



## OJAI VALLEY MUNICIPAL ADVISORY COUNCIL

### REGULAR MEETING NOTICE AND AGENDA

**18 Valley Road, Oak View Monday,  
September 18, 2023- 7:00PM**

**Chair:** Chris Cohen, **Vice Chair:** Joseph Westbury

**Council Members:** Barbara Kennedy, Grace Malloy, Terry Wright

**Public Comments FOR IN PERSON MEETINGS may be provided using the following TWO options:**

**Option 1: E-MAIL PUBLIC COMMENT**- If you wish to make a comment on a specific agenda item, please submit your comment to the Executive Officer at [ovmac@ventura.org](mailto:ovmac@ventura.org) for that item via email by 3:30 p.m. the day of the meeting to ensure your letter is received and entered into the record. PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR EMAIL: (A) MEETING DATE, (B) AGENDA ITEM NUMBER, (C) SUBJECT OR TITLE OF THE ITEM, (D) YOUR FULL NAME. DURING PUBLIC COMMENT ON THE AGENDA ITEM SPECIFIED IN YOUR EMAIL, YOUR COMMENT WILL BE SUBMITTED FOR THE RECORD. Please limit your written correspondence to 300 words or less.

**Option 2 – IN PERSON PUBLIC COMMENT** - If you wish to make a comment in-person, you must be present at the meeting location and provide your comment prior to the close of the public comment period for the item you wish to speak on. Each meeting will have sign-in sheets to participate in Public Comment at the meeting location for in-person comments.

- 1. Call to Order of the Meeting**
- 2. Flag Salute**
- 3. Roll Call**
- 4. Adoption of the Agenda**
- 5. Public Comment for Items Not on the Agenda**
- 6. Approval of the Meeting Minutes of July 17, 2023 – DRAFT MINUTES ATTACHED**
- 7. City of Ojai Planning Commission Update**

#### **Formal Items:**

- 8. Review of a Director's Permit for Permit Adjustment – PL23-0048 – 11560 N. Ventura Ave.**

Request for exterior façade alterations, removal of a 318 square foot sunroom to be replaced by a 550 square foot outdoor patio, the addition of a new 102 square foot walk-in cooler, replanting landscaping, repaving and restriping the parking area, new signage throughout including refacing the existing monument sign, and an interior remodel. The building footprint will be reduced by 201 square feet, however with the outdoor patio, the overall gross square footage will increase by 248 square feet to a combined gross floor and outdoor dining area of 2,760 square feet. The project also includes the creation of two motorcycle parking spaces. With the addition of the motorcycle parking spaces, the proposed expansion to the gross floor area can be accommodated by

providing one parking space for every 2.4 fixed seats. The 0.64 acre property is located in the Commercial Planned Development Zone, with an Area Plan designation of Commercial, and a land use designation of Commercial Planned Development.

**Staff Contact:**

John Novi, Senior Planner

[john.novi@ventura.org](mailto:john.novi@ventura.org)

805-654-2462

**9. Review of a Conditional Use Permit - PL23-0074 - 11502 N. Ventura Ave.**

Request for a Conditional Use Permit to allow an existing Car Wash and Oil Change establishment to operate from 8:30 – 5:00PM with an estimated 35 customers per day. The permit area includes an existing car wash tunnel, retail and office building with second story office (to be converted to a dwelling unit), lube and oil change bays, storage and equipment room, and water tank enclosures. All structures and equipment already exist. No physical or operational changes are proposed. Prior Conditional Use Permit expired, and the applicant is seeking a new Conditional Use Permit to continue the use of the car wash and related facilities for a 10 year period. The 0.5 acre property is located in the Commercial Planned Development Zone, with an Area Plan designation of Commercial, and a land use designation of Commercial Planned Development.

**Staff Contact:**

AJ Bernhardt, Assistant Planner

[aj.bernhardt@ventura.org](mailto:aj.bernhardt@ventura.org)

805-654-3136

**10. Announcements and Updates**

**11. Councilmember Comments**

**12. Adjournment:** Next Meeting will be held on Monday, October 16th at 7:00PM IN PERSON at the Oak View Community Center

**Item No. 6 - Approval of the Meeting Minutes of July 17, 2023 – Draft Minutes Attached**



## OJAI VALLEY MUNICIPAL ADVISORY COUNCIL

### DRAFT MEETING MINUTES

18 Valley Road, Oak View  
Monday, July 17, 2023 - 7:00PM

**Chair:** Chris Cohen, **Vice Chair:** Joseph Westbury

**Council Members:** Barbara Kennedy, Grace Malloy, Terry Wright

**Public Comments FOR IN PERSON MEETINGS may be provided using the following TWO options:**

**Option 1: E-MAIL PUBLIC COMMENT**- If you wish to make a comment on a specific agenda item, please submit your comment to the Executive Officer at [ovmac@ventura.org](mailto:ovmac@ventura.org) for that item via email by 3:30 p.m. the day of the meeting to ensure your letter is received and entered into the record. PLEASE INCLUDE THE FOLLOWING INFORMATION IN YOUR EMAIL: (A) MEETING DATE, (B) AGENDA ITEM NUMBER, (C) SUBJECT OR TITLE OF THE ITEM, (D) YOUR FULL NAME. DURING PUBLIC COMMENT ON THE AGENDA ITEM SPECIFIED IN YOUR EMAIL, YOUR COMMENT WILL BE SUBMITTED FOR THE RECORD. Please limit your written correspondence to 300 words or less.

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#### 1. Call to Order of the Meeting

*Meeting was called to order at 7:04PM.*

#### 2. Flag Salute

#### 3. Roll Call

*Chair Cohen, Vice Chair Westbury, and Member Wright were present.  
Members Malloy and Kennedy Absent.*

#### 4. Adoption of the Agenda

*Motion made to approve as presented by Member Wright, Seconded by Chair Cohen.  
Approved 3-0*

#### 5. Public Comment for Items Not on the Agenda

*Public Comment No. 1 – Ron Solorzano*

*Meiners Oaks Library is still under construction. Hopefully looking to open late September or early October at Meiners Oaks School. Oak View and Ojai Libraries are cooling centers during the Summer. The Ojai Library is open 7 days a week so please utilize it for cooling if needed. Summer reading programs conclude August 4<sup>th</sup> and will have Kona Ice celebration in Ojai. There is also a Student Worker Position open for the Meiners Oaks Library and the Oak View Library. This position is ideal for high school students. The Ventura County Libraries is sponsoring a "1 County 1 Book" program, and our book is "Solito" this year which is a memoir. On September 30<sup>th</sup> there will be a "Ventura County Celebration of Books" with the Ventura County Library Foundation – this will be on September 30<sup>th</sup>. Please visit our website for more information -*



<https://www.vencolibrary.org/>

**6. Approval of the Meeting Minutes of June 12, 2023 – DRAFT MINUTES ATTACHED**

*Motion to approve as presented by Member Wright, seconded by Vice Chair Westbury.  
Approved 3-0*

**7. City of Ojai Planning Commission Update**

*No Planning Commissioner present.*

**8. Announcements and Updates**

*N/A*

**9. Councilmember Comments**

*Chair Cohen suggested sending out PWA Connects Info for OVMAC listserv so public can report County road concerns and observations. Executive Officer Clensay agreed to send this information with the next Meeting Agenda Distribution email.*

**10. Adjournment:** Next Meeting will be held on **Monday, September 18th at 7:00PM IN PERSON** at the Oak View Community Center **(NO AUGUST MEETING)**

*Meeting adjourned at 7:23PM*

**Item No. 8 - Director's Permit for Permit Adjustment – PL23-0048 – 11560 N. Ventura Ave**



## Permit/Site Plan Adjustment Application

County of Ventura • Resource Management Agency • Planning Division  
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

Permit Number (for staff use only): \_\_\_\_\_

Applicant's Name: Matt Clark

Address: 1719 W. Saint Gertrude Pl., Santa Ana, CA 92704

Phone Numbers: \_\_\_\_\_ Home \_\_\_\_\_ Office (714) 928-1166 Cell

E-mail: matt@clarkcd.com

Signature(required) Matt Clark Date 4/28/23

Company Name: Clark Commercial Development, Inc.

