

# County of Ventura

## Discretionary Entitlement, Zone Change, and Subdivision Application Packet



*County of Ventura • Resource Management Agency • Planning Division*  
800 S. Victoria Ave, Ventura, Ca. 93009 • (805) 654-2478 •  
<http://www.ventura.org/rma/planning>  
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## Section I – Discretionary Entitlement/Zone Change/Subdivision Application Introduction, General Instructions, and Advisories

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### I.A. Introduction/General Instructions

The information and materials<sup>1</sup> requested in this application packet may be required by County staff in order to: (a) deem your application complete, thus allowing for the preparation of an Initial Study and a determination as to the type of environmental document that is required for your project;<sup>2</sup> (b) assess your project's consistency with the rules and regulations that apply to the discretionary entitlement(s), subdivision(s), and zone change(s) for which you are requesting approval; and, (c) process your application as quickly as possible.<sup>3</sup>

Although all of the questions and informational requests in this application packet might not apply to your project, carefully review these documents in their entirety to ensure that you provide the requisite information and materials for your application. In addition, please be advised that:

- **All permit processing and outstanding fees must be paid in full** at the time at which you submit your application;<sup>4</sup>
- **One original and one copy of a “Fee Reimbursement Agreement”** must be completed, signed by the property owner(s), and submitted with all applications; and,
- All required information must be submitted as part of a single submission; partial submissions will result in the return of your application packet.

This application packet includes required materials, as well as instructions on where to obtain and how to prepare, supplemental materials that are needed to file an application for a discretionary entitlement, subdivision, and/or zone change. This application packet includes:

- “Checklist of Requirements for Discretionary Entitlement Application Plans, Subdivision Maps, and Parcel Map Waiver Sketch Maps” form, which is a checklist of the submittal requirements

<sup>1</sup> With the exception of headings and titles, fees and supplemental materials that are required with your application are indicated in **bold** font in these instructions, as well as the “Discretionary Entitlement/Subdivision/Zone Change Questionnaire” and “Requirements for Discretionary Entitlement Application Plans, Subdivision Maps, and Parcel Map Waiver Sketch Maps” documents.

<sup>2</sup> *County of Ventura County Administrative Supplement to the State CEQA Guidelines* (Last Amended August 3, 1999, §5.1), *Ventura County Initial Study Assessment Guidelines* (February 2006), and the *State CEQA Guidelines* [California Code of Regulations, Title 14, Chapter 3, §15063].

<sup>3</sup> For a discussion of, as well as the policies, ordinances, and regulations related to, the discretionary entitlement, subdivision, and legislative action process, please see the following website:  
<http://www.ventura.org/rma/planning/Permits/index.html>. For a discussion of, as well as the policies, ordinances, and regulations related to, the environmental review process, please see the following website:  
<http://www.ventura.org/rma/planning/ceqa/index.html>.

<sup>4</sup> For information on the fees that are required to process your application, please see the following website:  
<http://www.ventura.org/rma/planning/Permits/fees.html>.

for project plans and subdivision maps;

- “Discretionary Entitlement/Zone Change/Subdivision Application Questionnaire,” which identifies supplemental technical reports, studies, and information that must be submitted as part of your application. Please be aware that *any missing information* will result in a determination that your application is inadequate and all materials will be returned to you. County staff will begin processing your application when your application includes all of the materials and information that are required, as determined by the Planning Permit Intake Coordinator;
- “Fee Reimbursement Agreement” form; and,
- “Certification Statement of Hazardous Waste/Substance Site” form.

Please be advised that submitting these materials does not guarantee that your application will be deemed technically adequate and it has satisfied all applicable Federal, state, and local development standards and codes. County agencies still must conduct technical reviews of your reports, plans, and application materials and will inform you if their agency concludes that any required information is missing. If technical information about your project is inadequate, it can add additional time to the overall approval process.

Prior to submitting your application, it is imperative that you fully familiarize yourself with the laws, ordinances, regulations, policies, and procedures that apply to your application, and consult with appropriate experts (e.g., land use consultant, architect, civil engineer, floodplain specialist, geologist, or biologist) that can assist you in preparing the necessary reports, plans, studies, and other documentation normally required to process your application. *Although County staff are available to provide assistance, ultimately it is your, and your consultant’s, responsibility to ensure that the requisite information and materials are complete and included in your application packet.* For a fee, you may request a presubmittal review from an Agency or Department. (The estimated minimum time for a presubmittal review is two weeks.) County staff (i.e., subject matter experts) who are responsible for reviewing your application are listed in Subsection I.C (pg. 5)).

## **I.B. Advisory Information**

Please be aware that certain areas of the County are subject to prohibitions on development and/or are subject to General Plan policies and Zoning Ordinance regulations that may preclude County staff from making a recommendation of approval to decision-makers on certain types of projects. Therefore, please review the following information prior to preparing an application to determine if the proposed project is subject to any of these prohibitions on development, policies, or regulations:<sup>5</sup>

- Zoning Violations and Illegal Lots: Pursuant to the *Ventura County Non-Coastal Zoning Ordinance* (2008, §8111-2.2.f) and the *Ventura County Coastal Zoning Ordinance* (2004, §8181-5.1.e), an application for any of the following shall not be processed if a violation of

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<sup>5</sup> The following list does not constitute an exhaustive list of the moratoria, policies, and regulations that could result in County staff making a recommendation of denial of your application to decision-makers.

Division 8, Chapters 1 or 2, of the Ventura County Code exist on the subject property, unless the acceptance of the application is necessary to abate the existing violation: new entitlement; time extension of an existing entitlement whose initial term has expired; subdivision; or, zone change. An application for a discretionary entitlement, subdivision, or zone change shall not be accepted for processing if a Notice of Violation is in effect on the subject property—unless the discretionary entitlement, subdivision, or zone change is required in order to abate the violation that is the subject of the Notice of Violation.

- Illegal Lots: Pursuant to State law [Government Code, §66499.30(a) and §66499.30(b)] the *Ventura County Non-Coastal Zoning Ordinance* (2008, §8101-3.4 and §8111-1.2.1.1.f) and the *Ventura County Coastal Zoning Ordinance* (2004, §8171-4.4, §8175-5.1a, and §8181-2), a discretionary entitlement can be approved only for projects that would be located on a legal lot. In addition, pursuant to the *Ventura County Subdivision Ordinance* [2005, §8202-3(a), §8203-(c), and §8203-3(f)], lot line adjustments, lot elimination subdivisions, and parcel map waiver/conservation subdivisions can only occur with legal lots. For more information on how to determine if a project site would be located on a legal lot, please see <http://www.ventura.org/rma/planning/Programs/legal.html>.
- Abandoned Water Wells: Pursuant to the County of Ventura’s Groundwater Conservation Ordinance No. 4184 (§4819.A), if an abandoned water well exists within the proposed project area, you must obtain a well destruction permit from the Ventura County Watershed Protection District and destroy the well, prior to submission of an application for a discretionary entitlement, subdivision, or legislative action. In addition, an application for a discretionary entitlement, subdivision, or legislative action shall not be accepted for processing if a Notice of Non-Compliance is in effect on the subject property—unless the discretionary entitlement, subdivision, or legislative action is required in order to abate the violation that is the subject of the Notice of Non-Compliance.
- Carlisle Canyon Area: No new buildings or additions to existing buildings are allowed west of the western terminus of the public road. In addition, no subdivisions are allowed due to a single access route in this area. For more information on the moratorium, please contact the Ventura County Fire Protection District using the contact information provided below.
- Santa Susana Knolls Area: Due to a water shortage in the Alta Vista Zone, building permits for new dwellings will not be issued until the City of Simi Valley, Water District 8, can supply additional water. For more information, please contact the Ventura County Fire Protection District using the contact information provided below.
- Moorpark Home Acres Area: No subdivisions are currently allowed due to a single access route from Los Angeles Avenue (State Route 118). For more information, please contact the Ventura County Fire Protection District using the contact information provided below.
- Traffic Impact Areas: Due to inadequate roadway and/or unacceptable traffic conditions, the following areas may be subject to restrictions on new development:
  - La Conchita area, Oceanview area above La Conchita.

➤ State Route 33 Traffic Impact Area.

For additional information regarding the traffic- and roadway-related restrictions within these areas, please contact Ben Emani using the contact information provided in Subsection I.C (pg. 5).

- El Rio/Saticoy Areas - Oxnard Forebay Septic System Prohibition: The Los Angeles Regional Water Quality Control Board adopted an Order which prohibits the discharge of septic systems in the Oxnard Forebay (i.e., El Rio and Saticoy areas). The Environmental Health Division is precluded from approving new septic systems and expansions of existing systems. For more information, please contact the Environmental Health Division using the contact information provided below.
- Nitrate Impacted Groundwater Basins (e.g., Santa Rosa Valley): Minimum lot sizes (i.e., lot sizes that exceed the minimum lot size allowed by the zoning designation of the property) may be required for projects proposing to utilize on-site wastewater treatment systems in nitrate impacted groundwater basins. The project shall be subject to the limitations of the “nitrate formula” as defined by the Watershed Protection District, Water and Environmental Resources Division.
- Biological Resources: Projects that are located on land that contain native vegetation or trees, are adjacent to land that contains native vegetation or trees, or are located within 300 feet of a watercourse, drainage, or wetland may require an Initial Study Biological Assessment (ISBA). To be sure that an ISBA is needed, it is advised that the Planning Division be consulted prior to application. If an ISBA is needed, a biological consultant from the Planning Division’s list of Approved Biologists may be contracted to conduct a survey and complete an ISBA report in the Planning Division’s standard report format. The biologists on this list have already demonstrated their qualifications. Prior to hiring a biologist that is not on the list of Approved Biologists, it is recommended that the biologist contact the Planning Division in order to demonstrate their qualifications and to get a copy of the Planning Division’s ISBA formatted report. Failure to demonstrate the biologist’s qualifications and/or not preparing the ISBA in Planning Division’s format will result in costly peer reviews and the need to reformat the ISBA. After the first survey, the biological consultant will know whether any focused surveys for special-status plants or animals are necessary to complete the ISBA report. It is important to note that, if focused surveys are necessary, these surveys are often restricted to a specific time of the year. For instance, botanical surveys are conducted during the blooming period, which is typically in the spring. It is particularly important to start the biological surveys early in the planning process to provide time for any necessary focused surveys and to design the project to avoid impacts to significant biological resources. Avoiding impacts to biological resources can save time and money during the environmental review and permitting process.
- Sensitive Plant Surveys: Projects that are located within areas of intact native vegetation and, consequently, have the potential to adversely impact endangered, threatened, or rare plant species, plant species that are included on the Ventura County List of Locally Important Species, or California Native Plant Society listed species, will require the preparation of a sensitive plant survey by a qualified biologist. The sensitive plant survey must be conducted

during the flowering period(s)—typically springtime—of the species that are likely to occur within the project site. The sensitive plant survey must be conducted prior to completion of an Initial Study for the project; therefore, unless a sensitive plant survey has recently been conducted on the project site, the preparation of a sensitive plant survey could delay the processing of your application. For more information on the rules, regulations, and procedures for analyzing potential impacts to related to biological resources, please see: <http://www.ventura.org/rma/planning/ceqa/bio.html>.

- NPDES Construction Activities Stormwater General Permit: Construction activity resulting in a land disturbance of one acre or more, or less than one acre but part of a larger common plan of development or sale must obtain the Construction Activities Stormwater General Permit (2009-0009-DWQ Permit). Construction activity includes clearing, grading, excavation, stockpiling, and reconstruction of existing facilities involving removal and replacement. Construction activity does not include routine maintenance such as, maintenance of original line and grade, hydraulic capacity, or original purpose of the facility. For more information regarding the Permit contact State Water Resources Board at [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov) or phone 916 341-5537 or refer to website at [http://www.swrcb.ca.gov/water\\_issues/programs/stormwater/constpermits.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml))
- Compliance with Ventura County NPDES Stormwater Permit: any applicable construction activity shall comply with requirements for construction projects including Best Management Practices (BMPs) listed under the Part IV.F “Development Construction Program” of the Ventura County NPDES Stormwater Permit. For more information regarding this Permit refer to [www.vcstormwater.org](http://www.vcstormwater.org) or call (805) 650-4064 or (805) 645-1382.

## I.C. County Staff Who Review Discretionary Permit Applications

Agency or District	Subject Matter	Contact	Contact Information
Watershed Protection District	Drainage	Tom Wolfington	(805) 654-2061 tom.wolfington@ventura.org
Watershed Protection District	Groundwater/Water Supply	Glen Luscombe	(805) 654-2904 glen.luscombe@ventura.org
Watershed Protection District	Surface Water Quality	Ewelina Mutkowska	(805) 645-1382 ewelina.mutkowska@ventura.org
Public Works Agency	Grading	Jim Myers	(805) 654-2042 jim.myers@ventura.org
Public Works Agency	Geology and Soils Engineering	Jim O'Tousa	(805) 654-2034 jim.o'tousa@ventura.org
Public Works Agency	Floodplain Management (FEMA)	Brian Trushinski	(805) 477-1967 brian.trushinski@ventura.org
Public Works Agency	Transportation, Circulation, Traffic, and Drainage	Ben Emami	(805) 654-2087 ben.emami@ventura.org
Public Works Agency	Subdivisions and Parcel Map Waivers	Wayne Battleson	(805) 654-2089 wayne.battleson@ventura.org
Public Works Agency	Solid Waste, Greenwaste, and Recycling	Pandee Leachman	(805) 658-4315 pandee.leachman@ventura.org
Ventura County Air Pollution Control District	Air Quality and Climate Change	Alicia Stratton	(805) 645-1426 alicia@vcapcd.org
Resource Management Agency, Environmental Health Division	Water Supply, Sewage Disposal, Public Health, Hazardous Materials/Waste, and Solid Waste Operations	Melinda Talent	(805) 654-2811 melinda.talent@ventura.org
Ventura County Fire Protection District	Fire Protection	Fire Prevention Public Counter	(805) 389-9738 www.fire.countyofventura.org
Agricultural Commissioner's Office	Agricultural Resources	Rita Graham	(805) 933-2926, Ext. 228 rita.graham@ventura.org
Resource Management Agency, Planning Division	Land Use, Planning, and Permit and Environmental Review Processing	Winston Wright	(805) 654-2468 winston.wright@ventura.org



## Section II - Checklist of Requirements

- Discretionary Entitlement Application Plans
- Subdivision Maps
- Parcel Map Waiver Sketch Maps

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### II.A. Site Plans/Preliminary Grading Plans

#### Applicability

The following checklist outlines the submittal requirements for site/preliminary grading plans for Discretionary Land Use Entitlement (e.g., Planned Development Permits and Conditional Use Permits) applications. If your project requires the approval of a Discretionary Land Use Entitlement, you must submit a site/preliminary grading plan that meets the following requirements.

If your project only involves a Tract Map, Tentative Parcel Map, Conditional Certificate of Compliance, or Parcel Map Waiver and does not require an accompanying Discretionary Land Use Entitlement, you do not need to submit a site/preliminary grading plan; proceed to either:

- Section II.D if you are applying for a Tract Map, Tentative Parcel Map, or Conditional Certificate of Compliance; or
- Section II.E if you are applying for a Parcel Map Waiver.

