



Zoning Clearance Application Instructions

County of Ventura • Resources Management Agency • Planning Division
800 S. Victoria Avenue, Ventura, CA 93009 • (805)654-2488 • www.ventura.org/rma/planning

1. Applicants are required to submit this form (and related attachments) prior to the preparation of a Zoning Clearance. For certain uses, supplemental information will also be required. The issuance of a Zoning Clearance could take several days.
2. A full, true and correct account of the proposed project must be provided or the Zoning Clearance will be nullified subsequently.
3. Zoning Clearances will only be issued on "legal lots" (with a few minor exceptions); if there are no violations associated with the property; if the applicant has no outstanding bills with the Resource Management Agency; and all other applicable standards are met.
4. Applicants should review the attached standards for site plans, floor plans and elevations; as well as development standards found in Articles 5 - 10 the Non-coastal Zoning Ordinance and Articles 4 - 8 of the Coastal Zoning Ordinance. See also Standards relating to the issuance of Zoning Clearances in the respective ordinances are found in Sec. 8111- 1.1.1 and Sec. 8181-3.1, respectively. This information can be found on the Division's website, www.ventura.org/rma/planning after selecting the "Ordinance & Regulations" navigation button.
5. Applicants are encouraged to seek approval for their project from the Homeowners' Association (HOA) that may have jurisdiction over the subject property. Some HOA standards may be stricter than zoning regulations. In some areas a Zoning Clearance will not be issued until written HOA approval is provided. Check with your HOA.
6. Applications that are incomplete and/or include plans that do not meet the applicable standards included with the application packet will be returned to the applicant and not accepted for processing.
7. Refunds are not provided after a Zoning Clearance has been issued.
8. Issuance of a Zoning Clearance does not guarantee issuance of a Building Permit from the Building & Safety Division, or related permits from other divisions such as Public Works and Environmental Health.
9. If a violation is found on the site, the Zoning Clearance will be nullified.
10. The processing of zoning clearances may take up to four working days, though often zoning clearances can be issued on the same day over the counter (depending on number applications that day, etc.). Zoning clearances in a coastal zone always take at least one full day of processing time.

Provide the Following Materials with the Zoning Clearance Application

1. **Two sets** of 18" x 24" (minimum) construction drawings (for submittal to Building & Safety) that also include a site plan, floor plan (for all levels and floors), and elevations. These sheets must include the information listed on the accompanying "Standards for Required Site Plans, Floor Plans and Elevations."
2. **One set** of the following items: Site Plan, Floor Plans, Elevations, and Cross-sections (for coastal zones) of the elevations on separate 8.5" x 11" sheets of paper. These sheets should be reductions of the same images that usually appear on the construction drawings submitted to Building & Safety (see #1 above). Internal remodeling or demolition of structures or utilities may not require all these items. Check with Planning and Building & Safety staff first.
3. **Zoning Clearance Fee**, cash or check payable to the County of Ventura, Planning Division (credit cards cannot be processed). It is suggested that one not fill in the amount prior to applying. Consult the Fee Schedule on the Division website for current fees at: www.ventura.org/rma/planning/Permits/fees.html.
4. **Photos of dwelling** where exterior remodeling is proposed is helpful, but not required.
5. **Application Form** filled out completely.
6. **Supplemental Materials** if the project falls into one of the categories listed below under "Supplemental Materials", please provide the additional materials at the time you apply for a Zoning Clearance.
7. **Development Data Table** must be filled out and submitted.
8. A **Tree Permit Application** must also be submitted if the project involves the pruning (beyond specified limits), removal, trenching, excavation, or other encroachment into the protected zone (5' outside the canopy's edge and a minimum of 15' from trunk) of protected trees. More info at: www.ventura.org/rma/planning/pdf/ordinances/tree_protection_regs.pdf.
Site plans must show the following:
 - Precise trunk location and approximate outline of all protected tree canopies that are within 20' of the limits of the construction area (including access roads and storage areas), *including the canopies of trees growing on adjacent parcels*.
 - Any protected trees proposed for removal.
 - For projects that involve the laying of underground utilities illustrate the extent of trenching to the point of connection and for projects that involve above ground utilities show the location of new wires and poles to the point of connection.
 - Location of any livestock and manure pens.
 - Designated concrete washout areas (for construction).