Type of Use: Restaurant

Project Address/Location: 11560 Ventura Ave., Ojai, CA 93023

Property Owner's Name: The Parker N.K. Sullivan Living Trust U/A dated October 30, 2013

Address: 601 Lone Oak Drive, Thousand Oaks, CA 91362

Phone Numbers: \_\_\_\_\_ Home \_\_\_\_\_ Office (805)807-0527 Cell

E-mail: karynpearsall@yahoo.com

Signature (required) Parker Sullivan DocuSigned by: Parker Sullivan Date 4/14/2023 | 2:59 PM PDT  
E22D0A4BA108454...

Agent or Engineer's Name: Scott Meinert

Address: 158 West Main St., Lena, IL 61048

Phone Numbers: \_\_\_\_\_ Home (815)369-9155x117 Office \_\_\_\_\_ Cell

E-mail: scottmeinert@lingledesign.com

Assessor's Parcel Number(s): 033-0-020-395

Existing Permit No(s) to be adjusted: PD-1028

Violation Number: \_\_\_\_\_

Description of request:

Habit Burger Grill is proposing to remodel the existing Wendy's building. Exterior facade improvements and a total interior remodel to the existing building. New signage proposed. Site landscaping to be refreshed and a new tree to be added to the parking lot.

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).

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

YES

NO



Have there been any subsequent modifications and, are all permitted structures in the same locations shown on the originally approved permit?



#### APPLICANT:

- 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 Department review ☐ Yes ☐ No

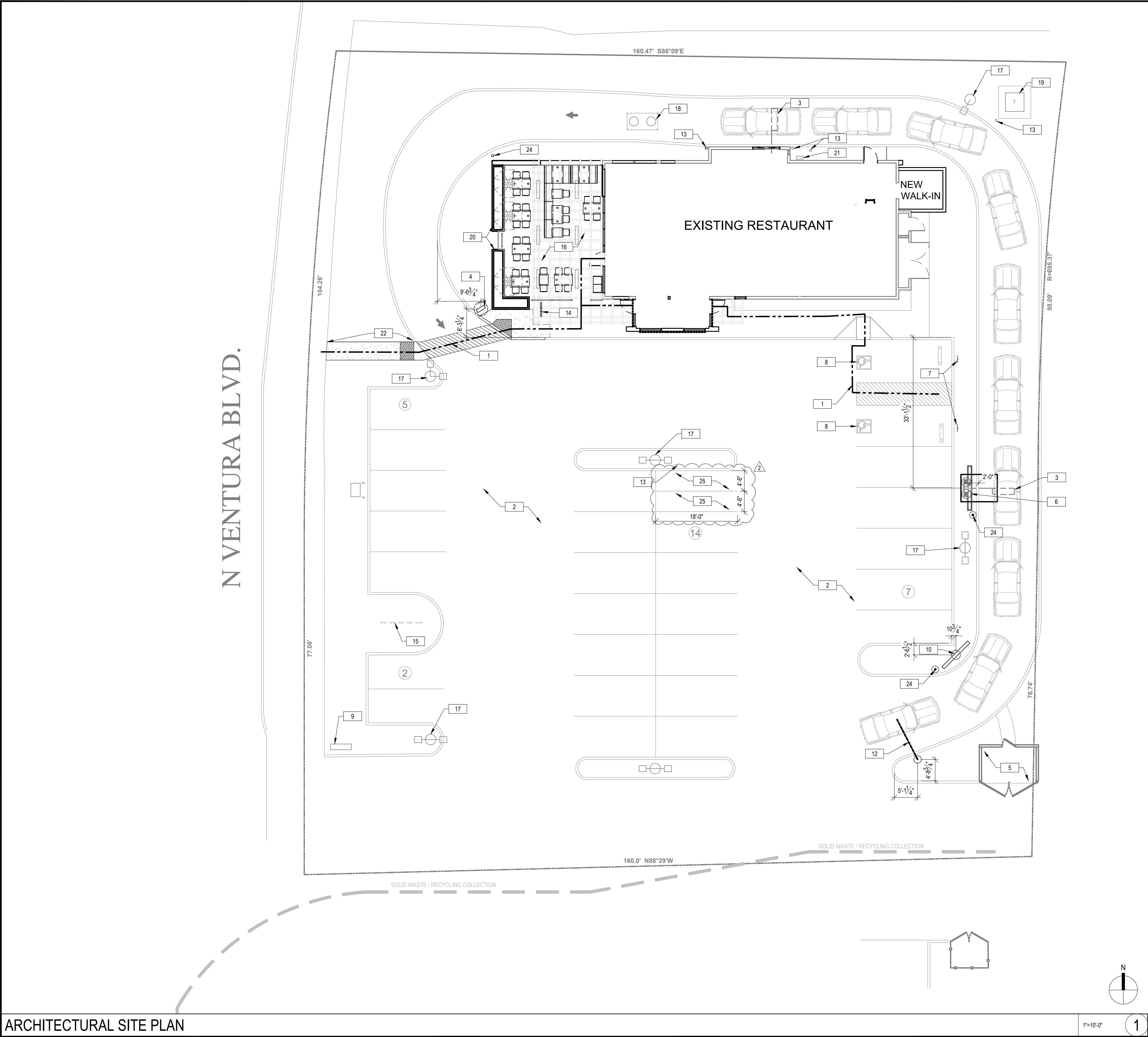
Public Works Agency, Development and Inspection Services Department review ☐ Yes ☐ No



S H E E T

G100





### SITE DATA

ADDRESS:  
11560 N VENTURA AVE  
OJAI, CA 93023

PARCEL #:  
033-0-020-395

EXISTING ZONING: (VENTURA COUNTY)  
CPD/TRU/DKS COMMERCIAL PLANNED DEVELOPMENT / DARK SKY

SITE AREA:  
APPROX. 27,038 SF (0.62 ACRES)  
BUILDING COVERAGE: 10.9% < 60%

BUILDING AREA:  
GROSS BUILDING: 2,314 S.F.  
NET BUILDING AREA: 2,176 S.F.  
PATIO: 635 S.F.

DINING SEATING:  
INDOOR SEATING: 26 SEATS  
OUTDOOR SEATING: 42 SEATS  
TOTAL SEATING: 68 SEATS

PARKING:  
REQUIRED SPACES BY G.F.A.: 1 SPACE PER 90 S.F. GROSS FLOOR AREA + OUTDOOR DINING  
2,125+635=2,760 SF 2,760 / 90 = 31 SPACES  
REQUIRED SPACES BY PROVIDED SEATING: 68 SEATS / 2.4 SEATS = 29 SPACES

EXISTING: 28 PARKING SPACES  
PROPOSED: 27 PARKING SPACES PROVIDED (2 MOTORCYCLE PARKING SPACES)

ACCESSIBLE PARKING STALLS:  
26 TO 50 REQUIRE 2 ACCESSIBLE PARKING SPACES  
EXISTING: 2 SPACE PROVIDED

REQUIRED BICYCLE SPACES: 10% MOTOR VEHICLE SPACES 29 x .01 = 3  
PROVIDED: 3

### KEY NOTES

- ACCESSIBLE PATH OF TRAVEL TO ACCESSIBLE PARKING PUBLIC WAY, MAX. 5% SLOPE IN DIRECTION OF TRAVEL w/ 2% MAX CROSS SLOPE, BY HABIT G.C.
- EXISTING SITE PAVING AND PARKING STRIPING
- DRIVE-THRU DETECTOR LOOPS BY HABIT G.C. - SEE DETAIL 1/A105.2
- ILLUMINATED DIRECTIONAL SIGN - VERIFY EXISTING CONDUIT AND POWER AND PROVIDE NEW IF NECESSARY - SEE ELECTRICAL DRAWINGS FOR CONDUIT SPECS.
- EXISTING TRASH ENCLOSURE TO REMAIN.
- MENU BOARD - VERIFY EXISTING CONDUIT AND POWER AND PROVIDE NEW IF NECESSARY - SEE ELECTRICAL CONDUIT SPECS. & DETAIL 6/A105.2
- EXISTING ACCESSIBLE PARKING SIGN BY LANDLORD (NOT IN SCOPE)
- EXISTING ACCESSIBILITY SYMBOL BY LANDLORD (NOT IN SCOPE)
- EXISTING MONUMENT SIGN (NOT IN SCOPE)
- PREVIEW BOARD - VERIFY EXISTING CONDUIT AND POWER AND PROVIDE NEW IF NECESSARY - SEE ELECTRICAL DRAWINGS FOR CONDUIT SPECS. & DETAIL 5/A105.2
- CLEARANCE BAR SEE DETAIL 4/A105.2
- EXISTING BOLLARD
- NEW BIKE RACK - SEE DETAIL 18/A105.1
- EXISTING BIKE RACK - TO BE REMOVED
- EXISTING PATIO WITH NEW COVER
- EXISTING SITE LIGHTING, TO BE RELAMPED.
- EXISTING GREASE INTERCEPTOR
- EXISTING TRANSFORMER
- NEW PLANTER
- EXISTING GAS METER
- NEW CURB CUT AND WALK TO EXTEND ACCESSIBLE ROUTE TO PUBLIC WAY
- NEW EXTENSION OF PATIO
- NEW BOLLARD, SEE 14 / A105.1
- MOTORCYCLE PARKING SPACE