#### Site/Preliminary Grading Plan Requirements

Site/preliminary grading plans must comply with the following requirements:

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
<b>Submittal Requirements</b>	
1. <i>Submit 20 hardcopies of the site/preliminary grading plan, folded to no larger than 8.5 x 14 inches.</i>	<input checked="" type="checkbox"/>
2. <i>Submit a digital copy of the site/preliminary grading plans on a CD.</i> GIS or CAD files of the plans should be provided unless the plans were not prepared using AutoCAD, in which case a PDF or the hard copy of the plans will suffice. The accepted format of the plans is as follows (in order of preferred format): (1) GIS files; (2) CAD files; (3) Digital files (PDF, JPG, TIF); and, (4) Hard copy, at least 24 x 36 inches in size. If you submit GIS or CAD files, provide the files in the following format: <ul style="list-style-type: none"> <li>• CAD files in DWG format;</li> <li>• CAD or GIS files in the Ventura County standard projection: NAD 1927 State Plane CA Zone V (feet); and,</li> <li>• CAD or GIS files with only grading limit lines (daylight lines) and proposed structures.</li> </ul>	<input checked="" type="checkbox"/>
<b>Dimension/Orientation Requirements</b>	
3. <i>Site plans must comply with the following dimensional and orientation requirements:</i>	
a. Site Plans must be a minimum of 24 x 36 inches in size.	<input checked="" type="checkbox"/>
(1) For projects that are proposed on large lots (i.e., 20 acres or larger in size), include an enlargement/detailed drawing of the areas of proposed development.	
b. Site plans must be oriented such that the northerly side of the project site is at the top of the site plan.	<input checked="" type="checkbox"/>

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
c. Site plans must be drawn such that they are legible, and must be drawn using an engineer's scale within the range of 1 inch = 10 feet to 1 inch = 200 feet.	☒
<b>Title Block Requirements</b>	
4. <i>Site plans must include a title block that complies with, or includes, the following:</i>	
a. Title blocks should be located in the lower right-hand corner of the site plan, unless an alternative location exists that would make the title block more legible (e.g., the right-hand side of the site plan).	☒
b. For plans that are submitted in digital format, all text within the title block must be large enough to be legible (e.g., 12 point font).	☒
c. Name and mailing address of the:	
(1) Property owner.	☒
(2) Engineer.	
(3) Architect.	
(4) Other consultants or representatives (e.g., land use consultant).	
d. Identify which individual listed in Items 2.c(1) through 2.c(4) (above) will serve as the contact person for the project.	☒
e. Assessor's Parcel Numbers of all Tax Assessor Parcels on which the project site is located.	☒
f. Project site address (if any).	
g. Date that the site plan was prepared. <sup>1</sup>	☒
h. For oil-related development projects, list the name of the drilling company.	
<b>Vicinity Map Requirements</b>	
5. <i>Site plans must include a legible vicinity map that identifies the location of the subject property within the community. The map shall include the following:</i>	
a. North arrow and a graphic and numeric scale.	☒
b. Existing street pattern with names (from the property to the first public road) and the nearest cross-street. If the property is 0.5 mile or more from the nearest public road, an approximate distance must be shown.	☒
c. The project site identified by cross-hatching.	☒
<b>Project Information List<sup>2</sup></b>	
6. <i>Site plans must include a <u>list</u> of the following project-related information:</i>	
a. General Plan, Area Plan, and zoning designations of the project site and adjacent properties. <sup>3</sup>	☒
b. Gross and net lot area. <sup>4</sup>	☒
(1) If the project site constitutes only a portion of the lot on which it is located, provide the	

<sup>1</sup> Any future revisions made to the plans must include a revision schedule that lists the revisions that were made and the date of each revision.

<sup>2</sup> All recyclable debris generated during construction projects must be recycled or reused per County Ordinance No. 4357, which may be viewed at [www.wasteless.org](http://www.wasteless.org). Select "Landfills, Disposal Facilities, Refuse Collection"/Ordinances.

<sup>3</sup> The land use and zoning designations may be obtained from the Planning Division Public Information Counter. Alternatively, zoning designation information is available on-line at: <http://maps.countyofventura.org/website/zoninglookup.htm>. Land use designation information is available in the *Ventura County General Plan Goals, Policies and Programs (2008, Figures 3.1a and 3.1b)*, which is available on-line at: [www.ventura.org/rma/planning/pdf/plans/Goals\\_Policies\\_and\\_Programs\\_07-08.pdf](http://www.ventura.org/rma/planning/pdf/plans/Goals_Policies_and_Programs_07-08.pdf).

<sup>4</sup> For the definition of "gross lot area," see the *Ventura County Non-Coastal Zoning Ordinance (2008, 8102-0)*. For the definition of "net lot area", see the: *Ventura County Non-Coastal Zoning Ordinance (2008, §8102-0)* for projects located outside of the Coastal Zone; and, *Ventura County Coastal Zoning Ordinance (2003, §8172-1)* for projects located within the Coastal Zone.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
size of the project site. <sup>5</sup>	
c. List or table of all buildings and structures (including equipment for wireless communications facilities) that includes the following information about each:	
(1) Label as to whether or not the building or structure is existing or proposed.	
(2) For existing buildings and structures, identify which buildings or structures will be modified (e.g., partially or fully demolished, <sup>6</sup> remodeled, or added onto).	
(3) The existing or proposed use of each building or structure, as follows:	
(a) Describe the use of each building and structure using the descriptions provided in the: (a) <i>Ventura County Non-Coastal Zoning Ordinance</i> (2008, §8105-4 and §8105-5) for projects located within inland areas of the County; or, (b) <i>Ventura County Coastal Zoning Ordinance</i> (2004, §8174-4) for projects located within the Coastal Zone of the County.	
(b) For multi-tenant buildings, provide the occupancy of each unit.	
(4) The gross floor area of each building or structure.	
(5) The building coverage size in square feet.	
(6) For existing buildings or structures, indicate the approximate age of the building or structure. <sup>7</sup>	
d. The total gross floor area for all buildings and structures.	
e. The total net building coverage for all buildings and structures. Building Coverage (%) = (Total Area of Building and Structural Coverage) / (Lot Size)	
f. Parking and loading statistics that include the following: <sup>8</sup>	
(1) Number of required parking spaces.	
(2) Number of proposed parking spaces.	
(3) Number of required loading spaces.	
(4) Number of proposed loading spaces.	
(5) Number of required accessible parking spaces pursuant to CCR Title 24 standards.	
(6) Number of proposed accessible parking spaces pursuant to CCR Title 24 standards.	
g. Existing and proposed outdoor uses, including the type of outdoor use (e.g., open storage, special event, vehicle maintenance, recreational areas, landscaping, and operations yards) and the size of the area dedicated to the outdoor use.	
h. Statistics on the amount of impervious and pervious surfaces, including:	
(1) Permanent and temporary buildings and structures.	
(2) Paved surfaces (e.g., driveways, walkways, parking areas, and loading areas).	
(3) Pervious surfaces and structures (e.g., landscaped areas, grasscrete, or bioswales).	

<sup>5</sup> If the project site would occur on a leased portion of the subject property, **submit a copy of the lease.**

<sup>6</sup> All recyclable debris generated from demolition projects (e.g., concrete, asphalt, wood, metal) must be recycled or reused per local, regional, and state laws and regulations. For regulations relating to the disposal, recycling, or reuse of inert materials (e.g. concrete, asphalt, dirt) contact the Ventura County, Resource Management Agency, Environmental Health Division and/or review [www.CIWMB.ca.gov/Regulations/Title14/ch3a595a.htm](http://www.CIWMB.ca.gov/Regulations/Title14/ch3a595a.htm) and [www.CIWMB.ca.gov/Regulations/Title14/ch3a595b.htm](http://www.CIWMB.ca.gov/Regulations/Title14/ch3a595b.htm). To review Ordinance No. 4357, which outlines the County's requirement to divert recyclable materials, go to [www.wasteless.org](http://www.wasteless.org). Select "Landfills, Disposal Facilities, Refuse Collection"/Ordinances.

<sup>7</sup> See Section III, "Discretionary Entitlement/Zone Change/Subdivision Application Questionnaire," Item F.20. Buildings or structures that are at least 50 years old might qualify as historical resources, the impacts to which are required to be analyzed as part of the environmental review of the project.

<sup>8</sup> For information on the parking requirements for projects located within the Coastal Zone, see the *Ventura County Coastal Zoning Ordinance* (2004, Article 6). For information on the parking requirements for projects located outside of the Coastal Zone, see the *Ventura County Non-Coastal Zoning Ordinance* (2008, Article 8).

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
i. Grading statistics (in cubic yards), including:	
(1) Cut.	
(2) Fill.	
(3) Import.	
(4) Export.	
j. For commercial and industrial projects, statistics on the proposed size of trash, green waste, and recycling enclosures. <sup>9</sup>	
k. Type and amount (i.e., total surface area in square feet and/or acres) of vegetation removal including (but not limited to) what is required for fire clearance zones. <sup>10</sup>	
l. Protected trees <sup>11</sup> to be removed, altered or encroached upon, including:	
(1) Tree species.	
(2) Girth.	
(3) Indicate whether the tree is located in an easement.	
(4) Action requested (removal, alteration or encroachment).	
<b>Graphic Illustration Requirements</b>	
7. <i>The following must be graphically illustrated on the site plan and drawn to scale:</i>	
a. North arrow.	<input checked="" type="checkbox"/>
b. The scale used in drawing the site plan.	<input checked="" type="checkbox"/>
c. All lot lines with dimensions in feet.	<input checked="" type="checkbox"/>
d. The footprint, as well as eaves that project into setback areas, of existing and proposed buildings and structures, including the following:	
(1) Label the existing and/or proposed use of buildings and structures and/or provide a clear cross-reference to the respective building or structure in the list of project-related information. <sup>12</sup>	

<sup>9</sup> Contact the Integrated Waste Management Division at (805) 658-4315 to obtain the County's Space Allocation Guidelines which outline requirements for refuse and recyclables collection and loading areas.

<sup>10</sup> Projects that are located within areas of intact native vegetation and, consequently, have the potential to adversely impact endangered, threatened, or rare plant species, plant species that are included on the Ventura County List of Locally Important Species, or California Native Plant Society listed species, will require the preparation of a sensitive plant survey by a qualified biologist. The sensitive plant survey must be conducted during the flowering period(s)—typically springtime—of the species that are likely to occur within the project site. The sensitive plant survey must be conducted prior to completion of an Initial Study for the project; therefore, unless a sensitive plant survey has recently been conducted on the project site, the preparation of a sensitive plant survey could delay the processing of your application. For more information on the regulations and procedures for analyzing potential impacts to biological resources, see: [www.ventura.org/rma/planning/ceqa/bio.html](http://www.ventura.org/rma/planning/ceqa/bio.html).

<sup>11</sup> Projects in the non-coastal zone on private property that involve major pruning, removal, trenching, excavation, or other encroachment into the tree protection zone (the area 5 feet outside the dripline or 15 feet from the trunk, whichever is greater) of protected trees must conform to the County's Tree Protection Ordinance (TPO). Protected trees include all oaks and sycamores 9.5 inches in girth or larger (generally measured 4.5 feet above ground), trees of any species with a historical designation, trees of any species 90 inches in circumference or larger, and most 9.5 inch native trees in the Scenic Resources Protection Zone. You must consider the protected trees that are directly part of your request, as well as other protected trees whose tree protection zones (TPZ) are within 20 feet of the limits of the proposed construction area (including access drives and utility easements) or within 20 feet of other trees proposed for removal. This includes trees growing on adjacent parcels if their TPZ extends onto the subject parcel.

An Arborist Report that conforms to the County's requirements will usually be required as part of the application process. See *Submittal Requirements for Tree Permits and Authorizations* for more information. Approval to remove or alter a protected tree will only be granted under the circumstances outlined in the TPO. If minor pruning can solve a compatibility problem, then tree removal will generally not be approved. *Protected trees may not be removed for aesthetic or view reasons.* Note that it is a violation of the TPO to prune or trim protected trees in a manner that does not adhere to [International Society of Arboriculture standards](#).

<sup>12</sup> See Item 6.c, above.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
(2) The following property features must be shown (if applicable):	
(a) Sewage disposal systems (e.g., onsite wastewater treatment systems, “septic systems”, or grey water systems), including disposal fields and expansion areas.	
(b) Both on-site and off-site water wells, including municipal, industrial, or agricultural supply wells that supply water for the project, as well as abandoned wells.	
(c) Underground hazardous materials storage tanks.	
(d) Cisterns.	
(e) Underground water storage.	
e. Setback dimensions (from property lines to structures) and distances between buildings and structures measured in feet.	
f. Delineation and label of the permit area, as well as all areas that would be subject to outdoor uses (e.g., wedding events, temporary or permanent storage yards, landscaping, assembly areas, farmland, and animal keeping activities) and/or restrictive covenants.	☒
g. Delineation and label of construction equipment maintenance and staging areas.	
h. Areas that will be subject to the use, storage, and/or handling of hazardous materials.	
i. Physical features of the site, including:	
(1) Protected trees whose tree protection zones are within 20 feet of the limits of the construction area (including access drives and utility easements) or within 10 feet of other trees proposed for removal. Include (approximate location of) trees on adjacent parcels that meet these criteria if the tree’s protected zone extends over the property line of the subject parcel. Include the following information:	
(a) Location.	
(b) Species.	
(c) Girth of trunk measured at 4.5 feet above natural grade. <sup>13</sup>	
(d) Approximate delineation of the tree’s dripline.	
(e) Label if the tree is going to be altered or removed.	
(f) Any grade changes or trenching proposed within the tree’s protected zone.	
(g) Number the trees if more than one.	
(2) Approximate delineation of native vegetation on site.	
(3) Location of significant biological resources on site, as identified by an Initial Study Biological Assessment (e.g., special status plants, sensitive plant communities, animal dens or nests, or wetland habitat).	
(4) Delineation of 100-foot setbacks from wetland habitats and/or other recommended setbacks identified in the Initial Study Biological Assessment. <sup>14</sup>	
(5) Existing and proposed utilities (e.g., electrical, water, and sewer lines and/or poles), including the Point of Connection to the facilities that will serve the project.	
(6) Existing and proposed topographic contours.	
(7) Existing and proposed hydrological conditions/drainage patterns and infrastructure, including (but not limited to) the following:	
(a) Drainage at a minimum 2% slope away from foundations.	
(b) Watershed Protection District facilities.	
(c) Connections to Watershed Protection District, Transportation Department facilities,	

<sup>13</sup> The girth measuring position may vary depending upon where the waist of the tree is—the narrowest trunk point is typically the goal—and many other factors. If there are multiple trunks, measure each and add their measurements together; for heritage trees only the two largest trunks are measured.

<sup>14</sup> *Ventura County General Plan*, Policy 1.5.2, #4 requires that discretionary development be sited a minimum of 100 feet from significant wetland habitats.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
and other facilities.	
(d) Detention basins and/or other drainage facilities.	
(e) Surface water quality treatment devices (e.g., bioswales or desiltation basins).	
(f) Additional drainage to public road rights-of-way and road improvements.	
(g) Red and blue line streams, <sup>15</sup> as well as any other known on-site drainage course.	
(8) Top of stable (hydrological) bank of creeks and drainages.	
(9) Areas with geologic formations that have undetermined, moderate, or high paleontological importance. <sup>16</sup>	
(10) Delineation of the top and bottom (toe) of slopes.	
(11) Delineate and label Geologic Hazard Areas, <sup>17</sup> (including but not limited to):	
(a) Earthquake Fault Hazard Zones. (Fault Rupture)	
(b) Seismic Hazard Zones. (Liquefaction & Earthquake Landslides)	
(c) Landslides.	
j. Existing and proposed paved areas, including (but not limited to) the type of surfacing, whether it is pervious or impervious, and widths of all walkways.	
k. Location, width, recorded document number, and recorded use of existing and proposed easements.	
l. Existing fire hydrants, including the following:	
(1) Location.	
(2) Type of hydrant (e.g., wet, dry, or drafting).	
(3) Number and size of outlets (i.e., one 4 inch and one 2-1/2 inch).	
m. Location and height of:	
(1) Freestanding light fixtures, with labels indicating the proposed type and intensity of the lighting.	
(2) Walls (including, but not limited to, retaining walls).	
(3) Fences with a label of the proposed type of fencing (e.g., wood, chain link, CMU, or wire).	
n. For the following types of projects, show the location of existing and proposed signs:	
(1) Commercial and industrial projects.	
(2) Projects located on lots located adjacent to U.S. 101, Ventura Boulevard, State Route 118, State Route 232, Rose Avenue, Santa Clara Avenue, and Central Avenue (within the El Rio/Del Norte Area Plan boundary).	
(3) Projects located within the Scenic Resources Protection Overlay Zone.	
(4) Projects located within view of State Highway 126, Main Street, Center Street, Piru Canyon Road, Guiberson Road, and Torrey Road (within the Piru Area Plan boundary).	
o. For commercial and industrial projects, as well as residential projects located adjacent to or within wildlife habitat areas, show the location, height, and size of trash, green waste, and recycling enclosures. <sup>18</sup>	

<sup>15</sup> Information on the location of red and blue line streams may be obtained from the Resource Management Agency GIS Department. Contact Mr. Jose Moreno, M.A., GISP, GIS Supervisor, at (805) 477-1585, or jose.moreno@ventura.org, to obtain this information.