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Applicant Provided Information

Owner's Name: _____

Phone: _____ Cell: _____ Email: _____

Owner's Address: _____ Zip _____

Applicant's Name: _____

Phone: _____ Cell: _____ Email: _____

Applicant's Address: _____ Zip _____

Site Address: _____

Cross Streets: _____ & _____

Assessor Parcel No(s): _____

Proposed Use/Structure 1: _____

Proposed Use/Structure 2: _____

Proposed Use/Structure 3: _____

No. of Existing Bedrooms: _____ Proposed Additional Bedrooms: _____

No. of Existing Covered Parking Spaces (carport/garage): _____

No. of Existing Uncovered Parking Spaces Marked: _____

No. of Protected Trees (see Sec. 8107.25) within 50' of the limits of the construction area: _____

Written Homeowner Association approval: (attached if applicable) ___ N/A

Certificate of Appropriateness for designated Historic Landmarks or Sites of Merit: (attached if applicable) ___ N/A

Page 2, Zoning Clearance Application Form

For Office Use

Applicant Name: _____

Date Received: _____

Lot Size: _____ sq. ft. _____ acres

Violation: _____ Legal Lot Status: _____

Zoning: _____

General Plan Land Use Designation: _____

Area Plan Land Use Designation: _____

Sq. ft. of Gross Floor Area Ministerially Allowed for Structure: _____

On site hazards: _____

DEVELOPMENT DATA TABLE
Applicant Provides Information

Existing Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
TOTALS		

Existing Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
TOTALS		

Proposed Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
TOTALS		

Proposed Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
TOTALS		

DEVELOPMENT DATA TABLE **SAMPLE**

Existing Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<i>House</i>	1500	2175
<i>Orchard</i>	43 ac	NA
TOTALS	1500	2175

Existing Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<i>Garage, shed, covered patio</i>	400	400
<i>Shed</i>	50	50
<i>Covered Patio</i>	200	200
<i>Barn</i>	2000	2600
TOTALS	2650	3250

Proposed Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<i>Addition to house</i>	250	250
<i>Greenhouse</i>	20,000	20,000
TOTALS	20,250	20,250

Proposed Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<i>Second Dwelling</i>	900	900
<i>Home Occupation</i>	NA	NA
<i>Farmworker Dwelling</i>	1400	1400
<i>Ag Sales Facility</i>	500	400
TOTALS	2800	2700

SUPPLEMENTAL MATERIALS FOR ZONING CLEARANCE APPLICATION

If the proposed project involves any of the following categories, special consideration must be paid to the project. Additionally, supplemental information, declarations, etc. may be required to be submitted when applying for a Zoning Clearance. Each category may have more than one document associated with it.

- Agricultural Sales Facility
- Agricultural Uses in Coastal Zone
- Animal Waiver
- Business Tax Certificates
- Coastal Zone Development
- Occupancies in Commercial or Industrial Zones
- Electric Service
- Farm Worker and Animal Caretaker
- Hazardous Waste & Substance Site
- Historic Designation (Landmark/Site of Merit)
- Home Occupations
- Home Owner Association (HOA) Notice or Approval
- Itinerant Merchant
- La Conchita Construction Restrictions
- Matilija Canyon Development
- Non-conforming Parking in Non-coastal Zone
- Non-conforming Structures, projects related to
- Ojai Valley Dwellings within Clean Air (OVCA) Ord. Area
- Oxnard Forebay Construction Limitations (El Rio, Strickland)
- RB & RBH Zones, construction
- Reconstruction Following a Disaster
- Restrictive Covenants (Deed Restrictions)
- Scenic Resource Protection Compliance with Ministerial Permits
- Second Dwelling Unit
- Signs
- Temporary Construction Sites
- Temporary Dwelling During Construction
- Temporary Office During Construction
- Tree Alteration or Removal
- Truck Trailers as Structures
- Waivers for Uses and Structures, e.g. animals, 4H projects, large vehicles etc.)
- Water wells in Coastal Zone (new, replacement, re-drill of existing)
- Wetlands
- Zoning Clearance on a site with a PD or CUP