NOTE:  
REFER TO A106 FOR LANDSCAPE PLAN

### VICINITY MAP

PROJECT SITE

7/28/2023

LICENSED ARCHITECT  
CARL L. LINGLE  
No. C-29985  
9/30/23  
RENEWAL DATE

158 WEST MAIN STREET  
815.366.9155  
1764 CLAY ST  
303.974.5873  
WWW.LINGLEDESIGN.COM

11560 N. VENTURA AVE.  
OJAI, CA 93023  
STORE #: 423

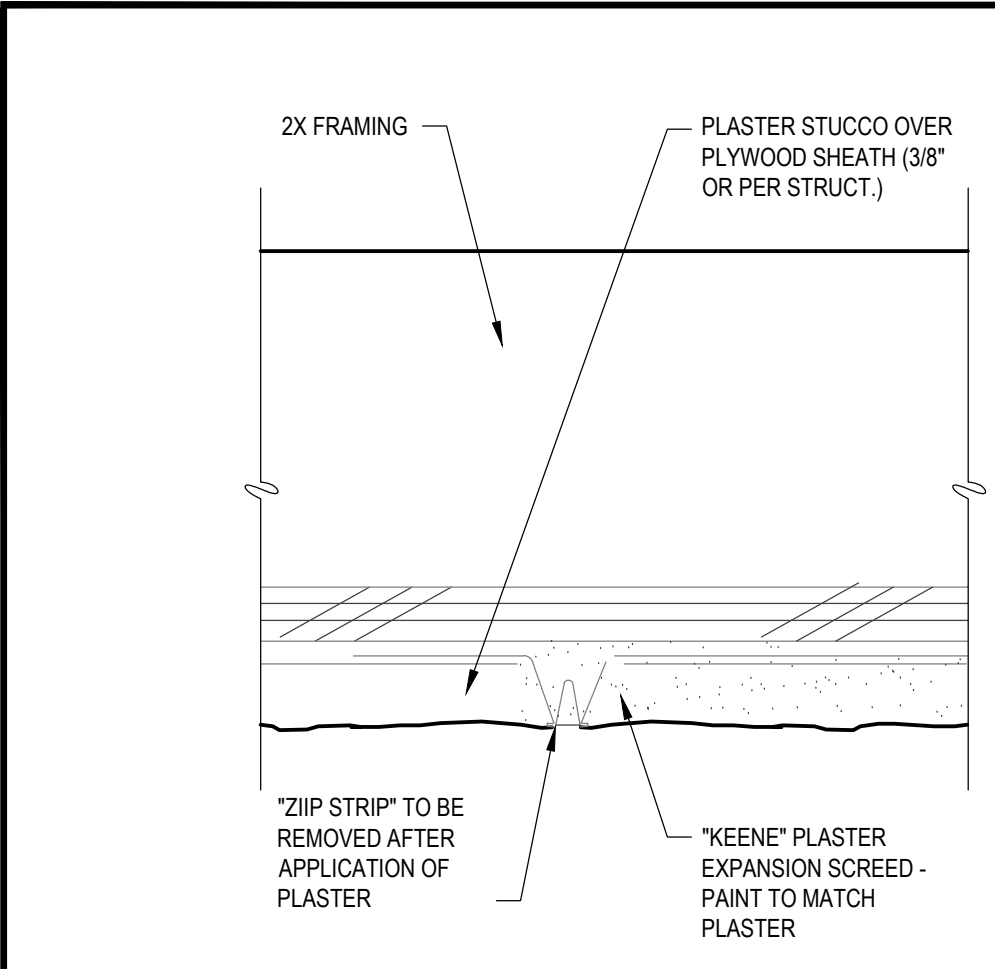
EXISTING SITE PLAN

Project Number: 22-738  
Plan Check Number:  
5/18/2023  
7/5/2023  
7/28/2023

EXTERIOR ELEVATIONS  
REVISED PER CITY COMMENTS  
REVISED PER PLANNING COMMENTS

SHEET  
A105

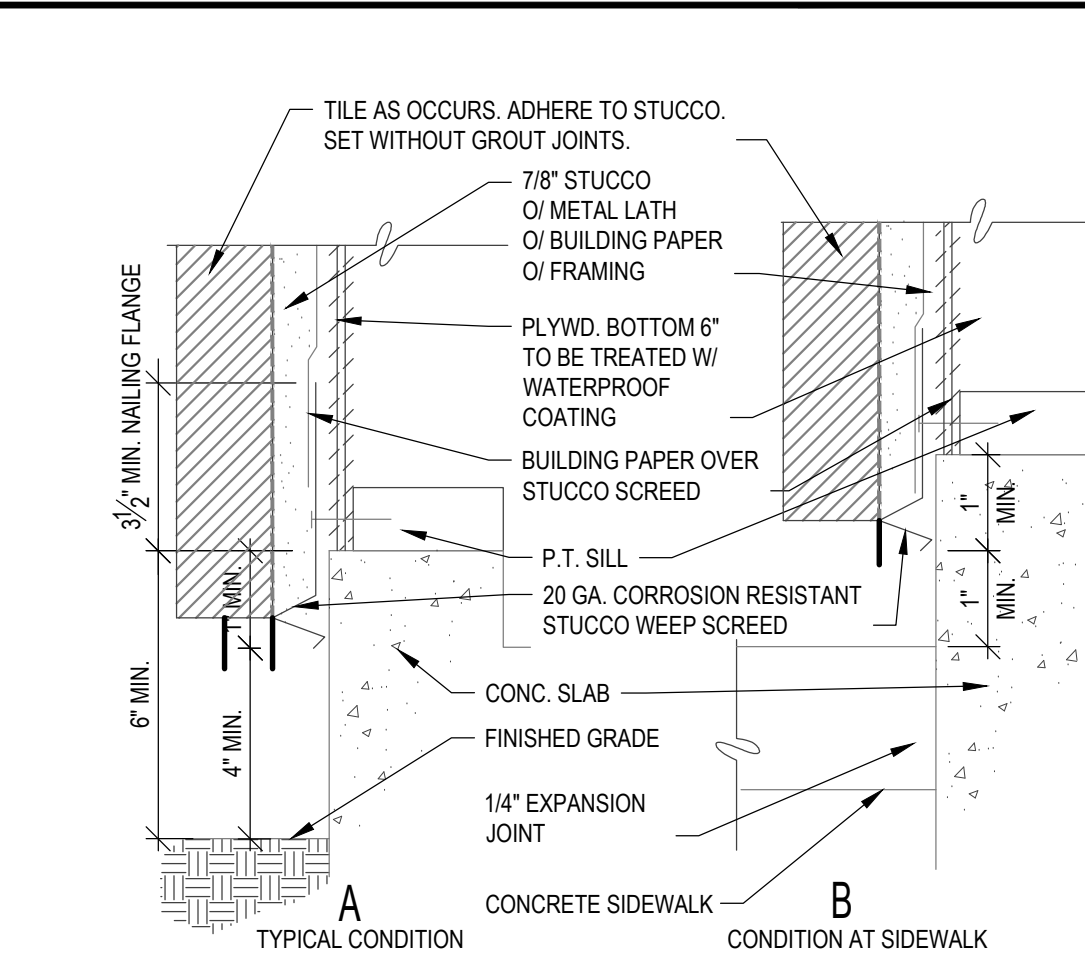




EXPANSION JOINT

N.T.S.