<sup>16</sup> See the *Ventura County Initial Study Assessment Guidelines* (2006, Chapter 9) for a list of the geologic formations that have undetermined, moderate, or high importance.

<sup>17</sup> For a definition and maps identifying the location of Geologic Hazard Areas, see the *Ventura County General Plan Hazards Appendix* (2005), available at: [www.ventura.org/rma/planning/pdf/plans/General\\_Plan\\_Hazards\\_Appendix.pdf](http://www.ventura.org/rma/planning/pdf/plans/General_Plan_Hazards_Appendix.pdf).

<sup>18</sup> Contact the Integrated Waste Management Division at (805) 658-4315 to obtain the County's Space Allocation Guidelines which outline the requirements for refuse and recyclables collection and loading areas.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
p. Roadway and parking features including:	
(1) Adjacent and on-site public and private streets with the following information shown for both the existing streets and proposed roadway improvements:	
(a) Delineation of the right-of-way for public streets and easement line with the recorded document number for private streets (map citation).	
(b) Street name.	
(c) Cross section of the existing road and proposed road improvements.	
(d) Edge of pavement and/or concrete.	
(e) Street frontage features (e.g., curbs, gutters, and sidewalks).	
(f) Lane configurations.	
(g) Signage, including on-site and adjacent roadway traffic signs.	
(h) Traffic signals.	
(i) Street lights.	
(j) Utility poles.	
(k) Bicycle lanes.	
(l) Pedestrian crossings.	
(m) Islands and medians.	
(n) Areas to be dedicated for road-widening purposes.	
(o) Existing and proposed curb cuts (e.g., driveway and private roadway entrances from the road to the project site).	
(p) Identify the Ventura County Roadway Plate that was used to design the roadway, in order to achieve consistency with the Ventura County's Roadway Standards and the Ventura County Fire Protection District's access standards.	
(q) Any improvements that would require an Encroachment Permit from the Transportation Department (e.g., trenching for the placement of utilities or pipelines).	
(2) Access road(s)/driveway(s) features including: <sup>19</sup>	
(a) Location.	
(b) Width.	
(c) Surface type.	
(d) Proposed grades.	
(e) Ventura County Fire Protection District turnarounds.	
(f) Existing and proposed access road gate locations.	
(g) If the project involves the use of off-site access roads/driveways, show the public right-of-way or recorded ingress/egress easement locations. Copies of easements may be required prior to project approval.	
(h) Sight distance. <sup>20</sup>	

<sup>19</sup> For all projects in which the project site is not located adjacent to a public road right-of-way, **submit documentation (e.g., a recorded access easement/title report)** that demonstrates legal access to the property from the nearest public road.

<sup>20</sup> For information on the sight distance requirements, see the Transportation Department's "Sight Distance" brochure, which is available on-line at:

[http://portal.countyofventura.org/pls/portal/docs/PAGE/PUBLIC\\_WORKS/TRANSPORTATION/CITIZEN\\_BROCHURES/DOCUMENTS/SIGHT%20DISTANCE.PDF](http://portal.countyofventura.org/pls/portal/docs/PAGE/PUBLIC_WORKS/TRANSPORTATION/CITIZEN_BROCHURES/DOCUMENTS/SIGHT%20DISTANCE.PDF).

Also, see the *Ventura County Non-Coastal Zoning Ordinance* (2008, §8106-8.4) for projects located within inland areas of the County, and the *Ventura County Coastal Zoning Ordinance* (2004, §8175-3.8, §8172-1, and §8175-3.11) for projects located within the Coastal Zone.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
(3) Layout and dimensions of the parking area, including: motor vehicle, motorcycle, carpool, and bicycle parking spaces; drive aisles and direction of travel; stacking areas; loading spaces; and, required landscaping.	
(4) Number the parking spaces and provide the total number of parking spaces.	
(5) For commercial, agricultural, recreational, industrial, or multi-family residential projects, also include the following:	
(a) Identify parking spaces for:	
i. Accessible parking spaces, pursuant to CCR Title 24 requirements.	
ii. Compact vehicles.	
iii. Bicycles.	
iv. Motorcycles.	
(b) Arrows to show the direction of traffic flows.	
(c) Off-street loading spaces and facilities.	
(d) Concrete curbing.	
q. Oil wells if the project would result in an oil well being located closer than 500 feet to a dwelling.	
r. Show existing and proposed accessible path(s) of travel from public ways to all buildings, pursuant to CCR Title 24 requirements.	
s. Areas of vegetation removal including (but not limited to) what is required for:	
(1) Fire protection purposes. Delineate the 100 foot brush clearance limit line around all buildings if there is natural brush within 100 feet of any building. Delineate the limit line on adjacent lots if the 100 foot zone crosses a lot line.	
(2) Buildings and structures.	
(3) Landscaping.	
8. <i>For projects located within a FEMA-designated Special Flood Hazard Area (100-year floodplain), submit 2 copies of a floodplain site plan, folded to no larger than 8.5 x 14 inches, which includes the following information:</i> <sup>21</sup>	
a. List the National Flood Insurance Program (NFIP) FIRM number, panel, suffix, and dates of the Effective (current approved) and any Preliminary Map.	
b. Accurately delineate the FEMA floodplain boundary, and Regulatory Floodway boundary as determined on the current-approved "Effective" Flood Insurance Rate Map (FIRM), and most recently released Preliminary FIRM to be completed by either a California licensed civil engineer or architect.	
c. Topography must be drawn at one-foot contour intervals, unless impractical.	
d. For projects located immediately outside of FEMA-designated floodplain areas (within 100 feet of a floodplain boundary), topographic contour lines must be drawn within a range of 1 to 10 foot contour intervals.	
e. Identify and label existing and proposed habitable and non-habitable structures above and below ground tanks, utilities, site grading, and temporary and permanent construction and non-construction storage areas.	
f. Identify and label any wetland areas, which are located on and immediately adjacent to the subject property, as identified on the County of Ventura's latest available Geographic Information System database.	
g. Label the appropriate FEMA flood zone(s) on the subject property.	
h. Identify the base flood (100-year) elevation using the NGVD 1929 datum.	

<sup>21</sup> County of Ventura Floodplain Management Ordinance; Title 44 Code of Federal Regulations Sections 59, 60, 65 and 70.

## II.B. Conceptual Landscape Plan Submittal Requirements

### Applicability

The following checklist outlines the submittal requirements for conceptual landscape plans. Conceptual landscape plans must be submitted with the project application for all new and expanding discretionary uses where landscaping is required or where required landscaping will be modified. This includes commercial, industrial, institutional, assembly uses, and all uses (including multifamily dwellings) with 5 or more parking spaces.

For single- and two-family dwellings, these requirements apply only to the *required part* of the landscape. For multi-family dwellings, these requirements do not apply to private backyards.

Final landscape plans will be required prior to issuance of building permits.

Conceptual Landscape Plan Requirement	Required
<b>Format</b>	
1. <i>Copies: Submit 2 hardcopies of the plan.</i>	<input checked="" type="checkbox"/>
2. <i>Size: Minimum of 24 x 36 inches, folded to no larger than 8.5 x 14 inches. Also include one set of 8.5 x 11 inch reductions.</i>	<input checked="" type="checkbox"/>
3. <i>Orientation: Include north arrow shown on each sheet, except detail.</i>	<input checked="" type="checkbox"/>
4. <i>Scale: Plans must be at a scale of 1 inch = 30 feet or larger. For large projects with simple landscapes the scale can be reduced to 1 inch = 40 feet if all symbols are legible, or multiple sheets can be used. Provide bar scale on the plan.</i>	<input checked="" type="checkbox"/>
5. <i>Lettering: All lettering must be legible and 1/8 inch or larger.</i>	<input checked="" type="checkbox"/>
6. <i>Page numbering: Number sheets consecutively: "Sheet ___ of ___"</i>	<input checked="" type="checkbox"/>
7. <i>Simulations: Color photo simulations of the landscape must be provided for projects which could have a visual impact, including cell towers and projects located adjacent to designated or eligible Scenic Highways. Photo simulations must show the landscape's conceptual design including types, sizes and textures of plants; screening; and massing. The photos should be taken from various locations and/or angles from which the public would typically view the site. Before and after photo exhibits should be presented.</i>	
8. <i>Screening elevations: Where screening will be provided by a fence, wall or vegetation, provide scaled elevations, or photo simulations, of the screening.</i>	
9. <i>Note: Symbols/illustrations/simulations representing new plants should convey plant size at approximately 5 years growth.</i>	
10. <i>Title block: Locate on the right-hand edge of each sheet, unless an alternative location would make it more legible. Include:</i>	<input checked="" type="checkbox"/>
a. Plan title.	<input checked="" type="checkbox"/>
b. Project title/name.	<input checked="" type="checkbox"/>
c. County project number (if assigned yet).	
d. Assessor's parcel numbers (APNs) of all parcels on which the project is located.	<input checked="" type="checkbox"/>
e. Project address (if any).	
f. Landscape architect's name, license or seal expiration, signature and date signed.	<input checked="" type="checkbox"/>
g. Date of plan.	<input checked="" type="checkbox"/>
<b>Title Sheet</b>	
11. <i>The first sheet of the plan must be a title sheet and include the following:</i>	

Conceptual Landscape Plan Requirement	Required
a. Name, address, email address, and phone number of: landscape architect; other professionals who worked on plans such as engineers, arborists or surveyors; and the owner/developer.	☒
b. Notation: "Conceptual Plans For Plan Check Only."	☒
c. Landscape plans must include <u>lists</u> of the following project-related information:	
(1) Total square footage of: project site, parking area, total landscaped area, parking area perimeter landscaping, parking area interior landscaping (see preferred table format following this table for providing the required information in #1-3 of this section).	☒
(2) Percentage of: the project site that will be landscaped and the parking area that will be landscaped (see §8108-5.14.5(a) of the NCZO). Indicate both the percentage that is required and the percentage that will be provided.	☒
(3) Number of motor vehicle and motorcycle parking spaces.	☒
(4) Number, type and approximate size of existing trees to be removed or retained in the irrigated landscape. Indicate those that have protected tree status.	☒
(5) Number, type and container size of proposed trees.	☒
<b>Project Concept Notes</b>	
a. It will expedite plan review if the landscape architect includes brief project notes which point out the features in the proposed landscape which achieve the following functions of landscaping. Not all functions of landscaping will be appropriate for all projects.	
(1) Screening.	
(2) Visual relief and/or visual integration.	
(3) Compatibility with community character.	
(4) Shade and improved aesthetics of paved areas.	
(5) Retention and treatment of stormwater.	
(6) Slope stabilization.	
(7) Restoration of disturbed land to its natural state.	
<b>Graphic Illustrations</b>	
<i>12. The following existing or proposed features must be graphically illustrated and called out.</i>	
a. Lot lines (with dimensions in feet), adjacent street names, use and zoning of adjacent properties.	☒
b. Buildings and structures, driveways, parking areas (stalls must be delineated) pedestrian pathways and other hardscape or nonplantable features. Include feature dimensions.	☒
c. Features, such as trash enclosures or loading areas, that require landscape screening.	☒
d. Light poles.	☒
e. Walls, retaining walls, fences. Provide a concept detail of fences, gates, walls, retaining walls and plantable walls showing layout and height.	☒
f. Utility and access easements, and overhead lines.	☒
g. Engineered slopes, walls and grades. Indicate the top and toe of all significant slopes.	☒
h. Important natural features such as drainages and rock outcroppings.	☒
i. Fuel modification zones.	☒
j. Existing protected-status trees (including those on adjacent parcels if the tree's protected zone extends over the property line), to be removed or retained, including type and size.	☒
k. Landscape planters/areas, including a general idea of the proposed plant palette including type and size. Include parking area planter inside dimensions. The plan should demonstrate compliance with specific parking area landscape planter layout and dimensions requirements (see Section 8108-5.14).	☒

Conceptual Landscape Plan Requirement	Required
i. New trees, including proposed type and size.	<input checked="" type="checkbox"/>
m. Water harvesting or stormwater management landscape features (labeled). Include planter dimensions.	<input checked="" type="checkbox"/>
n. Landscape design elements (e.g., fountains, sculptures, mounds).	<input checked="" type="checkbox"/>
o. Sight distance triangles at street intersections.	<input checked="" type="checkbox"/>

Preferred table format for providing Title Sheet 11-e (1-3) required data.

Total project site (square feet)		
Total landscaped area (square feet)		
Total parking area, including driveways/aisles (square feet)		
	<b>Required</b>	<b>Provided</b>
Motor vehicle and motorcycle parking stalls (#)		
Trees in interior parking area landscaping (#)		
Trees in perimeter parking area landscaping (#)		
Parking area interior landscaping (square feet)		
Parking area interior landscaping (% of parking area)		
Parking area perimeter landscaping (square feet)		
Total landscaped area (% of project area)		

## II.C. Building Elevations

### Applicability

The following checklist outlines the requirements for building elevations. If your project does not involve the construction of a new building or any changes to the exterior of an existing building, you do not need to submit building elevations; proceed to Section II.C.

### Building Elevations Requirements

Building elevations must comply with the following requirements:

Building Elevations Plans Requirement and/or Informational Item	Required
<b>Submittal Requirements</b>	
1. <i>Submit 4 copies of the building elevations, folded to no larger than 8.5 x 14 inches in size.</i>	<input checked="" type="checkbox"/>
<b>Dimensional Requirements</b>	
2. <i>Building elevations must comply with the following dimensional requirements:</i>	
a. All sheets of the plans for building elevations must be a minimum of 24 x 36 inches in size.	<input checked="" type="checkbox"/>
b. All sheets of the plans for building elevations must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot, unless an alternative scale is required in order to make the plans legible.	<input checked="" type="checkbox"/>
<b>Informational Requirements</b>	
3 <i>Building elevations must include the following:</i>	
a. The title block information required on the site plan/preliminary grading plan. <sup>22</sup>	<input checked="" type="checkbox"/>

<sup>22</sup> See Section II.A, Item No. 4 (above).