STANDARDS FOR REQUIRED SITE PLANS, FLOOR PLANS AND ELEVATIONS

General Requirements for Site Plans, Floor Plans, Elevations

1. **Paper Size** – Two sets of 18" x 24" minimum for Building & Safety plans; One set of 8½" x 11" for Planning
2. **Preferred Scale:**
 - a. Site Plan - 1"=10' for lots less than 1 ac. 1"=40' for larger lots; show scale
 - b. Floor Plan & Elevations – Architectural scale, ¼"=1'
3. **North Arrow** – Show with chosen scale beneath the north arrow.
4. **Title Block** - Each page in a set of plans shall include the following:
 - a. Assessor's Parcel No. – Obtain from tax bill or Assessor
 - b. Site Address – If no address assigned use nearest cross streets
 - c. Property Owner Name, Address and Phone Numbers
 - d. Architect/designer/engineer Name, Address and Phone Numbers
 - e. Sheet number – 1 of 6, 2 of 6, etc.
5. **Location Map** – On the site plan sheet that includes the following:
 - a. North arrow and scale
 - b. Existing street pattern with names (from the first public road). If the property is more than ½ mile to the nearest public road, note approximate distance
 - c. Highlight parcel, e.g. with cross-hatching.
 - d. Show general location of existing and proposed structures

Specific Requirements for Site Plans (see following examples)

1. **Property Lines and Setbacks** - Show property lines; their dimensions; required setback lines around property; and distances to existing and proposed structures. (Building & Safety will generally require surveyed property lines on small residential lots.)
2. **Adjacent Streets** – Name and specify right of way width and distance from center line to property line. See Assessor map for road widths or PWA "Road Inventory".
3. **Access/travel easements to and through the site and alleys servicing the parcel** – Show configuration and dimensions. See property deed for such items.
4. **Location of:**
 - a. Protected trees (size & type) within construction zone and access to the site, e.g. oaks, sycamores, historic trees, any tree 90"+ in girth
 - b. Easements/Deed Restrictions, e.g.: utility, equestrian, archeological, biological, flowage
 - c. Waste disposal systems (tanks, leach fields)
 - d. Existing and proposed water wells on the parcel
 - e. Oil wells when closer than 500' to a proposed dwelling

- f. Lakes, ponds, streams, springs, wetlands (whether intermittent or continually wet)
 - g. Geologic Impacts: faults, “Special Study Fault Zones”, edge of slopes, landslides, (hazard information is available from the “GIS” section at (805) 477-1585
 - h. Existing and proposed drainage facilities, including surface drainage patterns
5. **Covered parking structures** (garages and carports) and uncovered parking spaces
 6. **Signs**, existing and proposed
 7. **Proposed grading** – show location and indicate amounts of grading and fill in cubic yard, and heights cuts, etc. Show existing and proposed contours at appropriate scale.
 8. **Vegetation removal** – Show location, type and square footage of vegetation to be removed and for what purpose (e.g. roads/drives, structures, flat-work, landscaping.
 9. **Tree trimming and removal** – Show location of trunk, outline of “drip line” (range of tree canopy), type of tree, if it is to be removed, if it is to be trimmed and to what degree.
 10. **Fire Clearance area** - 100’ required around all structures in wildfire areas.
 11. **Roof Coverage* of all existing and proposed structures** – Label the structure same as “Bldg. Sq. Ft. Data” entry. (*the horizontal area covered by roofs, less 2’ eaves)
 12. **Footprint of all existing and proposed “flatwork”** – Driveways, patios, decks, pools, spas, ponds, required uncovered parking spaces, etc.
 13. **Miscellaneous improvements** - fire hydrants; free-standing lights, retaining walls, planters, barbeques, walls, storage sheds, and fences with dimensions
 14. **Designate the use of all proposed and existing structures**
 15. **Show distances between all existing and proposed buildings**
 16. **Table of structures labeled as to: existing vs. proposed; their purpose; roofprint area and gross floor area.**

**Additional Requirements for multi-family and
Commercial and Industrial Projects**

1. **Indicate use of open areas** - including recreational facilities, landscaping, storage and operations yards, etc.
2. **Location of trash and recycling areas.**
3. **On-site Parking and circulation:**
 - a. Layout and dimensions of parking area and spaces, including those for the handicapped; number of parking spaces and circle the highest number.
 - b. Direction and flows (shown with arrows).
 - c. Off-street loading spaces and facilities (commercial & industrial only)
 - d. Bicycle and motorcycle parking
 - e. Concrete curbing and retaining wall details