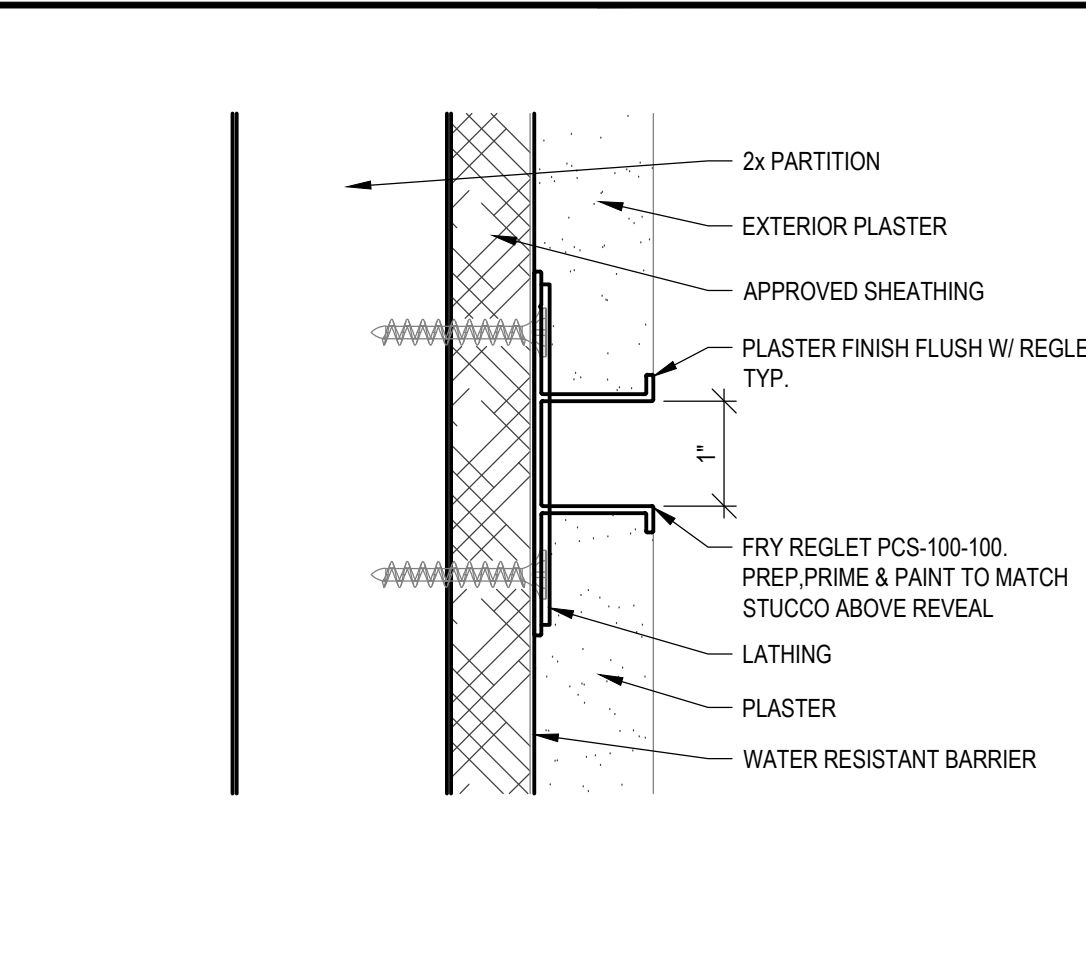
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WEEP SCREED

N.T.S.

4



STUCCO REVEAL

N.T.S.

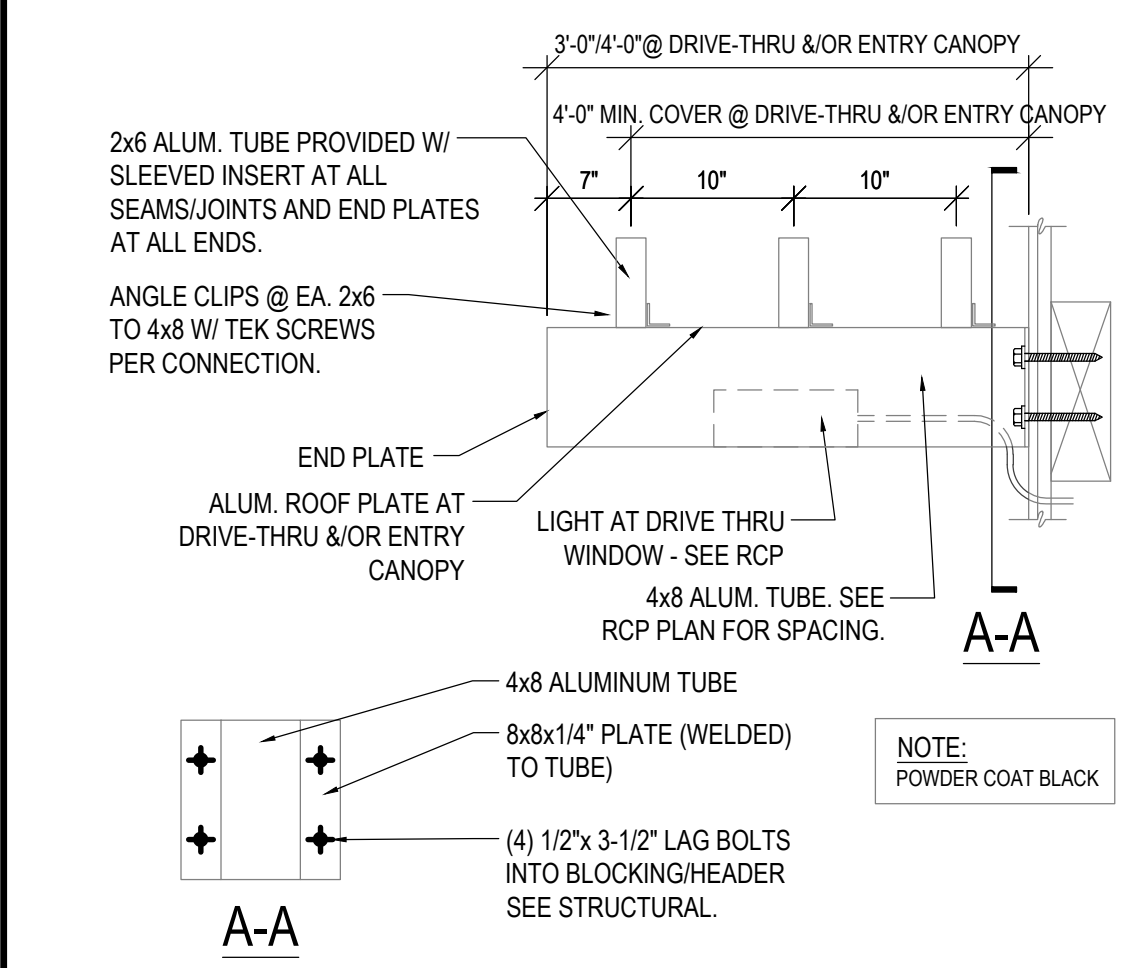
3

GENERAL NOTES

1. ALL ROOF TOP EQUIPMENT WILL BE SCREENED FORM PUBLIC VIEW AND IF DETERMINED BY THE PLANNING DIVISION, NEW SCREENING WILL BE PROVIDED AFTER UNITS ARE INSTALLED.
2. ALL LIGHTING WILL BE CONFINED TO THE SITE AND WILL NOT CAUSE ANY GLARE TO ADJACENT PROPERTIES.
3. ALL EXTERIOR EXPOSED METAL FLASHING, PIPING, CONDUIT, ETC. SHALL BE PAINTED TO MATCH ADJACENT BUILDING SURFACE.
4. ALL SIGNAGE IS UNDER SEPARATE PERMIT.
5. CONTRACTOR TO PROVIDE BLOCKING AND ELECTRICAL JUNCTION BOX AT ALL EXTERIOR SIGNAGE AND LIGHT LOCATIONS. VERIFY EXACT LOCATIONS. VERIFY EXACT LOCATIONS WITH THE SIGNAGE PROGRAM AND OWNER.
6. ALL MATERIAL AND SCREEDS CONTINUE AROUND ALL SIDES OF WALLS WHERE SHOWN.