Building Elevations Plans Requirement and/or Informational Item	Required
b. Graphic and numeric scale used in drawing the building elevations. <sup>23</sup>	☒
c. Buildings and structures must be labeled to indicate what building or structure is shown on the elevations.	☒
d. Four elevations of the exterior of buildings and structures labeled in terms of the direction the elevation faces (i.e., north, south, east, or west).	☒
e. Building dimensions—both height and width—for each elevation. The heights of buildings and structures must be measured according to the definitions and methodologies stated in the: (a) <i>Ventura County Non-Coastal Zoning Ordinance</i> (2008, §8172-1, §8175-3.13, and §8175-4 et seq) for projects located within the inland areas of the County; or, (b) <i>Ventura County Coastal Zoning Ordinance</i> (2004, §8174-4) for projects located within the Coastal Zone.	☒
f. A description and sample of the colors, materials, and textures of the exterior surfaces of each elevation for projects involving commercial and industrial uses, as well as projects located within Scenic Resource Protection Overlay Zone, hillside/mountainous areas, and Coastal areas.	
g. Architectural treatments (e.g., entrances, windows, lighting, and eaves) shown on each elevation.	☒
h. For commercial and industrial projects, show the signage on each building elevation, as well as all freestanding (e.g., monument) signs, with size dimensions, copy, colors, and lighting details. In addition, a sign program is required for the following projects and, therefore, building elevations and plans for freestanding signs for the following projects also must show the signage on each elevation with size dimensions, copy, colors, and lighting details in conformance with the proposed sign program:	
(1) Projects located on lots located adjacent to U.S. 101, Ventura Boulevard, State Route 118, State Route 232, Rose Avenue, Santa Clara Avenue, and Central Avenue (within the El Rio/Del Norte Area Plan boundary).	
(2) Projects within the Scenic Resources Protection Overlay Zone.	
(3) Projects located within view of State Highway 126, Main Street, Center Street, Piru Canyon Road, Guiberson Road, and Torrey Road (within the Piru Area Plan boundary).	
i. Architectural details of all walls, fences, and gateposts, including the height dimensions, materials, and colors.	
j. For projects located within a FEMA-designated floodplain, show the base flood elevation plus one-foot freeboard above the base flood elevation on elevation drawings.	
k. Existing and proposed grades.	☒
l. For projects located within the Coastal Zone, submit cross-sections of habitable structures.	
m. For projects that are located within a Residential Beach Zone (i.e., “RB” or “RBH” zone), submit a roof plan.	

## II.D. Floor Plans

### Applicability

The following checklist outlines the requirements for floor plans. If your project does not involve the construction of a new building or a remodel of an existing building, you do not need to submit floor plans; proceed to Section II.D.

<sup>23</sup> See Section II.B, Item No. 2.b (above).

**Floor Plan Submittal Requirements**

Floor plans must comply with the following requirements:

Floor Plans Requirement and/or Informational Item	Required
<b>Submittal Requirements</b>	
1. <i>Submit 4 copies of the floor plans, folded to no larger than 8.5 x 14 inches in size.</i>	<input checked="" type="checkbox"/>
<b>Dimensional Requirements</b>	
2. <i>Floor plans must comply with the following dimensional requirements:</i>	
a. <i>All sheets of the floor plans must be a minimum of 24 x 36 inches in size.</i>	<input checked="" type="checkbox"/>
b. <i>All sheets of the floor plans must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot.</i>	
<b>Informational Requirements</b>	
3. <i>Identify floors, levels, attics, lofts, and basements of the buildings or structures, with labels indicating the building or structure and the proposed use, square footage, occupant load factor and occupant load of each room.</i>	
4. <i>Identify cooking facilities, plumbing fixtures (including sizes of sinks), and other built-in fixtures.</i>	

**II.E. Tentative Subdivision Maps (Tentative Parcel Maps, Conditional Certificates of Compliance, and Tract Maps)**

Applicability

The following checklist outlines the requirements for tentative subdivision maps. If your project does not involve a Tentative Parcel Map, Conditional Certificate of Compliance, or Tract Map, you do not need to submit a tentative subdivision map; proceed to Section II.E.

Tentative Subdivision Map Requirements<sup>24</sup>

Tentative subdivision maps must comply with the following requirements:

Tentative Subdivision Map Requirement/Informational Item	Required
<b>Submittal Requirements</b>	
1. <i>Submit 20 copies of the tentative subdivision map, folded to no larger than 8.5 x 14 inches in size.</i>	<input checked="" type="checkbox"/>
<b>Dimensional/Orientation Requirements</b>	
2. <i>Tentative subdivision maps must be legible and comply with the following dimensional and orientation requirements:</i>	
a. <i>Tentative subdivision map sheets shall not exceed 42 inches in size along any side.</i>	<input checked="" type="checkbox"/>
b. <i>All sheets must have a marginal line with a blank 1 inch margin on all sides.</i>	<input checked="" type="checkbox"/>
c. <i>Tentative subdivision maps must be drawn using an engineer's scale within the range of 1</i>	<input checked="" type="checkbox"/>

<sup>24</sup> Prior to preparing a tentative subdivision map, carefully review the design requirements for tentative subdivision maps, which are listed in the *Ventura County Subdivision Ordinance* (2005, Article 4).

<b>Tentative Subdivision Map Requirement/Informational Item</b>	<b>Required</b>
inch = 40 feet to 1 inch = 200 feet, or as approved by Planning Director.	
(1) For projects that are proposed on lots that are equal to, or greater than, 20 acres, include an enlargement/detailed drawing of the areas of proposed development.	
<b>Vicinity Map Requirements</b>	
3. <i>Tentative subdivision maps must include a small, yet legible vicinity map (no larger than 5 x 5 inches in size) that illustrates the project site, as well as the following features if they are located within 0.5 mile of the project site:</i>	<input checked="" type="checkbox"/>
a. The major existing circulation pattern and proposed major streets.	
b. Existing major watercourses, including red and blue line channels. <sup>25</sup>	
c. Existing Ventura County Watershed Protection District channels.	
<b>Title Block Requirements</b>	
4. <i>In or near the lower right-hand corner of the first sheet, a title block must be included with the following information:</i>	
a. Tentative tract number or tentative parcel map number stated as "Tract No. [INSERT NUMBER]," "Parcel Map No. [INSERT NUMBER]," or "Conditional Certificate of Compliance-Parcel Map [INSERT NUMBER]" (as applicable).	<input checked="" type="checkbox"/>
b. Name and mailing address of the:	
(1) Subdivider.	<input checked="" type="checkbox"/>
(2) Property owner (of the parent parcel).	<input checked="" type="checkbox"/>
(3) Map preparer.	<input checked="" type="checkbox"/>
c. The date the map was prepared.	<input checked="" type="checkbox"/>
d. Legal subdivision designation and record reference.	<input checked="" type="checkbox"/>
e. The total number of lots or parcels to be offered for dedication excluding any remainder parcel and, if there is a remainder parcel, a label stating "Designated Remainder."	
f. For condominium projects, include the statement: "For Condominium Purposes."	
g. The proposed number and size of the lots. <sup>26</sup> For subdivisions that would create a large number of lots, summarize the number of lots by clustering them according to the proposed range of sizes of the lots.	<input checked="" type="checkbox"/>
<b>Graphic Illustration Requirements</b>	
5. <i>Tentative subdivision maps must graphically illustrate the following information:</i>	
a. North arrow, as well as a graphic and numeric scale at which the map is drawn. <sup>27</sup>	<input checked="" type="checkbox"/>
b. All boundary lines of the subdivision with approximate bearings and distances.	<input checked="" type="checkbox"/>
c. The location of each existing lot.	<input checked="" type="checkbox"/>
d. Existing and proposed contour intervals illustrated as follows:	
(1) 1 foot when the slope of ground is less than 5%.	
(2) 2 feet when the slope of ground is between 5 to 10%.	

<sup>25</sup> See Footnote 14.

<sup>26</sup> For proposed lots that would rely on septic systems for sewage disposal, and are located within groundwater basins with impaired groundwater quality (e.g., nitrate impacted), be advised that the minimum lot sizes for development must be derived using the County of Ventura Environmental Health Division February 7, 1996, memorandum titled "Model for Determining Nitrate Loading from Septic Systems." The minimum lot size that is required to support a septic system might be greater than the minimum lot size that is allowed for the zone district in which the project site is located. Contact the Watershed Protection District, Groundwater Section to obtain the requirements of the Model for Determining Nitrate Loading from Septic Systems.

<sup>27</sup> See Section II.D, Item 2.a(3) (above).

Tentative Subdivision Map Requirement/Informational Item	Required
(3) 5 feet when the slope of ground is between 10 to 25%.	
(4) 10 feet when the slope of ground is greater than 25%.	
(5) At least every 5th contour shall be clearly labeled and indicated so as to be distinctive.	☒
(6) Contour lines shall be depicted for a sufficient distance beyond the boundary lines of the subdivision to clearly show the relationship of the topography of the subdivision to that of the surrounding land.	☒
e. The following information must be shown for each proposed lot:	
(1) Proposed lot lines.	☒
(2) Approximate dimensions of the proposed lot lines.	☒
(3) An identifier for each lot based on the following:	
(a) A remainder parcel shall be labeled as a "Remainder Parcel."	
(b) Any parcel to be dedicated or offered for dedication for flood control purposes shall be designated "Parcel X."	
(c) Lots which are to be dedicated or offered for dedication for any purpose other than flood control purposes shall be designated "Parcel" and lettered consecutively commencing with the letter "A." Indicate to whom the parcel is being offered and for what purpose (if known).	
(d) Other lots, including Conservation Parcels and Non-Conservation Parcels, shall be numbered consecutively commencing with the number "one."	☒
f. The gross area of each proposed lot, and the net area of each proposed lot 10 acres or smaller in size.	☒
g. The location of at least one buildable site for each proposed lot for which a buildable site is required by the <i>Ventura County Subdivision Ordinance</i> (2005, §8204-2.6) and, by reference, the Ventura County General Plan.	
h. The proposed uses of each proposed lot (e.g., single-family, multi-family, commercial, industrial, schools, or parks).	☒
i. The following that are located within the project site and 100 feet of the proposed subdivision must be shown and labeled to indicate if they are going to remain or be removed:	
(1) Buildings and structures.	
(2) Fences.	
(3) Tree rows with a label indicating the type(s) of species.	
(4) Significant trees.	
(5) Existing or abandoned water wells.	
(6) Public utility lines.	
(7) Prominent physical features of the project site.	
(8) Land uses.	
(9) Sewage disposal systems (e.g., onsite wastewater treatment systems, "septic systems", or grey water systems), including disposal fields and expansion areas.	
j. The following gas- and oil-related features must be shown:	
(1) Producing, abandoned, or idle oil wells, labeled as such.	
(2) Oil pipelines.	
(3) Gas pipelines.	
(4) Existing and abandoned oil sumps.	

Tentative Subdivision Map Requirement/Informational Item	Required
(5) Existing oil and gas Conditional Use Permit boundaries. <sup>28</sup>	
k. The approximate location and direction of flow of watercourses and natural drainage channels, including red and blue line channels.	
l. The width and approximate location of existing and proposed public <sup>29</sup> and private easements and rights of way within and adjacent to the proposed subdivision, including the following information:	
(1) Existing and proposed road right-of-way.	
(2) Existing and proposed road cross sections showing the proposed public and private road right-of-ways and road improvements, with the existing road cross-section and existing public road right-of-way.	
(3) Existing and proposed road right-of-way dedication or easement.	
(4) Existing and proposed road improvements. Include: roadway width; centerline radii; approximate grades at and along the roadway; intersections; turnarounds; and, type of material used. State which County Road Standard Plate was used.	
m. The location within and outside of the proposed subdivision of proposed and existing public and private:	
(1) Storm drain lines, pipes, and ditches.	
(2) Storm drain inlets and outlets.	
(3) Drainage easements.	
(4) Utility easements.	
n. Necessary off-site access from the proposed subdivision to the nearest public road, including the following information:	
(1) Width.	
(2) Location.	
(3) Sight distance.	
o. Delineation of Special Flood Hazard Areas based in accordance with the Floodplain Management Ordinance and methodologies approved by the Ventura County Public Works Agency. In addition, the following information must be shown for projects located within a FEMA-designated floodplain:	
(1) Delineation of FEMA floodplain boundaries, and Regulatory Floodway boundaries as determined on the "Effective" Flood Insurance Rate Map (FIRM), and most recently released Preliminary FIRM.	
(2) Label the appropriate FEMA flood zone(s) on the subject property.	
(3) Identify the base flood (100-year) elevation using the NGVD 1929 datum and the NAVD 1988 datum.	
(4) Identify cross-sections as provided on the FEMA FIRM (Effective and Preliminary FIRMs).	
p. The location of each test boring upon which the preliminary soils report described in the <i>Ventura County Subdivision Ordinance</i> [2005, §8203-3(n)] is based.	☒
q. The approximate location of easements to be abandoned pursuant to Sections 66434(g), 66445(j), 66499.20¼, and 66499.20½ of the Subdivision Map Act.	

<sup>28</sup> For information on oil and gas Conditional Use Permits that have been issued on the project site, contact the Permit Intake Coordinator or the Planning Division Information Counter.

<sup>29</sup> The design and construction of public roads, as well as all roadway dedications, must be made in accordance with the applicable Ventura County Road Standard Plate and Road Index available at the Transportation Department's website or at the Public Counter.

## II.F. Sketch Map and Sketch Map Overlay Requirements for Parcel Map Waivers

### Applicability

The following checklist outlines the requirements for sketch maps and sketch map overlays for Parcel Map Waivers (e.g., Parcel Map Waiver-Lot Line Adjustment). If your project does not involve a Parcel Map Waiver, you do not need to submit a sketch map and sketch map overlay; proceed to Section III, “Discretionary Entitlement/Zone Change/Subdivision Application Questionnaire.”

### Sketch Map and Sketch Map Overlay Requirements

Sketch maps and sketch map overlays must comply with the following requirements:

Sketch Map and Sketch Map Overlay Requirement/Informational Item	Required
<b>Sketch Map Requirements</b>	
1. Contact the Permit Intake Coordinator to determine the number of copies of the sketch map that will be required. <b>You may be required to submit up to 21 copies.</b>	<input checked="" type="checkbox"/>
2. Maps must: (a) be prepared by a Land Surveyor or Registered Civil Engineer who is authorized to practice land surveying; and, (b) must meet the following requirements:	
a. Maps must be letter size (8.5 x 11 inches).	<input checked="" type="checkbox"/>
b. Maps must have a minimum lettering size of 6 point font.	<input checked="" type="checkbox"/>
c. Lettering must be open style.	<input checked="" type="checkbox"/>
d. Maps must have a 0.5 inch border line.	<input checked="" type="checkbox"/>
e. Drawn to scale.	<input checked="" type="checkbox"/>
3. Existing and proposed lots must be shown as follows:	
a. Existing lot lines being adjusted must be shown:	
(1) Using dashed lines.	<input checked="" type="checkbox"/>
(2) Labeled to indicate whether or not they are going to be either adjusted, moved or eliminated (e.g., "existing lot line," "lot line to be deleted," "Merger," or "moved - LLA").	<input checked="" type="checkbox"/>
b. Proposed new lot lines and those not being altered must be:	
(1) Shown using solid lines.	<input checked="" type="checkbox"/>
c. The adjusted line shall be labeled (e.g., "proposed lot line").	
d. Show the locations of proposed building sites and access for proposed vacant parcels.	
4. Identify and label (e.g., "existing" with the deed reference, or "proposed") existing and proposed easements. <sup>30</sup>	
5. Label the bearings and distances for all lot lines.	<input checked="" type="checkbox"/>
6. Show adjacent street widths and names.	
7. The size of the proposed lots must be shown as follows:	
a. For lots 10 acres in size or less, show the net and gross acreage. For lots less than 1 acre in size, indicate the lot size in square feet.	<input checked="" type="checkbox"/>
b. For all lots, show the net acreage.	<input checked="" type="checkbox"/>
8. Provide a north arrow.	<input checked="" type="checkbox"/>
9. Provide a bar, engineer's scale.	<input checked="" type="checkbox"/>
10. List the following information about the Land Surveyor or Registered Civil Engineer who is	

<sup>30</sup> Recording a "proposed" easement on a lot line adjustment, lot elimination subdivision, or voluntary merger does not create that easement. An easement deed must be recorded.