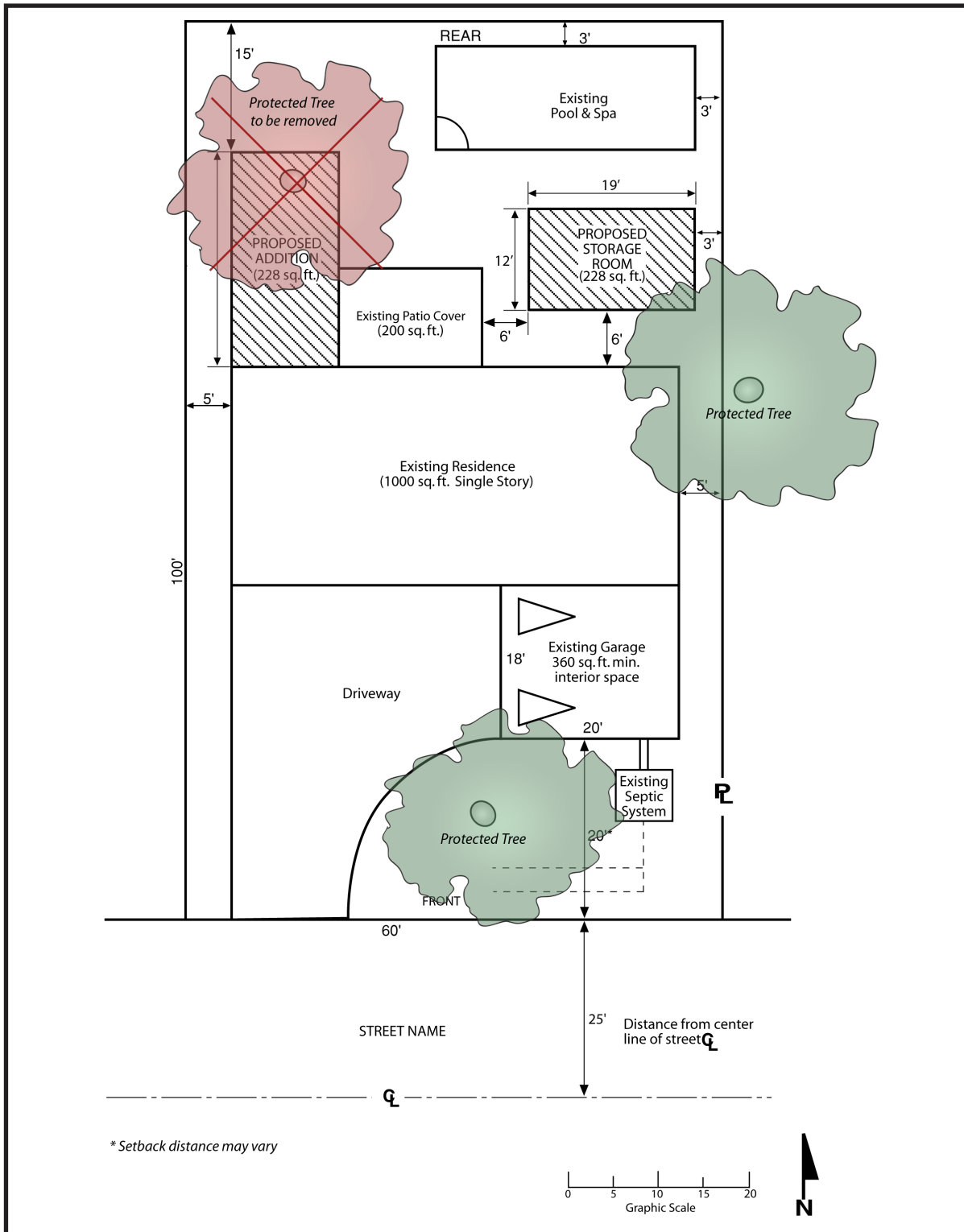
Specific Requirements for Floor Plans (see following examples)

1. **Show measured dimensions of the structure**
2. **Show floor plans for all floors & levels, e.g. attics, lofts & basements**
3. **Show fixtures and dimensions of bathrooms in detached accessory structures** (36sf is the general size limit)
4. **Show property lines** to existing and proposed structures if the property line is within 25' of the proposed structure.

Specific Requirements for Elevations (see following examples)

1. **Measured dimensions of the structure** – Width, heights at peaks and mid-points of pitched roofs. The lower face of a Gambrel roof must pitch inwards $\geq 45^\circ$ from vertical.
2. **Property lines** to existing and proposed structures if the property line is within 20' of the proposed structure.
3. **Original grade profile**
4. **Final grade profile of lot 5' from proposed structure**
5. **Datum Point** – Flood Control surveyed elevation
6. **Cross-sections** for habitable structures in the Coastal Zone.

Sample Site Plan for Zoning Clearances



Assessor's Parcel Number - - -

Street Address (if assigned) _____

Locality _____