KEY NOTES

1. ENSURE THAT STREET ADDRESS NUMBER ARE CLEARLY VISIBLE FROM THE STREET - FIELD VERIFY THAT NUMBERS ARE A MINIMUM OF 6" HIGH AND HIGHLY CONTRASTING TO THE SURFACE THEY ARE MOUNTED ON.
2. SIGNAGE BY VENDOR UNDER SEPARATE PERMIT



EXTERIOR TRELLIS CONNECTION

1 1/2\"/>

6



WEST ELEVATION

1/4\"/>

2

EXTERIOR FINISH MATERIAL SCHEDULE

PT 1	DUNN EDWARDS - "CHALKY" DEC793
PT 2	DUNN EDWARDS - "RED CRAFT" DET423
PT 5	DUNN EDWARDS - "BARNWOOD GRAY" DET620
PT 3	BENJAMIN MOORE - "DAVENPORT TAN" HC-76
WAINSCOT	
CT 3	BRICKWEBB BY OLD MILL BRICK, COLOR: CAFE MOCHA
METALS & WOODS	
MTL 2	ALUMINUM TRELLIS TO BE PAINTED TO MATCH BLACK WROUGHT IRON FINISH
WD 4	NEW TECHWOOD ENGINEERED SIDING BOARD COLOR: PERUVIAN TEAK PROFILE: BELGIAN BOARD



7/28/2023



11560 N. VENTURA AVE.  
OJAI, CA 93023  
STORE #: 423

EXTERIOR ELEVATIONS



SOUTH ELEVATION

1/4\"/>

1

Project Number: 22-738	
Plan Check Number:	
5/18/2023	EXTERIOR ELEVATIONS
7/5/2023	REVISED PER CITY COMMENTS
7/28/2023	REVISED PER PLANNING COMMENTS

SHEET

A510



GENERAL NOTES

- ALL ROOF TOP EQUIPMENT WILL BE SCREENED FORM PUBLIC VIEW AND IF DETERMINED BY THE PLANNING DIVISION, NEW SCREENING WILL BE PROVIDED AFTER UNITS ARE INSTALLED.
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- ALL EXTERIOR EXPOSED METAL FLASHING, PIPING, CONDUIT, ETC. SHALL BE PAINTED TO MATCH ADJACENT BUILDING SURFACE.
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- ALL MATERIAL AND SCREEDS CONTINUE AROUND ALL SIDES OF WALLS WHERE SHOWN.

KEY NOTES

- |   |   |
|---|---|
| 1 | ENSURE THAT STREET ADDRESS NUMBER ARE CLEARLY VISIBLE FROM THE STREET - FIELD VERIFY THAT NUMBERS ARE A MINIMUM OF 6" HIGH AND HIGHLY CONTRASTING TO THE SURFACE THEY ARE MOUNTED ON. |
| 2 | SIGNAGE BY VENDOR UNDER SEPARATE PERMIT   |



7/28/2023



CONSULTANT

EXTERIOR FINISH MATERIAL SCHEDULE

- |                |  |
|----------------|--|
| PT 1           | DUNN EDWARDS - "CHALKY" DEC793   |
| PT 2           | DUNN EDWARDS - "RED CRAFT" DET423  |
| PT 5           | DUNN EDWARDS - "BARNWOOD GRAY" DET620  |
| PT 3           | BENJAMIN MOORE - "DAVENPORT TAN" HC-76   |
| WAINSCOT       |  |
| CT 3           | BRICKWEBB BY OLD MILL BRICK, COLOR: CAFE MOCHA   |
| METALS & WOODS |  |
| MTL 2          | ALUMINUM TRELLIS TO BE PAINTED TO MATCH BLACK WROUGHT IRON FINISH                      |
| WD 4           | NEW TECHWOOD ENGINEERED SIDING BOARD<br>COLOR: PERUVIAN TEAK<br>PROFILE: BELGIAN BOARD |



11560 N. VENTURA AVE.  
OJAI, CA 93023  
STORE #: 423

EXTERIOR ELEVATIONS

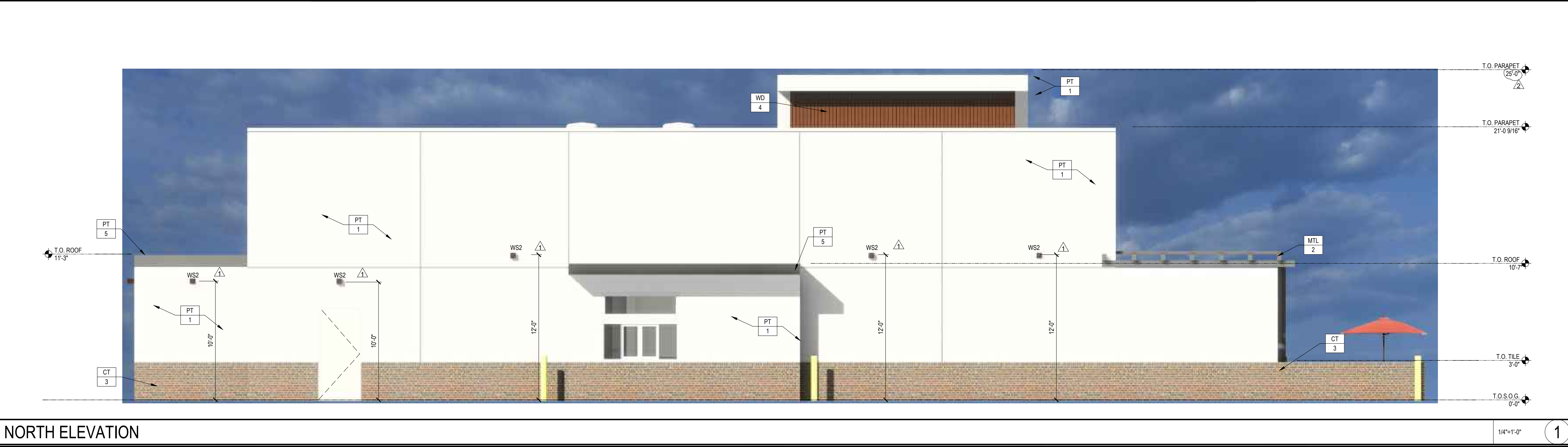
Project Number: 22-738	
Plan Check Number:	
5/18/2023	EXTERIOR ELEVATIONS
7/5/2023	REVISED PER CITY COMMENTS
7/28/2023	REVISED PER PLANNING COMMENTS