<b>Sketch Map and Sketch Map Overlay Requirement/Informational Item</b>	<b>Required</b>
<i>authorized to practice land surveying and who prepared the map:</i>	
a. Signature.	<input checked="" type="checkbox"/>
b. Seal.	<input checked="" type="checkbox"/>
c. License expiration date.	<input checked="" type="checkbox"/>
<b>11. Provide a title block that includes:</b>	
a. The type of proposed project (e.g., "Parcel Map Waiver No. ___") and action (e.g., "Lot Line Adjustment") in parentheses.	<input checked="" type="checkbox"/>
b. The following information about the engineer or surveyor who prepared the map:	
(1) Name.	<input checked="" type="checkbox"/>
(2) Address.	<input checked="" type="checkbox"/>
<b>12. Provide the project site address.</b>	
<b>Sketch Map Overlay Requirements</b>	
<b>13. Sketch map overlays must be prepared on a transparent or semitransparent sheet that is the same size as the sketch map, and must include the following:</b>	
a. The outer boundary of the entire subject property (omitting interior lines that are to be changed).	<input checked="" type="checkbox"/>
b. Existing structures.	
c. On-site sewage disposal systems.	
d. Water wells.	
<b>14. Sketch map overlays must be drawn to the same scale as the sketch map.</b>	<input checked="" type="checkbox"/>

## **II.G. All Plans/ Maps**

<b>Reductions</b>	<b>Required</b>
<b>Reduction Requirement</b>	
1. <i>Submit a reduced set of all plans and maps in an 8.5 x 11 inch format.</i>	<input checked="" type="checkbox"/>



## Section III – Entitlement/Zone Change/Subdivision Application Questionnaire

County of Ventura • Resource Management Agency • Planning Division  
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2478 • <http://www.ventura.org/rma/planning>

### III.A. Requested Entitlement, Zone Change, and/or Subdivision

Please check all entitlements, subdivisions, and/or zone change of which you are requesting approval.

New	Major Modification	Minor Modification	New
		Tract Map (SD and TR)	Zone Change (ZN)
		Parcel Map (SD)	Variance (LU)
		Parcel Map Waiver (SD)	Administrative Variance (LU)
		Conditional Certificate of Compliance (SD)	Other
		Conditional Use Permit (LU)	
		Planned Development Permit (LU)	

### III.B. Project Description Summary

Please provide a brief summary of the proposed project.

### III.C. Assessor Parcel Numbers (“APNs”) and Project Site Location

C.1. Please list all of the APNs that constitute the project site:

(Attach additional sheets if necessary.)

C.2. Street Address (if any):

C.3. Community (e.g., El Rio, Piru, or Lake Sherwood):

#### STAFF USE ONLY

**CASE FILE NUMBER:** \_\_\_\_\_ Date Received: \_\_\_\_\_

Land Use Designation(s): \_\_\_\_\_ Zoning Designation(s): \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Deposit Fee Paid: \_\_\_\_\_

Previous Permit Numbers: \_\_\_\_\_ Violation Numbers: \_\_\_\_\_

Pre-Submittal Planner: \_\_\_\_\_ Date of Application Submittal: \_\_\_\_\_

Pre-Submittal Letter Date: \_\_\_\_\_ Legal Lot Reference: \_\_\_\_\_

Proposed Use as Listed in the Use Matrix: \_\_\_\_\_

**III.D. Primary Contact Information**

Please designate and provide the following information about the person who will serve as the primary point of contact on this project. All project-related correspondence will be directed to this person.

Name: Phone Number:

Mailing Address:

Email Address: Fax Number:

**III.E. Applicant, Property Owner, and Consultant Information**

Please provide the following information about the applicant, property owner, and all consultants (e.g., architects, civil engineers, surveyors, and permit expeditors) who prepared the application materials (e.g., plans, reports, and studies). For the person designated as the primary contact (Item D, above), please state: "Same as Primary Contact." If the item does not apply to your project, please check the "N/A" box and proceed to the following item.

**E.1. Applicant**

The applicant is: (Please check the appropriate box.)

Owner Lessee Has Power of Attorney Authorized by Owner

If the applicant is not the property owner(s), **please submit a lease agreement, power of attorney document, or owner authorization document** with your application.

Name: Phone Number:

Mailing Address:

Email Address: Fax Number:

*I hereby submit an application for the land use entitlement(s) and/or zone change identified in this application questionnaire, and certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge.*

*I certify that I have read and understand all of the instructions and submittal requirements for my application package and have made a good faith effort to comply with these instructions and to provide all of the materials and information that are required for a complete application.*

*I hereby acknowledge that I have been informed of my right to make a written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.*

*I certify that I am aware that the information provided in my application package may be subject to public inspection that occurs as a result of any request made in accordance with the requirements of the California Government Code [§6253(a) et seq].*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**E.2. Property Owner**

If the property owner is the same as the applicant (Item E.1, above), write "same." If there is more than one property owner, **please submit a consent letter for each additional property owner.** If the property owner refuses or is unable to sign, **please provide a copy of the lease, title report, or other documentation.**

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

---

Property Owner's Signature

---

Date

**E.3. Architect**

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

**E.4. Civil Engineer**

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

**E.5. Licensed Land Surveyor**

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

**E.6. Land Use Consultant**

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

COUNTY OF VENTURA

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**AUTHORIZATION OF AGENT  
TO ACT ON PROPERTY OWNER'S BEHALF**

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project (excluding the *Notice to Property Owner*, the execution of which I understand is my personal responsibility). My agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: \_\_\_\_\_

(Include Permit # if available)

Project Location: \_\_\_\_\_

(Address, APN and other property identification as needed)

Name of Authorized Agent: \_\_\_\_\_

(Please Print)

Address of Authorized Agent: \_\_\_\_\_

Phone Number of Authorized Agent: \_\_\_\_\_

E-Mail Address of Authorized Agent: \_\_\_\_\_

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**PROPERTY OWNER ACKNOWLEDGEMENT**

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Property Owner's Name: \_\_\_\_\_

(Please Print)

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's E-Mail Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner must be as shown on the latest Assessor records.

Verification of Property Owner Signature:  Driver License  Notarized Letter  Other

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

COUNTY OF VENTURA

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**AUTHORIZATION OF AGENT  
TO ACT ON PERMITTEE'S BEHALF\***

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project. My agent shall receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: \_\_\_\_\_

\_\_\_\_\_  
(Brief Summary to Include Permit No., If Available)

Project Location: \_\_\_\_\_

\_\_\_\_\_  
(Address, APN and other property identification as needed)

Name of Authorized Agent: \_\_\_\_\_

(Please Print)

Address of Authorized Agent: \_\_\_\_\_

Phone Number of Authorized Agent: \_\_\_\_\_

E-Mail Address of Authorized Agent: \_\_\_\_\_

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**PERMITTEE ACKNOWLEDGEMENT**

I declare under penalty of perjury that I am the permittee for the project at the address listed above, and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Permittee's Name: \_\_\_\_\_

(Please Print)

Permittee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permittee's E-Mail Address: \_\_\_\_\_

Permittee's Phone Number: \_\_\_\_\_

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\* A notarized letter from the permittee may be submitted in lieu of this form.

**III.F. Project Description**

To ensure County staff understands your project and to avoid delays in processing your application, it is very important to provide as much information as possible on all aspects of the proposed project. In order to present a detailed project description, please answer all of the following questions and provide the requested materials (as applicable) to supplement the project information that must be shown on the project plans and/or map.<sup>1</sup>

**F.1. Entitlements, Zone Change, and/or Approvals**

- a. Existing Permits: List all Federal, State, or Ventura County permits which currently are in effect for the buildings, structures, and uses that currently exist on the project site. If Zoning and Building Permits are unavailable for a building or structure, please contact the Tax Assessor’s Office to determine when the building or structure was constructed and provide the date. If there are no permits currently in effect on the project site, please check the “N/A” box and proceed to Item F.1.b. **N/A**

Agency	Permit Case Number	Description of Permitted Use/Development	Permit Issuance Date	Permit Expiration Date

- b. Requested Permits, Actions, and Approvals: Please identify all of the Planning Division, other County Agencies, responsible agencies, and trustee agencies permits, actions, and approvals that you are requesting in order to implement the proposed project.<sup>2</sup> If the project involves a modification to any previously approved permit (e.g., local, State, or Federal permit), please describe the previously approved permit (e.g., type of permit and permit number).

c. Zoning Violations:

- (1) Is the project site currently subject to any Federal, State, or Ventura County violations?    **Yes**    **No**  
 If so, please provide the following information:

<sup>1</sup> See the “Requirements for Discretionary Entitlement Application Plans, Subdivision Maps, and Parcel Map Waiver Sketch Maps” checklist for the information that must be shown on project plans and/or the map. Please note that a detailed, narrative project description may be submitted with—but not in lieu of—a completed application questionnaire.

<sup>2</sup> For a definition of “responsible” and “trustee” agencies, please see the *State CEQA Guidelines* [California Code of Regulations, Title 14, Chapter 3, §15381 and §15386].

Agency	Violation Case Number	Description of the Violation

(2) If the project is being proposed in order to abate a Zoning Violation, please describe how the proposed project would abate the Zoning Violation. For projects that do not involve a Zoning Violation, please check the “N/A” box and proceed to Item F.1.d. **N/A**

d. Zone Changes: For projects involving a Zone Change, please provide the proposed changes in land use and/or zoning designations of the project site. For projects that do not involve a Zone Change, please check the “N/A” box and proceed to Item F.1.e. **N/A**

Assessor’s Parcel Number	Existing Zoning Designation	Proposed Zoning Designation

e. Variations: If the project includes a request for approval of a variance, please provide the following information. For projects that do not involve a variance, please check the “N/A” box and proceed to Item F.2. **N/A**

The sole purpose of any variance is to relieve a property owner from an inability to make reasonable use of his or her property in the manner, and for the purpose, which other property of like character, and in the same vicinity and zone, can be used. A variance will not be granted which confers a special privilege inconsistent with the limitations upon other properties in the same vicinity and zone in which the property is situated. All four of the following standards for a variance must be met; please describe how each one pertains to your property (use additional sheets as necessary).

- (1) There are special circumstances or exceptional characteristics applicable to the property with regard to size, shape, topography, location, or surroundings which do not apply generally to comparable properties in the same vicinity and zone classification. You must demonstrate that extraordinary circumstances exist on the property itself, such as:
  - Uniqueness in size, shape, etc.
  - That topography is the cause of a particular hardship.

- That the location is of a special nature.
- That there is a hardship unique to the property itself, and not a personal problem of the applicant.

- (2) Granting the requested variance will not confer a special privilege inconsistent with the limitations upon other properties in the same vicinity and zone.
- Show that there are related uses on other properties in the same zone.
  - Please be aware that similar variances granted for property elsewhere in the County are not grounds for granting a variance.

- (3) Strict application of the zoning regulations as they apply to the subject property will result in practical difficulties or unnecessary hardships inconsistent with the general purpose of such regulations.

- (4) Granting of the requested variance will not be detrimental to the public health, safety, or general welfare, nor to the use, enjoyment, or valuation of neighboring properties. Provide evidence that granting your request will not impose any hardship or damage on neighboring properties, nor be detrimental to the public welfare.

## F.2. Project Phasing/Duration

- a. Development Phasing: Please describe the duration of each phase of the proposed project including, but not limited to, vegetation removal, grading, construction, and operational phases of the project.
- b. Conditional Use Permit Expiration Date: For projects that involve a Conditional Use Permit (“CUP”), please state the requested expiration date of the CUP (i.e., the termination of the operational phase of the CUP). For projects that do not involve a CUP, please check the “N/A” box and proceed to Item F.2.c. **N/A**
- c. Special Events: For projects involving special events (e.g., weddings, animal shows, and pumpkin patches), please provide the following information. For projects that do not involve special events, please check the “N/A” box and proceed to Item F.3. **N/A**

Type of Event:

Days and Hours of Operation:

Total Number of Events/Year:

## F.3. Self-Imposed Restrictions

- a. Existing Restrictive Covenants: Is the property (or a portion thereof) subject to a Restrictive Covenant?  
**Yes      No**

If the answer is “Yes,” **please submit a copy of the Restrictive Covenant.**

- b. Please describe any features that have been incorporated into the project description to avoid any adverse environmental impacts and/or to achieve consistency with a policy or regulation that applies to the project (e.g., self-imposed prohibitions on future ministerial uses of the property). If the project includes a restrictive covenant, please describe the following features of the restrictive covenant:
- The purpose of the restrictive covenant (e.g., avoidance of a significant impact to biological resources or geological hazards);
  - The type of areas that would be subject to the restrictive covenant (e.g., wildlife habitat areas located adjacent to the project site); and,
  - The amount of area that would be subject to the restrictive covenant.

**F.4. Dedications/Easements**

Please describe in detail the type, size, and purpose of all proposed dedications (e.g., road, utility, or habitat conservation easements). **N/A**

**F.5. Water Supply**

a. What is the existing source of water at the project site? Please check the item that applies and, if a water purveyor provides water, please provide the requested information about the water purveyor.<sup>3</sup>

(1) Water Purveyor

Water Purveyor’s Name:

Address:

Phone Number:

(2) Individual Water Well

(3) Shared Water Well

b. What is the size of the water tank/reservoir that serves the project site? gallons

c. Please provide the fire flow that is available to the project site: GPM @ 20 PSI Residual

d. Please identify the Groundwater Basin or State Designated Hydrologic Area in which the project site is located. Please indicate if the project site is located within the boundaries of any water management authority (e.g., the Ojai Basin Groundwater Management Agency, the Fox Canyon Groundwater Management Agency, or the Santa Paula Pumpers Association).

e. Please list all known water wells onsite or offsite that would supply the project, including any municipal, industrial or agricultural supply wells.<sup>4</sup> If the project would not rely on a water well, please check the “N/A” box and proceed to Item F.5.E. **N/A**

<sup>3</sup> In order to identify the water purveyor that serves the project site, please see the Watershed Protection District’s “Inventory of Public and Private Water Purveyors in Ventura County” (March 2006) which is available at the Watershed Protection District, Groundwater Section.

<sup>4</sup> For projects that are located within the boundaries of the Fox Canyon Groundwater Management Agency (FCGMA), FCGMA Ordinance No. 8.1 requires that before drilling a new water well, a completed water well permit application must be submitted. The FCGMA “Water Well Permit Application” form is available on-line at: <http://www.fcgma.org/downloads/No-FeeWaterWellPermitApplication-2006.pdf>.



- (c) Fire flow that is available at 20 PSI-R from the water system at the nearest fire hydrant to the project site: \_\_\_\_\_ gpm

## F.6. Sewage Disposal

- a. What is the existing source of sewage disposal? Please check the item that applies. If a sewer purveyor provides sewage disposal services, please provide the requested information about the sewer purveyor. If an on-site wastewater treatment system provides sewage disposal, please indicate the type of system by checking the appropriate box.

(1) Public Sewer                      Sewer Purveyor's Name:

Address:

Phone Number:

(2) On-site wastewater treatment system

(a) Septic System

(b) Treatment Plant

(c) Grey Water System

- b. Subdivisions and other discretionary projects having a direct effect upon the volume of sewage are required to demonstrate conformance with the Ventura County Sewer Policy.<sup>8</sup> This policy does not apply to the construction of one single-family residence or second dwelling unit on a legal lot. If your project only involves the construction of one single-family residence or second dwelling unit on a legal lot, please check the "N/A" box and proceed to Item F.6.c. **N/A**
- c. Public sewer: If the property is/will be served by public sewer, **provide three copies of a sewer availability letter** from the sanitation district, city, or other sewer agency, indicating that existing/future sewer service is available for the proposed project. A sewer bill may be used in lieu of a letter for existing service for some projects. If the property is not/will not be served by public sewer, please check the "N/A" box and proceed to Item F.6.d. **N/A**
- d. On-site wastewater treatment system (e.g., "septic system" or "treatment plant"): If the project is/will be served by on-site sewage disposal, **provide the following information:**
- (1) **Three copies of a Septic Tank Pumping Report** for all existing septic systems located on the project site.<sup>9</sup>

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<sup>8</sup> Please see the Ventura County Sewer Policy (Adopted on June 6, 1995), which is available at the Environmental Health Division counter or on-line at [http://www.ventura.org/rma/envhealth/programs/land\\_use](http://www.ventura.org/rma/envhealth/programs/land_use).

