for \$400 made out to the County of Ventura;
3. A **narrative** describing the proposed project, including any specific questions and any options under consideration. Additionally, the following are extremely useful:
  - Applicant’s name and phone number.
  - The APN number and address of the proposed project site.
  - A detailed Project Description.
  - A conceptual Site Plan drawn to scale showing the general area and type of development existing on the project site and adjacent lots, lot layout, and preliminary designs if available. Also include approximate sizes for all proposed structure improvements and/or new developments.
  - For Parcel Map or Tract Map applications, include a conceptual site plan drawn to scale showing the proposed subdivision lines and all existing structures on the project site.
  - Photographs of the site (plus an aerial photograph for large and/or physically constrained sites).
  - Any available information describing or depicting site constraints such as slopes, natural vegetation, streams, and existing structures.
  - A summary of historical and current uses of the property.

- Any other information that may be useful in completing preliminary review of the proposal, including floor plans, architectural elevations, and available special study reports (such as biology, archaeology, traffic).

The value of Pre-Submittal response will be directly related to the completeness and accuracy of the materials provided.

The application items may be submitted in person to the Planning Public Information Counter, or by mail to:

**Winston Wright, Pre-Submittal Planner**  
**RMA Planning Division, L-1740**  
**800 South Victoria Ave**  
**Ventura, CA 93009**

Upon application submittal, the Pre-Submittal Planner will contact the applicant. If you have not been contacted by a Pre-Submittal Planner within two weeks of submittal, you may e-mail Winston Wright at [winston.wright@ventura.org](mailto:winston.wright@ventura.org).