S H E E T

A511

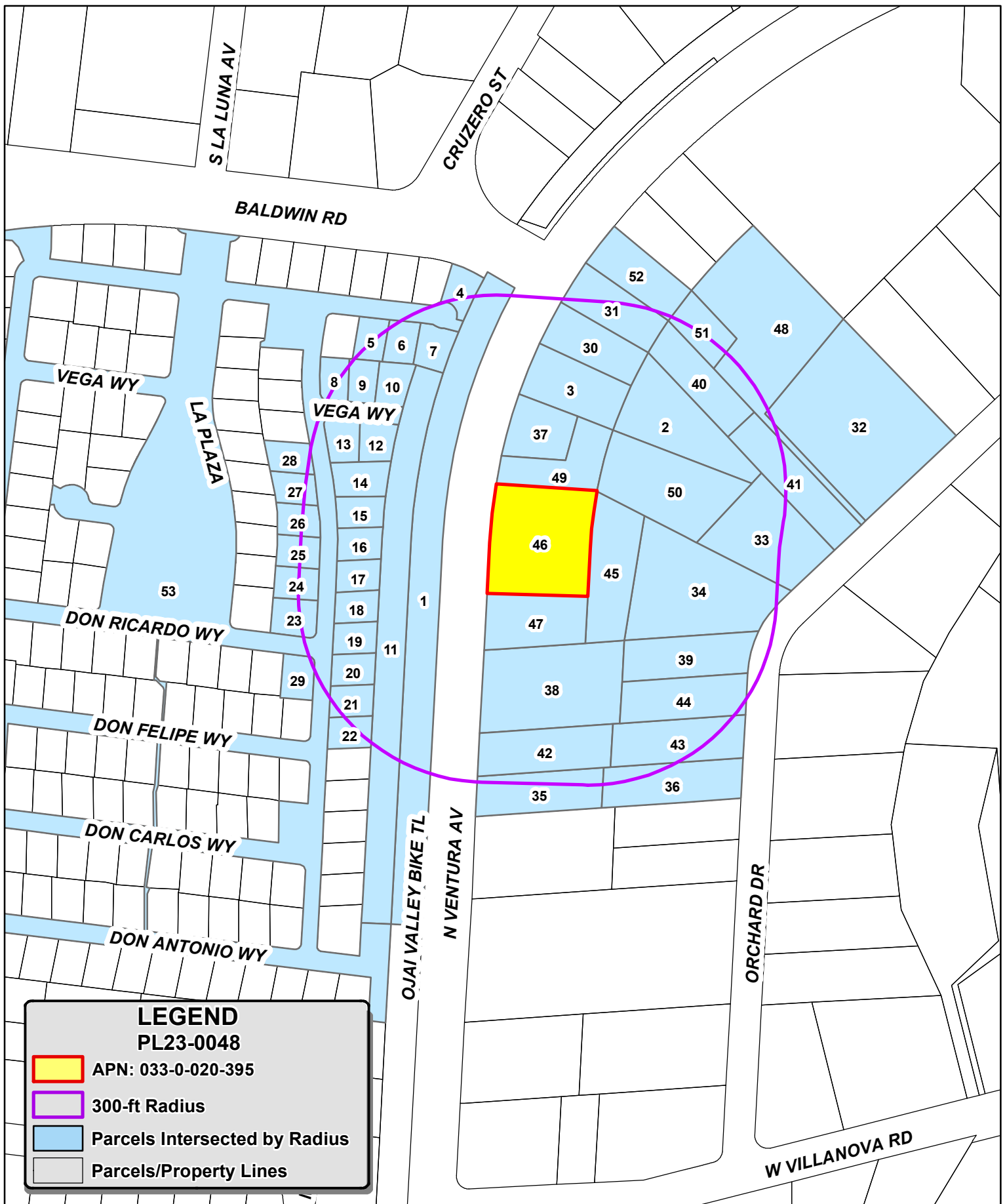


EAST ELEVATION



NORTH ELEVATION







# **County of Ventura**

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



***County of Ventura • Resource Management Agency • Planning Division***  
***800 South Victoria Avenue, L1740, Ventura, CA 93009***  
***(805) 654-2488 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)***

**February 27, 2019**



# Discretionary Entitlement/Zone Change/Subdivision Application Packet – Table of Contents

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

## Section I - Entitlement/Zone Change/Subdivision Application Introduction, General Instructions, and Advisories

I.A.	Introduction/General Instructions .....	1
I.B.	Advisory Information.....	3
I.C.	County Staff Who Review Discretionary Permit Applications.....	6

## Section II - Checklist of Requirements for Discretionary Entitlement Application Plans, Subdivision Maps, and Parcel Map Waiver Sketch Maps

II.A.	Site Plans/Preliminary Grading Plans.....	1
II.B.	Conceptual Landscape Plan.....	9
II.C.	Building Elevations .....	11
II.D.	Floor Plans.....	13
II.E.	Tentative Subdivision Maps (Tentative Parcel Maps, Conditional Certificates of Compliance, and Tract Maps).....	13
II.F.	Sketch Map and Sketch Map Overlay Requirements for Parcel Map Waivers.....	17
II.G.	Plan/Map Reduction Requirement.....	18

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

III.A.	Requested Entitlement, Zone Change, and/or Subdivision .....	1
III.B.	Project Description Summary .....	1
III.C.	Assessor Parcel Numbers (“APNs”) and Project Site Location .....	1
III.D.	Primary Contact Information .....	2
III.E.	Applicant, Property Owner, and Consultant Information .....	2
E.1	Applicant .....	2
E.2.	Property Owner .....	3
E.3	Architect .....	3
E.4	Civil Engineer .....	3

E.5	Licensed Land Surveyor.....	3
E.6	Land Use Consultant.....	3
	Authorization of Agent (Property Owner) .....	4
	Authorization of Agent (Permittee).....	5

<b>III.F.</b>	<b>Project Description.....</b>	<b>6</b>
F.1	Entitlements, Zone Change, and/or Approvals.....	6
F.2	Project Phasing/Duration.....	9
F.3	Self-Imposed Restrictions.....	9
F.4	Dedications/Easements.....	10
F.5	Water Supply.....	10
F.6	Sewage Disposal.....	12
F.7	Groundwater Resources.....	13
F.8	Surface Water Quality .....	14
F.9	Floodplain Management.....	16
F.10	Geology, Site Grading, and Drainage .....	17
F.11	Trip Generation .....	19
F.12	Hazardous Materials/Waste and Fire Protection .....	21
F.13	Noise.....	22
F.14	Lighting.....	23
F.15	Utilities.....	24
F.16	Agricultural Resources .....	25
F.17	Solid Waste, Recycling, Greenwaste, and Composting Operations.....	26
F.18	Air Quality.....	27
F.19	Commercial, Agricultural, Institutional and Industrial Projects Operational Characteristics .....	28
F.20	Tract Map, Parcel Map, Conditional Certificates of Compliance, and Parcel Map Waiver Supplemental Information.....	31
F.21	Legal Lot Requirement .....	32
F.22	Existing Physical Features and Development on, and Surrounding, the Project Site.....	32
F.23	Cultural Resources.....	34
F.24	Biological Resources .....	35
F.25	Protected Trees.....	36

**Attachments**

**Attachment 1 - Fee Reimbursement Agreement**

**Attachment 2 – Billing Fact Sheet for Planning and Code Compliance**

**Attachment 3 - Certification Statement of Hazardous Waste/Substance Site**

**Attachment 4 – Summary of Documents Required with Application**



## Section I – Discretionary Entitlement/Zone Change/Subdivision Application Introduction, General Instructions, and Advisories

County of Ventura • Resource Management Agency • Planning Division

800S. Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

### 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

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<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 July 13, 2010, §5.1), *Ventura County Initial Study Assessment Guidelines* (April 2011), 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: <https://www.vcrma.org/discretionary-approvals>. For a discussion of, as well as the policies, ordinances, and regulations related to, the environmental review process, please see the following website: <https://www.vcrma.org/ceqa-implementation-and-initial-study-assessment-guidelines>.

<sup>4</sup> For information on the fees that are required to process your application, please see the following website: <https://www.vcrma.org/ceqa-implementation-and-initial-study-assessment-guidelines>

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 Division’s Permit 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.

If your land-use project is appealed, please be aware that you may be responsible for all or a portion of the costs required to process the appeal. For appeals of projects unrelated to a violation and located within the non-coastal zone, the following applies:

- A fee of \$1,000 will be required of the project appellant at the time the appeal is submitted.
- Appellants who are also project applicants will be responsible for all charges for staff time to process the appeal.
- Where the appellant is not the project applicant, the appellant will be responsible for the initial \$1,000 and the applicant will be responsible for actual staff time and costs in excess of the initial \$1,000 appeal fee up to a maximum of \$1,000.
- Where the appeal is fully upheld, the full fee for the appeal will be refunded. If upheld in part, the decision-making body will determine how much of the costs will be refunded.

For projects located within the coastal zone, no fee will be charged for appeals, per the California Coastal Act.

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* (2018, §8111-2.2.f) and the *Ventura County Coastal Zoning Ordinance* (2018, §8181-5.1.e), an application for any of the following shall not be processed if a violation of 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* (2018, §8101-3.4 and §8111-1.2.1.1.f) and the *Ventura County Coastal Zoning Ordinance* (2018, §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* [2011, §8202-3(a), §8202-3(c), and §8202-3(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 <https://vcrma.org/legal-lot-program>.
- 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.

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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.



- 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 the Public Works Agency, Transportation Department using the contact information provided in Subsection I.C, below.

- 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 Qualified 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 and signed Memorandum of Understanding for Preparation of

Initial Study Biological Assessments. Prior to hiring a biologist that is not on the list of Qualified 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: <https://vcrma.org/biological-resources>.
- Overlay Zones: Specific standards have been developed for areas which lie within an Overlay Zone. Projects located within such zones will be required to demonstrate compliance with NCZO Article 9 and with CZO Section 8173-13.
- Dark Sky Lighting Regulations (Ojai Valley): Projects that are located within the Ojai Valley Municipal Advisory Council (MAC) boundary are subject to specific outdoor lighting regulations, the intention of which to be able to protect the view of night sky and stars, minimize light pollution, protect against direct glare and excessive lighting, provide standards for efficient and moderate use of lighting, and promote energy efficient outdoor lighting. Projects within the Ojai Valley MAC boundary which include any new installation of outdoor lighting or replacement of existing outdoor lighting will be required to demonstrate compliance with NCZO Section 8109-4.7, and may require a lighting plan.