<sup>9</sup> Please see the County of Ventura, Resource Management Agency, Environmental Health Division's "Septic Tank Pumping Report" handout, which is available at the Environmental Health Division counter or on-line at [http://www.ventura.org/rma/envhealth/programs/land\\_use](http://www.ventura.org/rma/envhealth/programs/land_use).

(2) **Three copies of a soils report** for septic system suitability for proposed septic systems.<sup>10</sup>

If the property is not/will not be served by on-site sewage disposal, please check the “N/A” box and proceed to Item F.6.e. **N/A**

- e. For commercial projects and subdivisions involving three or more lots less than five acres in size, applicants must contact the Los Angeles Regional Water Quality Control Board to obtain the waste discharge requirements that will apply to the project. Please contact the Los Angeles Regional Water Quality Control Board at (213) 576-6600 for more information.

#### **F.7. Groundwater Resources**

- a. If necessary,<sup>11</sup> please **provide a percolation plan and calculations** to demonstrate sufficient measures will be incorporated into the project design to assure that the proposed project would not result in a net reduction in aquifer recharge. Specific measures that may be incorporated into the project include, but are not limited to: reduction of impervious surface areas; construction of detention/percolation ponds; use of porous paving materials; diversion of runoff to sheet flow over landscaped areas; landscape drainage swales; and, soil amendment techniques to enhance percolation. All proposed impervious surfaces (e.g., parking areas, sidewalks, and buildings), must be itemized in the calculations. If a percolation plan and calculations are not required, please check the “N/A” box and proceed to Item F.7.b. **N/A**
- b. If necessary,<sup>11</sup> please **submit data on the quantity of past groundwater use and proposed groundwater use.** Please be advised that you must show how any potential increase in water demand caused by the proposed project would be mitigated such that there would be no net increase in groundwater usage and no net detriment to the underlying aquifer volume, recharge capability, or quality. Securing another source of water (e.g., reclaimed water or providing “new water” such as imported water, or water from other sources) would be considered an acceptable mitigation measure to offset potential increases in the demand for groundwater. If data on groundwater use is not required, please check the “N/A” box and proceed to Item F.7.c. **N/A**
- c. Please contact the Watershed Protection District, Groundwater Section to determine if the project site overlies an overdrafted groundwater basin. If the project site overlies an overdrafted groundwater basin, please list the name of the groundwater basin. If the project site does not overlie an overdrafted groundwater basin, please check the “N/A” box and proceed to Item F.8. **N/A**

Groundwater Basin:

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<sup>10</sup> Please see the County of Ventura, Resource Management Agency, Environmental Health Division’s “Soils Report Requirements” handout, which is available at the Environmental Health Division counter or on-line at [http://www.ventura.org/rma/envhealth/programs/land\\_use](http://www.ventura.org/rma/envhealth/programs/land_use).

<sup>11</sup> Please contact the Watershed Protection District, Ground Water Section, to determine if a percolation plan and calculations, or data on groundwater use are required.

## F.8. Surface Water Quality

The following questionnaire will only determine if the proposed project is subject to Ventura Countywide NPDES Municipal Stormwater Permit Order No. R4-2010-0108, Part 4.E “Planning and Land Development Program” requirements to select, design, construct, and maintain Post-construction Stormwater (PCSW) controls. Additional evaluation of the proposed project will be conducted to determine any additional individual and cumulative impacts by the proposed project to surface water quality.

- a. Does this proposed project involve construction of street(s), road(s), highway(s), or freeway adding or creating 10,000 square feet or more of **impervious surface area** (refer to the Definition below)?
- Yes**, this project shall incorporate USEPA Guidance “Managing Wet Weather with Green Infrastructure: Green Streets” to the maximum extent practicable. For additional information refer to [www.onestoppermit.ventura.org](http://www.onestoppermit.ventura.org) under Surface Water Quality Section’s “Guidelines/Standards”.
  - No**, proceed to item F.8.b
- b. Is this application for construction of a Single Family Hillside<sup>12</sup> Home?
- Yes**, this project shall include Post-Construction Requirements for Single-Family Hillside Homes. For additional information refer to [www.onestoppermit.ventura.org](http://www.onestoppermit.ventura.org) under Surface Water Quality Section’s “Guidelines/Standards”.
  - No**, proceed to item F.8.c
- c. Is the proposed project located within the County Unincorporated Urban areas?
- Yes**, proceed to item F.8.d
  - No**, this proposed project is not subject to PCSW controls.
- d. Is this application for a New Development project that will result in creation or addition of **impervious surface area** (refer to the Definition below)?
- Yes**, proceed to item F.8.e
  - No**, proceed to item F.8.f
- e. Please check the appropriate box if the proposed New Development project involves any of the following activities:
- Yes**, New Development project equal to 1 acre or greater of disturbed area and adding more than 10,000 square feet of **impervious surface area** (refer to the Definition below);
  - Yes**, Industrial park 10,000 square feet or more of surface area;
  - Yes**, Commercial strip mall 10,000 square feet or more of **impervious surface area** (refer to the Definition below);
  - Yes**, Retail gasoline outlet 5,000 square feet or more of surface area;
  - Yes**, Restaurant 5,000 square feet or more of surface area;
  - Yes**, Parking lot 5,000 square feet or more of **impervious surface area** (refer to the Definition below), or with 25 or more parking spaces;
  - Yes**, Automotive service facility 5,000 square feet or more of surface area;

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<sup>12</sup> “Hillside” is defined as average slope of 20% or greater.

- Yes**, a project located in or directly adjacent to, or discharging directly to an Environmentally Sensitive Area<sup>13</sup> (ESA), where the development will:
  - A) Discharge storm water runoff that is likely to impact a sensitive biological species or habitat; and
  - B) Create 2,500 square feet or more of **impervious surface area** (refer to the Definition below).
- No**, none of the above; this proposed New Development project is not subject to PCSW Controls.

If you check “**Yes**” in at least one box above (item F.8.e), proceed to item F.8.h for required project submittal information.

- f. Is proposed project a Redevelopment and land-disturbing activity (not an interior remodel, not a roof replacement, or other maintenance-related activities) of an existing single-family dwelling and accessory structures that will result in creation, addition, or replacement of 10,000 square feet of **impervious surface area** (refer to the Definition below)?
  - Yes**, the PCSW controls are required; for project submittal information refer to item F.8.h
  - No**, proceed to item F.8.g
- g. Is proposed Redevelopment and land-disturbing activity (not maintenance) project other than existing single-family dwelling that will result in creation, addition, or replacement of 5,000 square feet of **impervious surface area** (refer to the Definition below) on already developed site<sup>14</sup>?
  - Yes**, the PCSW controls are required; for project submittal information refer to item F.8.h
  - No**, this Redevelopment project is not subject to PCSW controls.
- h. If you answered “**YES**” to questions in items F.8.f and F.8.g, the proposed project is subject to design, construction, and maintenance of the PCSW controls in accordance with the Ventura Countywide Technical Guidance Manual (TGM) for Stormwater Quality Control Measures (available at <http://www.vcstormwater.org/technicalguidancemanual.html>). The following items shall be included in your application package:
  - I. Identify proposed PCSW controls on your site/grading plan,
  - II. Provide the necessary analysis in your Drainage Study to demonstrate that the PCSW controls will function as proposed including any applicable stormwater quality design flow or volume calculations for proposed treatment device(s) using applicable “Design Procedure Form” (Appendix G of the Technical Guidance Manual), and
  - III. Submit a Post-Construction Stormwater Management Plan (PCSWMP)<sup>15</sup>.

**DEFINITION:**

**Impervious Surface Area** - A hard surface area which either prevents or retards the entry of water into the predevelopment soil mantle. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, impermeable concrete or asphalt paving, gravel roads, packed earthen materials, and oiled macadam or other surfaces which similarly impede the natural infiltration of

<sup>13</sup> For complete ESA information, call the Water Quality Engineer at (805) 662-6737.

<sup>14</sup> To determine if proposed project meets definition of Redevelopment project, the already developed site shall meet at least one of the criteria listed in items F.8.a or F.8.e. For additional information, call the Water Quality Engineer at (805) 662-6737.

<sup>15</sup> County of Ventura PCSWMP form is available at [www.onestoppermit.ventura.org](http://www.onestoppermit.ventura.org) under Surface Water Quality Section’s “Forms” tab. For additional information, call the Water Quality Engineer at (805) 662-6737.

stormwater. For complete definition refer to the 2011 Ventura Countywide Technical Guidance Manual for Stormwater Quality Control Measures available at <http://www.vcstormwater.org/technicalguidancemanual.html>.

For more information refer to [www.onestoppermit.ventura.org](http://www.onestoppermit.ventura.org) under Surface Water Quality Section or call Water Quality Engineer at (805) 662-6737.

The copy of the Ventura Countywide Technical Guidance Manual (TGM) for Stormwater Quality Control Measures is available at <http://www.vcstormwater.org/technicalguidancemanual.html>.

### F.9. Floodplain Management<sup>16</sup>

- a. If the project, including any site grading, is proposed to be located within a 100-year floodplain but the floodplain boundaries and 100-year base flood elevation on the property have not been determined by FEMA on the Flood Insurance Rate Map (i.e., referred to as an Unnumbered/Approximate 'A' flood zone), a California-licensed Civil Engineer will need to submit hydrologic and hydraulic analyses that determine the boundaries, base flood elevation, and velocity of the 100-year floodplain and, if applicable, the Regulatory Floodway. A California-licensed Land Surveyor can provide current topography of the property as part of the submitted engineering analyses. If the project is not located within an Unnumbered/Approximate 'A' flood zone, please check the "N/A" box and proceed to Item F.9.b. **N/A**
- b. If the project, including site grading, is proposed to be located in close proximity to a boundary of a Regulatory Floodway or a boundary of a 100-year floodplain, as delineated on the current ('Effective') or latest FEMA-issued ('Preliminary') Flood Insurance Rate Map, a California-licensed Civil Engineer, Architect, or Land Surveyor will need to submit a scaled site plan, using current topography, verifying the location of the proposed project in relation to the floodway/floodplain boundary. Please proceed to F.9.c; however, if the project is not located within a floodway/floodplain, please check the "N/A" box and proceed to Item F.9.d. **N/A**
- c. If the project is proposed to be located within a 100-year floodplain, please list all proposed structures (habitable and non-habitable, site grading, and any new or replacement utilities and services (electrical, mechanical, heating, ventilation, plumbing). Please proceed to F.9.d.
- d. If the project is proposed to be located within the Silver Strand or Hollywood Beach coastal communities, specifically, please provide the following elevation information.<sup>17</sup> If the project is not located within these communities, please check the "N/A" box. **N/A**

(1) Elevation (Mean Sea Level) of the localized flooding spillpoint for the subject property: msl.

(2) Elevation (Mean Sea Level) of the crown of fronting street (measurement taken at mid-point of the property frontage): msl.

<sup>16</sup> County of Ventura Floodplain Management Ordinance, Title 44 Code of Federal Regulations Sections 59, 60, 65, and 70.

<sup>17</sup> Please see the Public Works Public Information Counter to obtain an instruction handout.

**F.10. Geology, Site Grading, and Drainage**

a. If the project involves site grading activities, please provide the following information. For projects that do not involve grading activities, please check the "N/A" box and proceed to Item F.10.b. Please be advised that **all projects involving new construction require the submission of three copies of a soils report.**  
**N/A**

(1) Please provide the following statistics on the proposed site grading activities:

(a) Area to be graded:                      sq. ft.                                      acres

(b) Slope ratio of steepest finished slope (horizontal feet/each vertical foot):

(c) Height of highest finished slope (from top to bottom):                                      ft.

(d) Please state whether or not the graded soil is proposed to be balanced on-site during construction, or proposed to be reused during the landscaping phase of the project.

(e) If the proposed project would result in the export of materials, please provide the following information. If the project does not involve the export of materials, please check the "N/A" box and proceed to Item F.10.a(1)(f). **N/A**

(i) Types of materials to be exported:

(ii) Location to which excess materials would be transported: .

(iii) Proposed truck route to the location where the materials would be transported:

(f) If the proposed project would require the import of materials, please provide the following information. If the project does not involve the import of materials, please check the "N/A" box and proceed to Item F.10.a(1)(g). **N/A**

(i) Types of materials to be imported:

(ii) Location from which the materials would be imported:

(iii) Proposed truck route from the materials site to the proposed project site:

- (g) For all projects involving new construction or grading activities, **please submit three copies of a soils report**. If the project does not involve new construction or grading activities, please check the “N/A” box and proceed to Item F.10.a(1)(h). **N/A**
- (h) For all projects involving new construction or grading and that are located within a hillside or Geologic Hazard Area, **please submit three copies of a geology report**. If the project does not involve new construction or grading in any of these areas, please check the “N/A” box and proceed to Item F.10.a(1)(i). **N/A**
- (i) Please describe any features that have been included in the project description to control the creation of dust.

- b. **Please submit four copies of a drainage study**, if the project would result in: a change in the amount of impervious area within the project site; any change on local drainage patterns; a subdivision; and/or any additional storm water runoff onto adjacent property or public roads. If the project does not require a drainage study, please check the “N/A” box and proceed to Item F.11. **N/A**

The drainage study must conform to the following requirements and must include (but is not limited to) the following information:

- (1) The drainage study must be prepared, signed, and stamped by a California Registered Civil Engineer.
- (2) The drainage study must conform to the Ventura County Road Standards, as well as the Watershed Protection District’s standard, which is that there must not be an increase in peak runoff rate in any storm frequency.<sup>18</sup>

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<sup>18</sup> For a checklist of the requirements for drainage studies, please see the Watershed Protection District’s “Requirements for CEQA Hydrology Submittals,” which is available at [vcwatershed.org/Resources/Hydrology Info](http://vcwatershed.org/Resources/Hydrology%20Info), and the Ventura County Road Standards, which are available at the Transportation Department Public Counter.

(3) The drainage study must:

- (a) Calculate and address the potential increase in the peak runoff rate that would be generated by the proposed project;
- (b) Describe all proposed and existing drainage facilities;
- (c) Identify if the project would generate additional storm water run-off onto adjacent private property or any public road right-of-way;
- (d) Identify if the drainage from the project site would be directed or tie into the existing storm drain facilities/ditches;
- (e) Identify if the project would result in any change on local drainage patterns; and,
- (f) Identify if the capacity of the existing local drainage facility is adequate to accept the peak runoff created by the project.

(4) The drainage study must include all hydrology and hydraulic calculations used in preparing the drainage plan. The hydrology and hydraulic calculations must be prepared according to the Ventura County Flood Control District Hydrology Manual and the Ventura County Public Works Agency, Transportation Department's, Road Standards.<sup>19</sup>

#### **F.11. Trip Generation**

a. Traffic Studies: **A traffic study is required** for projects that have the potential to create impacts to:

- The State Route (SR) 118/SR 34 intersection, SR 34, SR 118 in the Somis Area, Santa Rosa Road, Moorpark Road, and SR 33 in the Casitas Springs Area; and/or,
- County thoroughfares, state highways, and intersections that are operating below level of service D.

**A traffic study may also be required** for:

- Any project that is estimated to generate 10 or more peak-hour trips. Examples of projects that would generate 10 or more peak-hour trips include:
  - Residential development of 10 units or more;
  - Commercial office projects of 4,400 square feet or more;
  - Other commercial projects or medical office projects of 2,400 square feet or more;
  - Any fast food restaurant project; and,
  - Manufacturing or industrial projects of 6,000 square feet or more.
- With unclear project descriptions, and on land uses that are not represented in the ITE Trip Generation Manual or the SANDAG Brief Guide of Vehicular Traffic Generation Rates.

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<sup>19</sup> Please check the Transportation Department Requirements for drainage study submittals. A checklist of requirements may be obtained from the Public Counter.

