



Permit/Site Plan Adjustment Application

County of Ventura • Resource Management Agency • Planning Division
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • <http://www.ventura.org/rma/planning>

Permit Number:

Applicant's Name

Address

Phone Number

E-mail

Signature(required)_____Date_____

Company Name

Type of Use

Project Address/Location

Property Owner's Name

Address

Phone Number

Signature (required)_____Date_____

Agent or Engineer's Name

Address

Phone Number

Assessor's Parcel Number(s)

Existing Permit No(s) to be adjusted

Violation Number

Description of request:

Have all of the original permit conditions been satisfied?

Yes

No

Have all of the original permit conditions been satisfied? Yes No

Have there been any changes in the area such that your request might adversely impact surrounding properties? Yes No

If yes, please describe (attach additional sheets as needed).

YES NO

Has the property owner or lessee changed since the original approval of the permit?

Are all permitted structures in the same locations shown on the original permit?

Review by Environmental Health required?

Review by Public Works Development and Inspection Services required?

Is there a Reimbursement Agreement signed by the property owner attached to this application?

APPLICANT:

- Please make check payable to County of Ventura.
- If your proposal involves physical changes to the site, attach _____ copies of a site plan, floor plan and elevations (folded to no larger than 9" x 14") showing existing and proposed construction and/or uses, 4 copies of APN map (with zoning) with the site outlined in red and 1 copy of the original permit approval and conditions.
- If any plans are larger than 11" x 17", submit an 8.5" x 11" reduction of each plan.

STAFF USE ONLY

Date Received: _____ Received by: _____ Receipt Number: _____

Standard Fee: **\$500.00** (deposit)

Minor Permit Adjustment Fee **\$315.00** (nonrefundable)

Penalty Fee: \$ _____

Zone: _____ General Plan _____ Area Plan _____ Lot Size _____

Legal Lot Status _____ Previous Permits on Site _____

Environmental Health Review Yes No

Public Works Review Yes No



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
Tree Permit Review
Subdivision Application (PM/TT)
General Plan Amendment/Zone Change
Parcel Map Waiver (LLA, Merger, LLS, LES, CS)
Conditional Use Permit
Change of Use

Ordinance Amendment
Variance
Major/Minor Modification
Land Conservation Act (LCA) Contract
Conditional Certificate of Compliance
Planned Development Permit
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.**