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

Agency or District	Subject Matter	Contact	Contact Information
Watershed Protection District	Drainage	Shweta Chervu	(805) 654-2454 shweta.chervu@ventura.org
Watershed Protection District	Groundwater/Water Supply	Kim Loeb	(805) 650-4083 kim.loeb@ventura.org
Watershed Protection District	Surface Water Quality	Ewelina Mutkowska	(805) 645-1382 ewelina.mutkowska@ventura.org
Public Works Agency	Grading	Jim O'Tousa	(805) 654-2034 jim.o'tousa@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)	Raymond Gutierrez	(805) 654-2059 raymond.gutierrez@ventura.org
Public Works Agency	Transportation, Circulation, Traffic, and Drainage	Darren Arrieta	(805) 477-7157 darren.arrieta@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	Tobie Mitchell	(805) 658-4315 tobie.mitchell@ventura.org
Ventura County Air Pollution Control District	Air Quality and Climate Change	Nicole Collazo	(805) 645-1426 nicole@vcapcd.org
Resource Management Agency, Environmental Health Division	Water Supply, Sewage Disposal, Public Health, Hazardous Materials/Waste, and Solid Waste Operations	Rebecca Lustig	(805) 654-3520 rebecca.lustig@ventura.org
Ventura County Fire Protection District	Fire Protection	Ruben Luna	(805) 914-8801 ruben.luna@ventura.org
Agricultural Commissioner's Office	Agricultural Resources	Monica Sanoja	(805) 933-2926 ext. 1116 monica.sanoja@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
Public Works Agency	Water and Sanitation	Eric Keller	(805) 378-3015 emc.keller@ventura.org



## Section II - Checklist of Requirements

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

County of Ventura • Resource Management Agency • Planning Division  
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2478 • <https://vcrma.org/divisions/planning>

### 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.	<input checked="" type="checkbox"/>
<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).	<input checked="" type="checkbox"/>
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).	<input checked="" type="checkbox"/>
c. Name and mailing address of the:	
(1) Property owner.	<input checked="" type="checkbox"/>
(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.	<input checked="" type="checkbox"/>
e. Assessor's Parcel Numbers of all Tax Assessor Parcels on which the project site is located.	<input checked="" type="checkbox"/>
f. Project site address (if any).	
g. Date that the site plan was prepared. <sup>1</sup>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
c. The project site identified by cross-hatching.	<input checked="" type="checkbox"/>
<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>	<input checked="" type="checkbox"/>
b. Gross and net lot area. <sup>4</sup>	<input checked="" type="checkbox"/>

<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. 4421, which may be viewed at [www.vcpublishworks.org](http://www.vcpublishworks.org).

<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://gis.ventura.org/countyview/>. Land use designation information is available in the *Ventura County General Plan Goals, Policies and Programs* (2015, Figures 3.1a and 3.1b), which is available on-line at: <http://www.vcrma.org/planning/plans/general-plan/index.html>

<sup>4</sup> For the definition of "gross lot area," see the *Ventura County Non-Coastal Zoning Ordinance* (2018, 8102-0). For the definition of "net lot area", see the: *Ventura County Non-Coastal Zoning Ordinance* (2018, §8102-0) for projects located outside of the Coastal Zone; and, *Ventura County Coastal Zoning Ordinance* (2018, §8172-1) for projects located within the Coastal Zone.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
(1) If the project site constitutes only a portion of the lot on which it is located, provide the 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> (2018, §8105-4 and §8105-5) for projects located within inland areas of the County; or, (b) <i>Ventura County Coastal Zoning Ordinance</i> (2018, §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). For more information on the County's requirement to divert recyclable materials, as required by Ordinance 4421 go to [www.vcpublishworks.org](http://www.vcpublishworks.org).

<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* (2018, Article 6). For information on the parking requirements for projects located outside of the Coastal Zone, see the *Ventura County Non-Coastal Zoning Ordinance* (2018, 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).	
m. Provide locations of all existing and proposed outdoor lighting (Required for parcels within the Dark Sky (DKS) overlay zone)	<input checked="" type="checkbox"/>
<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:	

<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: <http://www.vcrma.org/planning/conservation/bio-resource-review.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](#).

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
(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>	
(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, expansion areas, and step systems.	
(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.	<input checked="" type="checkbox"/>
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.	

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

<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
(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, 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 of the lighting.	
(2) Existing and proposed outdoor light fixtures attached to any exterior surface, including walls, fences, etc. indicating the proposed type of the lighting (Required for parcels within the DKS overlay zone)	<input checked="" type="checkbox"/>
(3) Walls (including, but not limited to, retaining walls).	
(4) 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).	

<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* (2011, 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: <http://www.vcrma.org/planning/plans/general-plan/index.html>.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
(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>	
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.	

<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.

<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.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
(h) Sight distance. <sup>20</sup>	
(i) If the project involves existing and/or proposed lighting along any access roads/driveways, show the light fixture specifications, including the height and the type of lighting (Required for parcels within the DKS overlay zone)	<input checked="" type="checkbox"/>
(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 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.	

<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://vcpublishworks.org/transportation-department/citizen-brochures>.

Also, see the *Ventura County Non-Coastal Zoning Ordinance* (2018, §8106-8.4) for projects located within inland areas of the County, and the *Ventura County Coastal Zoning Ordinance* (2018, §8175-3.8, §8172-1, and §8175-3.11) for projects located within the Coastal Zone.

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

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required
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.	

## 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"/>

Conceptual Landscape Plan Requirement	Required
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>	
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.	<input checked="" type="checkbox"/>
b. Notation: "Conceptual Plans For Plan Check Only."	<input checked="" type="checkbox"/>
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).	<input checked="" type="checkbox"/>
(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.	<input checked="" type="checkbox"/>
(3) Number of motor vehicle and motorcycle parking spaces.	<input checked="" type="checkbox"/>
(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.	<input checked="" type="checkbox"/>
(5) Number, type and container size of proposed trees.	<input checked="" type="checkbox"/>
<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>	
12. <i>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.	<input checked="" type="checkbox"/>
b. Buildings and structures, driveways, parking areas (stalls must be delineated) pedestrian pathways and other hardscape or non-plantable features. Include feature dimensions.	<input checked="" type="checkbox"/>
c. Features, such as trash enclosures or loading areas, that require landscape screening.	<input checked="" type="checkbox"/>
d. Existing and proposed freestanding and/or attached lighting used for landscaping or hardscaping (e.g. walkways, driveways).	<input checked="" type="checkbox"/>

Conceptual Landscape Plan Requirement	Required
e. Walls, retaining walls, fences. Provide a concept detail of fences, gates, walls, retaining walls and plantable walls showing layout and height.	<input checked="" type="checkbox"/>
f. Utility and access easements, and overhead lines.	<input checked="" type="checkbox"/>
g. Engineered slopes, walls and grades. Indicate the top and toe of all significant slopes.	<input checked="" type="checkbox"/>
h. Important natural features such as drainages and rock outcroppings.	<input checked="" type="checkbox"/>
i. Fuel modification zones.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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).	<input checked="" type="checkbox"/>
l. 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. Submit 4 copies of the building elevations, folded to no larger than 8.5 x 14 inches in size.	<input checked="" type="checkbox"/>

Building Elevations Plans Requirement and/or Informational Item	Required
<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"/>
b. Graphic and numeric scale used in drawing the building elevations. <sup>23</sup>	<input checked="" type="checkbox"/>
c. Buildings and structures must be labeled to indicate what building or structure is shown on the elevations.	<input checked="" type="checkbox"/>
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).	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
l. For projects located within the Coastal Zone, submit cross-sections of habitable structures.	

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

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

Building Elevations Plans Requirement and/or Informational Item	Required
m. For projects that are located within a Residential Beach Zone (i.e., "RB" or "RBH" zone), submit a roof plan.	
n. Height of all existing and proposed freestanding or attached outdoor light fixtures, with specifications on the shielding and type of lighting (Required for parcels in the DKS Overlay Zone)	<input checked="" type="checkbox"/>

## 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.

### 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. All sheets of the floor plans must be a minimum of 24 x 36 inches in size.	<input checked="" type="checkbox"/>
b. 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.	
<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>

<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* (2011, Article 4).



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. Tentative subdivision map sheets shall not exceed 42 inches in size along any side.	<input checked="" type="checkbox"/>
b. All sheets must have a marginal line with a blank 1 inch margin on all sides.	<input checked="" type="checkbox"/>
c. Tentative subdivision maps must be drawn using an engineer's scale within the range of 1 inch = 40 feet to 1 inch = 200 feet, or as approved by Planning Director.	<input checked="" type="checkbox"/>
(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"/>

<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

Tentative Subdivision Map Requirement/Informational Item	Required
<b>Graphic Illustration Requirements</b>	
5. Tentative subdivision maps must graphically illustrate the following information:	
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%.	
(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.	<input checked="" type="checkbox"/>
(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.	<input checked="" type="checkbox"/>
e. The following information must be shown for each proposed lot:	
(1) Proposed lot lines.	<input checked="" type="checkbox"/>
(2) Approximate dimensions of the proposed lot lines.	<input checked="" type="checkbox"/>
(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."	<input checked="" type="checkbox"/>
f. The gross area of each proposed lot, and the net area of each proposed lot 10 acres or smaller in size.	<input checked="" type="checkbox"/>
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).	<input checked="" type="checkbox"/>
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.	