- For temporary construction projects with construction periods exceeding six months generating more than 10 peak hour trips or 100 daily trips.<sup>20</sup>

If a traffic study is required for the proposed project, please complete a “Work Scope for Traffic Impact Analysis” form and submit it to the Transportation Department for review and approval—prior to preparing the Traffic Study. Please contact the Permit Intake Coordinator for the “Work Scope for Traffic Impact Analysis” form.

b. Was a traffic study prepared for the proposed project?                      Yes                      No

If so, **please submit three copies of the traffic study.** If not, please summarize the trip generation estimates for the proposed project by completing the following table by using the trip generation information provided by the Permit Intake Coordinator:

**Trip Generation Estimates**

Land Use	Trip Generation Code <sup>21</sup>	Size/Number of Units	Average Daily Trips (ADT)		Peak Hour Trips			
			Rate	Trips	A.M.		P.M.	
					Rate	Trips	Rate	Trips
<b>Existing Trip Generation Estimates</b>								
<b>TOTAL</b>			---		---		---	
<b>Proposed Project Trip Generation Estimates</b>								
<b>TOTAL</b>			---		---		---	

c. If the proposed project involves the legalization of a lot or a currently unpermitted land use, please answer the following question. If not, please check the “N/A” box and proceed to Item F.11.d. **N/A**

Does the proposed project involve the renewal of an entitlement for, and an expansion of, a land use that existed prior to 1985?                      Yes                      No  
 If the answer is “yes,” **please provide documentation that indicates the land use existed prior to 1985.**

<sup>20</sup> For more information, please see the Transportation Department’s Traffic Impact Study and SR 118 and SR 34 Procedures for Initial Screening brochures, which are located at the Public Works Agency, Engineering Services Department, Development and Inspection Services Division’s Public Counter. Also, please be advised that if a project has the potential to generate traffic that would affect a city’s roadway network, the traffic study will need to address the city’s requirements for traffic studies.

<sup>21</sup> Trip generation estimates should be based on the SANDAG Vehicular Traffic Generation Rates which can be found on line at: [http://www.sandag.org/uploads/publicationid/publicationid\\_1140\\_5044.pdf](http://www.sandag.org/uploads/publicationid/publicationid_1140_5044.pdf). To convert Truck trips to Passenger Car Equivalent (PCE), it should be multiplied by three.

- d. For agricultural, commercial, institutional, and industrial projects, please state the number, type (e.g., deliveries), and frequency of vehicle trips that will result from the proposed project. For all other projects, please check the “N/A” box and proceed to Item F.11.e. **N/A**

Vehicle Type	Number	Frequency (per day)
<b>TOTAL</b>		---

- e. **Traffic Control Plan:** For projects that involve special events (e.g., weddings, festivals, animal shows, and pumpkin patches), or any detour, road closures, or partial road closures on County Roads, **please submit a Traffic Control Plan** written by a traffic control professional, which includes the following information.

- (1) The use of trained and qualified traffic control officers (off-duty safety officers);
- (2) Advance warning and changeable message boards; and,
- (3) Any other measures as appropriate.

If the project does not require a Traffic Control Plan, please check the “N/A” box and proceed to Item F.12. **N/A**

**F.12. Hazardous Materials/Waste and Fire Protection**

- a. With the exception of applications that only involve Zone Changes (i.e., applications that do not include an accompanying discretionary entitlement or subdivision application), **please submit a completed “Certification Statement of Hazardous Waste/Substance Site”** which is included with this application packet. If the application only involves a Zone Change, please check the “N/A” box and proceed to Item F.12.b. **N/A**
- b. For non-residential projects, please describe the type and quantity of hazardous materials (e.g., motor oil, oil filters, paints, solvents, fertilizers, or chemicals) and wastes utilized and/or stored on-site, by providing the following information. For residential projects, please check the “N/A” box and proceed to Item F.12.c. **N/A**

Hazardous Material or Waste	DOT Hazard Classification	IBC/IFC Hazard Class	Largest Container/ Tank (ft <sup>3</sup> , lbs., or gal.)	Total Amount (ft <sup>3</sup> , lbs., or gal.)

- c. Please describe any underground hazardous materials storage tank(s) that are proposed to be installed, removed, and/or used. If the project is located on an active Leaking Underground Fuel Tank (LUFT) site,

please describe the status of the case. If the project site does not have an underground hazardous materials storage tank or involves a LUFT site, please check the “N/A” box and proceed to Item F.13.

**N/A**

**F.13. Noise**

- a. Existing Noise Environment: Please describe the sources of noise surrounding the project site by completing the following table. A noise study may be submitted in lieu of providing the information requested below.<sup>22</sup>

Noise Source (e.g., Railway or Roadway)	Approximate Distance Between the Source of the Noise and the Project Site (feet)

- b. Please describe the noise that would be generated by the proposed project, as well as noise to which proposed uses would be subject, by providing the following information.<sup>23</sup>

(1) Noise Sensitive Uses:

- (a) Does the project involve the use of dwellings, schools, hospitals, nursing homes, churches, or libraries?      **Yes**      **No**  
 If the answer is yes, please proceed to Item F.13.b(1)(b). If the answer is no, please proceed to Item F.13.b(2).

(b) Is the project site located:

- (1) Within the 60 dB(A) CNEL contour of a highway or airport?<sup>24</sup>      **Yes**      **No**  
 If the answer is yes, **please submit a noise study** that complies with the requirements of the *Ventura County Initial Study Assessment Guidelines*.

- (2) Within 500 feet of a railroad or industrially designated area?<sup>25</sup>      **Yes**      **No**

<sup>22</sup> See Footnote 16 (above).

<sup>23</sup> For the definitions, measurement, and thresholds/standards relating to noise, please see the: Ventura County General Plan *Goals, Policies and Programs* (2008, §2.16), which are available on-line at [http://www.ventura.org/rma/planning/pdf/plans/Goals\\_Policies\\_Programs\\_09-9-08.pdf](http://www.ventura.org/rma/planning/pdf/plans/Goals_Policies_Programs_09-9-08.pdf); Ventura County General Plan *Hazards Appendix* (2005, §2.16), which is available on-line at [http://www.ventura.org/rma/planning/pdf/plans/General\\_Plan\\_Hazards\\_Appendix.pdf](http://www.ventura.org/rma/planning/pdf/plans/General_Plan_Hazards_Appendix.pdf); and/or, *Ventura County Initial Study Assessment Guidelines* (February 2005, Section 19, “Noise and Vibration”), which are available on-line at [http://www.ventura.org/rma/planning/pdf/ceqa/Initial\\_Study\\_Assessment\\_Guidelines.pdf](http://www.ventura.org/rma/planning/pdf/ceqa/Initial_Study_Assessment_Guidelines.pdf).

<sup>24</sup> See the Ventura County General Plan *Hazards Appendix* (2005, §2.16), or consult the Permit Intake Coordinator for maps that identify the locations of the 60 dB(A) CNEL contour lines near highways and airports within Ventura County.

<sup>25</sup> See the Ventura County General Plan Land Use, Existing Community, and Area Plan Maps (as appropriate) to determine the project site’s proximity to industrially-designated areas. Links to the Ventura County General Plan Land

If the answer is yes, **please submit a noise study** that complies with the requirements of the *Ventura County Initial Study Assessment Guidelines*.

- (2) **Noise Generators:** Does the project involve the use or operation of noise-generating equipment, vehicles, or machinery within 500 feet of a dwelling, school, hospital, nursing home, church, or library?

**Yes      No**

If the answer is yes, **please submit a noise study** that complies with the requirements of the *Ventura County Initial Study Assessment Guidelines*.

**F.14. Utilities**

- a. **Utilities:** Please identify all of the utilities that would provide service to the project site, by completing the following:

Utility	Name	Address	Phone Number	Email Address
Gas				
Electricity				
Phone				
Cable				

- b. **Electricity:**

(1) What is the projected amount of electrical usage (peak KW/Hours/Day)?

(2) Do existing lines have to be increased in number or size?      **Yes      No**  
 If yes, please describe:

(3) Do overhead electrical facilities require relocation or under grounding?      **Yes      No**  
 If yes, please describe:

(4) Please indicate the length of new offsite electrical transmission and distribution facilities that are required to serve project. If the project does not involve the installation of new offsite electrical transmission and distribution facilities, please check the "N/A" check box. **N/A**



- d. Is the property subject to an LCA Contract?      **Yes**      **No**

If the answer is “No,” please proceed to Item F.15.e. If the answer is “Yes,” please provide the LCA Contract Number:

- e. Animal Keeping and Husbandry/Vector Control: For projects that involve animal keeping or boarding activities, please provide the following information. For projects that do not involve animal keeping or boarding activities, please check the “N/A” box and proceed to Item F.16. **N/A**

(1) The number and species of animals that are proposed to be kept or boarded on-site.

(2) The proposed animal waste handling activities (e.g., the frequency of collection, storage and disposal).

(3) For projects involving animal husbandry uses and which require a Tract Map or Conditional Use Permit (“CUP”), **please submit two copies of a Manure Management Plan.**<sup>27</sup> For all other projects, please check the “N/A” box and proceed to Item F.16. **N/A**

#### **F.16. Solid Waste, Recycling, Greenwaste, and Composting Operations**

For projects involving solid waste, recycling, greenwaste processing, or composting operations, please complete F.16.a through F.16.c.<sup>28</sup> For projects not involving these types of facilities or uses, please check the “N/A” box and proceed to Item F.17. **N/A**

- a. Composting Operations: If the project involves composting operations, **please complete the Environmental Health Division’s “Supplemental Questionnaire for Proposed Compost Projects,”** which is available at the Environmental Health Division Public Information Counter. For projects that do not involve composting operations, please check the “N/A” box and proceed to Item F.16.b. **N/A**

- b. For other solid waste, recycling, or greenwaste processing operations, please describe the:

(1) Type of material to be processed, stored or disposed:

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<sup>27</sup> For the requirements of a Manure Management Plan, please see the Watershed Protection District’s “Guidelines for Preparing a Manure Management Plan (MMP)” which is available at the Watershed Protection District, Groundwater Section.

<sup>28</sup> County Ordinance No. 4308 requires facilities engaging in commercial composting, or facilities that chip, grind, and process green material and sell products derived from these operations, to enter into a contract with the County. (To review Ordinance No. 4308, go to [www.wasteless.org](http://www.wasteless.org). Select “Landfills, Disposal, Refuse Collection”/Ordinances.)



a. Materials: For commercial, agricultural, and industrial projects, please describe in detail the type of materials used, stored, sold and/or processed, and the processes that are proposed. If the project only involves an institutional use, please check the "N/A" box and proceed to Item F.18.b. **N/A**

b. Existing Operations: For project sites that are currently developed with commercial, agricultural, institutional, and/or industrial uses, please provide the following information. For all other projects, please check the "N/A" box and proceed to Item F.18.c. **N/A**

(1) How many employees work on the property? Please indicate the days and hours that they work, as well as the number of employees/shift.

(2) For multi-tenant buildings and structures, please provide the number of tenants that exist on the subject property. For project sites that do not have multi-tenant buildings and structures, please check the "N/A" box and proceed to Item F.18.c. **N/A**

Tenants

(3) Please provide the days and hours of operation of each business located on the property.

c. Proposed Operations: For commercial, agricultural, institutional, or industrial projects, please provide the following information. For all other projects, please check the "N/A" box and proceed to Item F.19. **N/A**

(1) Please list the proposed daily number of:

Employees:

Customers:

Guests:

Visitors of the Facilities:

Employees that will Reside on the Subject Property:

(2) Please list the days and hours of operation of the facilities, and the total number of days of operation/year.

Days and Hours:

Total Number of Days/Year:

(3) Please describe how security will be provided.

(4) For projects that involve gas stations, please indicate the proposed number of fuel pumps. For projects that do not involve gas stations, please check the "N/A" box and proceed to Item F.18.c(5). **N/A**

Fuel pumps

(5) For projects that involve car washes, please indicate the proposed number of stalls. For projects that do not involve car washes, please check the "N/A" box and proceed to Item F.18.c(6). **N/A**

Stalls

(6) For projects that involve hotels, schools, hospitals, or care facilities, please indicate the proposed number of each of the following. For projects that do not involve these types of uses/facilities, please check the "N/A" box and proceed to Item F.18.c(7). **N/A**

Rooms of the building

Guests

Clients

(7) Please describe any uses, operations, or structures that would produce light, glare, or heat, as well as any methods that would be used to shield, enclose, or otherwise control the light, glare, or heat. If the project would not produce light, glare, or heat, please check the "N/A" box and proceed to Item F.18.d. **N/A**

d. Wireless Communications Facilities: For projects involving wireless communications facilities, please provide the Federal Communications Commission Lease Agreement number or FRN number. For all other projects, please check the "N/A" box and proceed to Item F.18.e. **N/A**

Lease Agreement Number:

FRN Number:

e. Mining Projects: For all projects involving mineral resource extraction projects, please submit a Mining Reclamation Plan that meets the requirements of the Surface Mining and Reclamation Act ("SMARA"). Please see the following website for the requirements of a Mining Reclamation Plan: <http://www.conservation.ca.gov/omr/Pages/index.aspx>. If after reviewing the SMARA requirements you have additional questions, please contact Daniel Klemann at (805) 654-3588 or [daniel.klemann@ventura.org](mailto:daniel.klemann@ventura.org). For all other projects, please check the "N/A" box and proceed to Item F.19. **N/A**

### **F.19. Tract Map, Parcel Map, Conditional Certificates of Compliance, and Parcel Map Waiver Supplemental Information**

For Tract Map, Parcel Map, and Parcel Map Waiver applications, please submit the following information that is required for your application. For all other projects, please check the “N/A” box and proceed to Item F.20.

**N/A**

- a. For all Tract Map, Parcel Map, Conditional Certificates of Compliance, and large lot subdivision applications, **please submit an original and one copy of a signed Public Easement Certification Form.**<sup>31</sup> For all other projects, please check the “N/A” box and proceed to Item F.19.b. **N/A**
- b. For all Tract Map, Parcel Map, Conditional Certificates of Compliance and Parcel Map Waiver applications, **please submit two copies of a Preliminary Title Report and title policy that are less than one year old and current**, showing evidence of insurability for all parcels involved in the project.<sup>32</sup> For all other projects, please check the “N/A” box and proceed to Item F.19.c. **N/A**
- c. For Parcel Map Waivers, **please submit the following additional items.** For all other projects, please check the “N/A” box and proceed to Section F.20. **N/A**
  - (1) **Seven to 21 copies of new legal descriptions**<sup>33</sup>—prepared by a person who is licensed to practice land surveying—that are acceptable for recordation.
  - (2) **Two copies of the draft, unsigned documents to modify the deeds of trust** between all financial institutions having interest in the properties and the property owners.
  - (3) For lot line adjustments involving multiple property owners, **two copies of draft, unsigned grant deeds** proposed to effectuate the title transfer between the property owners with a legal description for the portion being transferred.
  - (4) **One original and two copies of a signed owner's certificate**<sup>34</sup> (as shown in the title report) and notarized. Each property owner must sign and have their signature notarized on the appropriate certificate (exactly as shown in the vesting title report), as follows:
    - Individual - For use by individual property owners (up to four property owners may be listed on this form).
    - Partnership - For persons signing on behalf of a partnership that owns the property. **Please submit a copy of the agreement** to verify the partnership signatures.
    - Corporate - For persons signing on behalf of a corporation that owns the property. **Please submit a copy of the articles of incorporation** to verify the signatures.
    - Attorney in Fact - If someone is signing as attorney in fact for the owner verifying documents.
    - Trustee- If the property is held in trust, all trustees are required to sign as trustees of that trust.

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<sup>31</sup> A Public Easement Certification Form is available at the Planning Division Public Information Counter.

<sup>32</sup> For Parcel Map Waiver applications, do not change ownership or lenders during the processing of the Parcel Map Waiver application as it may void processing and delay your project.

<sup>33</sup> Please contact the Permit Intake Coordinator using the information provided in the instructions to this application packet, to determine the exact number of copies that will be required for your project.

<sup>34</sup> An owner's certificate is available at the Planning Division Public Information Counter.

- (5) One original of the **Lender's Acknowledgment form**,<sup>35</sup> signed and notarized by all lenders wherein the subject parcels are used as collateral for a loan, if financed.

**F.20. Legal Lot Requirement**

Has the Planning Division issued a Preliminary Legal Lot Determination for the property? **Yes** **No**

- a. If the answer is “no,” please proceed to Item F.20.b. If the answer is “yes,” what was the finding of the Preliminary Legal Lot Determination?
- b. If the Planning Division has not issued a Preliminary Legal Lot Determination for the property, please describe by what means (e.g, Tract Map, Parcel Map, Parcel Map Waiver, or Certificate of Compliance) the property gained its current configuration, making sure to include the map citation (e.g., “8 MR 14 36 PM 4”) or project case number (e.g., “PMW 1046” or “SD06-0031”). However, if the Planning Division has not issued a Preliminary Legal Lot Determination for the property, and you do not have information on the means by which the property gained its configuration, please submit an application for a Preliminary Legal Lot Determination prior to submitting an application for your project.<sup>36</sup> If the project does not require a Preliminary Legal Lot Determination, please check the “N/A” box. **N/A**

**F.21. Existing Physical Features and Development on, and Surrounding, the Project Site**

- a. Please describe the physical features of the project site. Physical features that should be described include, but are not limited to:
- Creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands.
  - Distinctive topographical and/or scenic features, such as the Pacific Ocean, mountain ranges, hillsides, and Geologic Hazards Areas.<sup>37</sup>
  - Wildlife habitat (e.g., woodlands or chaparral habitat).

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<sup>35</sup> A Lender's Acknowledgement Form is available at the Planning Division Public Information Counter.

<sup>36</sup> For more information on how to determine if a project site would be located on a legal lot, and for Preliminary Legal Lot Determination applications, please see <http://www.ventura.org/rma/planning/Programs/legal.html>.

<sup>37</sup> To determine if the project site is located within a Geologic Hazards Area, please see the Ventura County General Plan Hazards Appendix (Last Amended on November 15, 2005, Chapters 2.2 through 2.5), which is available on-line at: [http://www.ventura.org/rma/planning/pdf/plans/General\\_Plan\\_Hazards\\_Appendix.pdf](http://www.ventura.org/rma/planning/pdf/plans/General_Plan_Hazards_Appendix.pdf).

b. For project sites that are located within rural-, agricultural-, or open space-designated areas, please describe the agricultural activities that exist on-site (e.g., types of crops that are cultivated and/or animal keeping or husbandry activities that occur). For projects that are not located within these areas, please check the “N/A” box and proceed to Item F.21.c. **N/A**

c. Please describe the physical features surrounding the project site. Please include the following physical features and indicate where they are located in relation to the project site [e.g., direction (north, south, east, or west) in relation to, and distance from, the project site]:

- Creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands.
- Distinctive topographical and/or scenic features, such as the Pacific Ocean, mountain ranges, and hillsides.
- Wildlife habitat (e.g., woodlands or chaparral habitat).
- Local access to the project site including (but not limited to) County and city roadways, as well as private roadways or driveways.
- Regional access to the project site, which typically consists of State and Federal freeways and highways.
- If agricultural activities occur on properties that are located adjacent to the project site, please describe the types of crops that are cultivated.

d. Please describe the existing development on adjacent properties surrounding the project site by completing the following table. Please describe the types of uses (e.g., agriculture, residential, recreation, open space/vacant, retail sales, wholesale, multi-tenant office space, or manufacturing and assembly plant), buildings, and structures on properties that are adjacent to, or across a roadway from, the subject property.

Direction	Building, Structure, or Outdoor Use	Use(s)	Approximate Height or Number of Stories	Proximity to Project Site
North				
South				
East				
West				

**F.22. Cultural Resources**

a. Has the project site been subject to any archaeological, historical, and/or paleontological resource surveys?

**Yes                  No                  Unknown**

b. Is there a building or structure that is 50 years old or older that will be demolished or otherwise impacted by the proposed development?

**Yes                  No                  Unknown**

If the project has been subject to an archaeological, historical, and/or paleontological resource survey, **please submit a copy of the report or any documentation regarding the survey** as part of your application. Please be advised that:

- If it is found that the project site is located on, or within the vicinity of, known archaeological, historical, and/or paleontological resources, or has not been previously surveyed for the presence of these resources, an analysis of potential impacts to the resources might be required as part of the environmental review of your project;
- Typically all project sites that are Designated Cultural Heritage Sites<sup>38</sup> will require an analysis of potential impacts to the cultural resources as part of the environmental review of your project; and,
- Buildings or structures that are at least 50 years old might qualify as historical resources, the impacts to which are required to be analyzed as part of the environmental review of the project.

**F.23. Biological Resources**

a. Has an Initial Study Biological Assessment been conducted by a Qualified Biologist for this project?

**Yes                  No**

If No, be advised that all projects that could impact sensitive biological resources must provide an Initial Study Biological Assessment (ISBA) with the project application. This includes projects located-on or adjacent-to land with native vegetation, on land within 300 feet of watercourses or wetlands, on land used by animals for movement between habitats, or on land that provides other habitat for sensitive species. Discuss your specific project with the Planning Division staff to determine if an ISBA will be required.

**F. 24. Protected Trees**

Will any trees protected by the Ventura County Tree Protection Ordinance be potentially impacted by this project?                  **Yes                  No**

Note: Potentially impacted trees include not only the protected trees that are directly part of this request, but also any other protected trees whose tree protection zones (TPZs) are within 20 feet the limits of the construction area (including access drives and utility easements). This includes trees growing on adjacent parcels if their TPZ extends onto the subject parcel. The TPZ extends out from the trunk to 5 feet beyond the dripline, or a minimum of 15 feet from the trunk, whichever is greater.

If Yes, provide the following information.

a. Has an Arborist Report, prepared in compliance with the *Content Requirements for Arborist Reports* been submitted?                  **Yes                  No** (If No, please consult with the Planning Division.)

<sup>38</sup> Please contact the Planning Division Counter or the Permit Intake Coordinator to determine if the project site qualifies as a Designated Cultural Heritage Site. You will need to present the Assessor’s Parcel Number (APN) to the Planning Counter staff or the Permit Intake Coordinator to obtain this information.

b. Has all other required documentation per the *Submittal Requirements for Tree Permits & Authorizations* been submitted?      **Yes**      **No**      **Unsure**

c. Number of prior protected trees removed from the parcel for reasonable access to or use of property:

No. of oaks:              No. of sycamores:              No. of other protected trees:              Unknown

d. Number of prior protected trees removed from the parcel for agriculture within the last 12 months?

No. of trees:              Unknown

e. Provide the following information about any potentially impacted protected trees. Complete one row for each tree or stand of trees of the same species, heritage status, action and general location.

<b>ID #</b>	<b>No. of Trees</b>	<b>Tree Species</b>	<b>Heritage</b> (90+ inches girth*)	<b>Action</b> (remove, alter, encroach)	<b>Tree Location</b> (include reference to a fixed landmark)
<i>Ex.</i>	5	Oak	No	Remove	<i>Back of lot; near SE corner of proposed building.</i>
1					
2					
3					
4					
5					

\*Girth is the circumference of the trunk, generally measured at 4.5 feet above the ground. (This position may vary depending upon where the waist of the tree is—the narrowest trunk point is typically the goal—and many other factors.) If there are multiple trunks, measure each and add their measurements together; for heritage trees only the two largest trunks are measured.

f. Have any of the above actions (removal, alteration, encroachment) already occurred?

**Yes**      **No**

If Yes, explain (include tree or tree stand ID#):

Date work was performed:

g. Reason for the above request (indicate if more than one reason, e.g., one oak tree (ID# 1) is hazardous per Arborist Report and 4 oak trees (ID# 2-4) need to be removed to construct building):



# Discretionary Project Reimbursement Agreement

County of Ventura • Resource Management Agency and Public Works Agency  
800 South Victoria Avenue, Ventura, CA 93009 • <http://www.ventura.org>

## Check all that apply:

- |   |                                       |
|---|---------------------------------------|
| Site Plan Adjustment/Permit Adjustment        | Ordinance Amendment                   |
| Tree Permit Review                            | Variance                              |
| Subdivision Application (PM/TT)               | Major/Minor Modification              |
| General Plan Amendment/Zone Change            | Land Conservation Act (LCA) Contract  |
| Parcel Map Waiver (LLA, Merger, LLS, LES, CS) | Conditional Certificate of Compliance |
| Conditional Use Permit                        | Planned Development Permit            |
| Change of Use                                 | Other:                                |

## PROJECT NO.

I, \_\_\_\_\_, the undersigned, hereby authorize the County of Ventura to process the above referenced permit request in accordance with the Ventura County Ordinance Code. I am depositing \$ \_\_\_\_\_ to pay for County staff review, coordination and processing costs related to my permit request based on actual staff time expended. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates, which I understand are in the most current fee schedules of each county agency. I also understand that these costs apply even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Reimbursement Agreement:

1. Staff time from some County of Ventura departments and agencies spent processing my request will be billed against the available deposit. ***“Staff time” includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant’s representatives, neighbors, interested parties, attendance and participation at meetings and public hearings, and preparation of staff reports and other correspondence.***

A \$1000 reserve amount from the original deposit will be maintained by the County for future charges. The available deposit is the original deposit less the \$1000 reserve and net of any charges and additional deposits made. The County of Ventura will bill against the available deposit as described above.

2. **If processing costs exceed the available deposit, I will receive periodic invoices payable upon receipt.**

*Please initial to show you have read and understand condition 2.* \_\_\_\_\_

3. If the final cost is less than the available deposit fee, the unused portion of the available deposit, including retention, will be refunded to me.
4. If the final cost is more than the available deposit fee, **I agree to pay the difference according to the terms set by the County.**
5. If I fail to pay any invoices within 30 days of the billing, the County may either stop processing my permit application, or after conducting a hearing, deny my permit request altogether. If I fail to pay any invoices after my application is granted, I understand that my permit is subject to revocation. Any work on any subsequent or concurrent permit applications will cease until all unpaid fees are paid in full.
6. Fees are due and payable within 30 days of billing. Invoices unpaid after thirty (30) days will incur a 2% late fee, compounded monthly.

7. If an Initial Study Biological Assessment (ISBA) report is submitted as part of my application, the County of Ventura may need to refer my ISBA report to a County-contracted biological consultant for review. Should this review occur, I will pay a separate fee for the cost of the consultant review. This fee may vary depending on the size of development footprint and the complexity of the biological resources on the property. Selection of the biological consultant for this work shall be at the sole discretion of the Planning Director. This fee is not related to the above deposit fee and shall be paid within 10 days of written notice that the County has been billed by the biological consultant.
8. The County of Ventura may refer my application to the South Central Coastal Information Center (SCIC), CSU Fullerton, to determine whether an Initial Study (Environmental Analysis) addressing cultural resources will need to be conducted by a cultural resources consultant. Should this referral occur, I will pay a separate flat fee at the currently established rate (not to exceed \$100.00). If further study by a cultural resources consultant is required, I will be responsible for any additional costs above the established fee, and I must select the consultant from among those approved by the County of Ventura. All fees shall be paid within 10 days of written notice that the County has been billed by the SCIC or by the cultural resources consultant.
9. I agree to pay the County of Ventura the cost of placing a legal advertisement (if one is required) in a newspaper of general circulation as required by state law and local ordinance.
10. Upon project approval, if any, I agree to pay the established County Clerk Recorder Environmental Document filing fees.
11. I may, in writing, request a further breakdown or itemization of invoices, but such a request is independent of the payment obligation and time frames.
12. I agree to pay all costs related to permit condition compliance as specified in any conditions of approval for my permit/entitlement.
13. FISH AND GAME REVIEW FEES for discretionary permits and legislative amendments: I further understand that the County, or the State Office of Planning and Research, may refer my application and/or any applicable environmental document for my project to the California Department of Fish and Game for review and comment in accordance with the provisions of the California Environmental Quality Act. Should this referral occur, I understand that I must pay all fees as required by Section 711.4 of the Fish and Game Code (\$1,993.00 for Negative Declarations/Mitigated Negative Declarations or \$2,768.25 for Environmental Impact Reports, plus any County Clerk fees as of January 1, 2009). Should these fees be required, I agree to remit a cashier's check or money order in the required amount, payable to the Ventura County Clerk, to the Planning Division prior to any legal notifications regarding public hearings before the decision making body on my application.

Name of Property Owner or Corporate Principal (please print):

Driver's License Number:

Phone Number:

Name of Company or Corporation (if applicable):

Mailing Address of the Property Owner or Corporation/Company:

*If a Corporation, please attach a list of the names and titles of Corporate officers authorized to act on behalf of the Corporation*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*ATTENTION — The property owner (or Corporate principal) will be held responsible for all charges.**



# Certification Statement of Hazardous Waste or Substance Site

County of Ventura • Resources Management Agency • Planning Division

800 S. Victoria Ave, Ventura, Ca. 93009 • 805 654-2478 • <http://www.ventura.org/rma/planning>

**PERMIT NO.**

**A.P.N.**

Pursuant to the requirements of Section 63962.5 of the California Government Code, I certify that the project site for the above entitlement is not located on the State list of identified hazardous waste/or hazardous substance sites. I have reviewed the list kept at the Planning Division Public Counter.

Applicant or Representative  
(Print)

\_\_\_\_\_  
Applicant or Representative  
(Sign)

Date



## Summary of Documents Required with a Discretionary Entitlement/Zone Change/Subdivision Application

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2478 • <http://www.ventura.org/rma/planning>

The following items should accompany your application upon submittal. For those noted as “When Applicable”, please consult the pertinent sections of the Questionnaire (Section III of Application Packet) to determine if the items are required for your application.

<b>SUBMIT WITH EVERY APPLICATION</b>	<b>No. of Copies</b>
Site Plan (confirm number of copies with Discretionary Permit Coordinator)	20 or _____
Questionnaire completed (confirm number of copies with Discretionary Permit Coordinator)	15 or _____
Fee Reimbursement Agreement	1
Certification Statement of Hazardous Waste/Substance Site	1
Lease Agreement, Power of Attorney, or Owner Authorization document	1
<b>SUBMIT WHEN APPLICABLE</b>	<b>No. of Copies</b>
Restrictive Covenant	1
Water Availability Letter from water company	3
Well Water Quality Report	3
Water Well Pump and Recovery Test	3
Sewer Availability Letter	3
Septic Tank Pumping Report	3
Soils Report	3
Percolation Plan & Calculations	3
Quantity data of past and proposed groundwater use	1
Stormwater Quality Impact Mitigation Plan (SQUIMP) Worksheet	2
Geology Report	3



## Summary of Documents Required with a Discretionary Entitlement/Zone Change/Subdivision Application

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2478 • <http://www.ventura.org/rma/planning>

Drainage Study	4
Traffic Study	3
Documentation of existence of land use prior to 1985	1
Traffic Control Plan	1
Noise Study	1
Manure Management Plan	2
Dust Control Plan and Odor Impact and Minimization Plan	3
Public Easement Certification	1 original & 1 signed copy
Preliminary Title Report	2
New Legal Description	21
Unsigned, draft documents to modify deeds of trust	2
Unsigned, draft grant deeds	2
Owner's Certificate	1 original & 2 signed copies
Copy of Agreement (Re: Owner's Certificate)	1
Articles of Incorporation (Re: Owner's Certificate)	1
Lender's Acknowledgment form	1 signed copy & 1 notarized original
Archaeological, historical, and/or paleontological resource survey report	1