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
(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.	
(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:	

<sup>28</sup> For information on oil and gas Conditional Use Permits that have been issued on the project site, contact the Discretionary Permit 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.

Tentative Subdivision Map Requirement/Informational Item	Required
(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.	<input checked="" type="checkbox"/>
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.	

## 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. <i>Contact the Discretionary Permit 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></i>	<input checked="" type="checkbox"/>
2. <i>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:</i>	
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. <i>Existing and proposed lots must be shown as follows:</i>	
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.	

<b>Sketch Map and Sketch Map Overlay Requirement/Informational Item</b>	<b>Required</b>
4. <i>Identify and label (e.g., “existing” with the deed reference, or “proposed”) existing and proposed easements.<sup>30</sup></i>	
5. <i>Label the bearings and distances for all lot lines.</i>	<input checked="" type="checkbox"/>
6. <i>Show adjacent street widths and names.</i>	
7. <i>The size of the proposed lots must be shown as follows:</i>	
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. <i>Provide a north arrow.</i>	<input checked="" type="checkbox"/>
9. <i>Provide a bar, engineer’s scale.</i>	<input checked="" type="checkbox"/>
10. <i>List the following information about the Land Surveyor or Registered Civil Engineer who is 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"/>
11. <i>Provide a title block that includes:</i>	
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"/>
12. <i>Provide the project site address.</i>	
<b>Sketch Map Overlay Requirements</b>	
13. <i>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:</i>	
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.	
14. <i>Sketch map overlays must be drawn to the same scale as the sketch map.</i>	<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"/>

<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.



## 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 • <https://vcrma.org/divisions/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):

#### 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: _____	

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

### 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:

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Property Owner's Signature

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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

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## 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. Variances: 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).

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<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.

- 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**
- f. For projects that are proposed to rely on public water, **please submit three copies of a water availability letter from the water company** indicating that existing/future domestic water service is available for the proposed project. The water availability letter must show that the water purveyor has additional groundwater to serve the total annual water supply that is required for the project. This letter is required when the water supply is to be provided by a city, water district, mutual water company, privately owned water company or with five or more service connections, or similar supplier.<sup>5</sup> If the project would not rely on public water, please check the “N/A” box and proceed to Item F.5.g. **N/A**
- g. For projects that are proposed to rely on an individual or shared water well, please submit the following information. If the project would not rely on an individual or shared water well, please check the “N/A” box and proceed to Item F.5.h. **N/A**
- (1) **Please submit three copies of a well water quality report which includes testing results obtained within the last year.**<sup>6</sup> This report is required when the domestic water supply is to be provided by an individual well or a well shared by four or fewer connections (including the proposed connection for the project).
- (2) **Please submit three copies of a water well pump and recovery test (well test) of the proposed water supply.**<sup>7</sup>
- h. Please provide a detailed description of the proposed water source for fire protection purposes, by answering the following questions and providing the following information:
- (1) Is the source of water for fire protection purposes going to be provided by a private well or purveyor?
- Private Well                      Purveyor
- If water is going to be provided by a purveyor, please provide the following information. If water is not going to be provided by a private well, please proceed to Item F.5.h(1)(b).

(a) Purveyor Name:

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<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 “No Fee Water Well Permit Application” form is available on-line at: <http://www.fcgma.org>.

<sup>5</sup> A water bill may be used in lieu of a letter for existing service for some projects; however, please contact Rebecca Lustig at (805) 654-2830 and Kim Loeb at (805) 650-4083 to determine if a water bill may be used for the proposed project.

<sup>6</sup> Please see the County of Ventura, Resource Management Agency, Environmental Health Division’s “Certification of Water Quality” handout, which is available at the Environmental Health Division’s Public Information Counter.

<sup>7</sup> Please see the Watershed Protection District, Groundwater Section, for the methodology and reporting requirements for a water well pump and recovery test.



Address:

Phone Number:

(b) Size of the water tank/reservoir that serves the water system: gallons

(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

(d) Step (Septic Tank Effluent Pumping) Systems

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**

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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.vcrma.org/envhealth/technical-services/land-use/index.html>.

- 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>

(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**

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<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.vcrma.org/envhealth/technical-services/land-use/index.html>.

<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.vcrma.org/envhealth/technical-services/land-use/index.html>.

<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.

- 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:

## **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 <http://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 <http://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);

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

- ☐ **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;
- ☐ **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/index.php/publications/manuals/tech-guide-manual>). 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>.

<sup>13</sup> For complete ESA information, call County Stormwater Program staff 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 County Stormwater Program staff at (805) 662-6737.

<sup>15</sup> County of Ventura PCSWMP form is available at <http://onestoppermit.ventura.org> under County Stormwater Program Section “Forms” tab. For additional information, call County Stormwater Program staff at (805) 662-6737.

**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 stormwater. For complete definition refer to the 2011 Ventura Countywide Technical Guidance Manual for Stormwater Quality Control Measures available at

<http://www.vcstormwater.org/index.php/publications/manuals/tech-guide-manual>.

For more information refer to <http://onestoppermit.ventura.org> under County Stormwater Program or call (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/index.php/publications/manuals/tech-guide-manual>.

**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**

<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.

- (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.

**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](http://vcwatershed.org) (select Resources/Hydrology Info), 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 Discretionary Permit 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 Discretionary Permit 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
Existing Trip Generation Estimates								
TOTAL			---		---		---	
Proposed Project Trip Generation Estimates								
TOTAL			---		---		---	

- 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.**

- d. For agricultural, commercial, institutional, and industrial projects, please state the number, type (e.g.,

<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.

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 a noise contour that identifies areas with ambient noise levels that are 60 db(A) CNEL or greater, surrounding a roadway 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, industrially designated area, or other relatively continuous noise source?<sup>25</sup> **Yes** **No**

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<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* (2016, §2.16), which is available on-line at <http://www.vcrma.org/planning/plans/general-plan/index.html>; Ventura County General Plan *Hazards Appendix* (2013, §2.16), which is available on-line at <http://www.vcrma.org/planning/plans/general-plan/index.html>; and/or, *Ventura County Initial Study Assessment Guidelines* (April 2011, Section 19, "Noise and Vibration"), which are available on-line at <http://www.vcrma.org/planning/ceqa/isag.html>

<sup>24</sup> See the Ventura County General Plan *Hazards Appendix* (2013, §2.16), or consult the Discretionary Permit Coordinator for maps that identify the locations of the noise contour lines that indicate areas around roadways and airports within Ventura County, which experience noise levels that are at least 60 dB(A) CNEL.

<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 Use, Existing Community, and Area Plan Maps are available on-line at <http://www.vcrma.org/planning/plans/general-plan/index.html>

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-Generating Activities:

Noise-Sensitive Use	Typical Noise-Sensitive Time Period	Does the project involve the use of noise-generating equipment, vehicles, or machinery within 500' of the noise sensitive use during the typical noise-sensitive time period(s)?*
Hospital or Nursing Home	24 hours	<input type="checkbox"/> Yes <input type="checkbox"/> No
Single-Family or Multi-Family Dwelling	7:00 PM to 7:00 AM, Monday through Friday; and, 7:00 PM to 9:00 AM, Saturday, Sunday, and Local Holidays	<input type="checkbox"/> Yes <input type="checkbox"/> No
School, Church, or Library	Anytime when in operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* When answering this question, please consider all phases of the project (e.g., vegetation removal, grading, construction, and long-term operational phases of the project).

If the answer is yes to any of the items above, please submit a noise study that complies with the requirements of the *Ventura County Initial Study Assessment Guidelines* and/or *County of Ventura Construction Noise Threshold Criteria and Control Measures* (as applicable).

Alternatively, you may forego the preparation of a noise study, if you are willing to accept a condition on the entitlement that will prohibit the noise-generating activities during the typical noise-sensitive time period(s) for the noise-sensitive use(s). If you would like to forego the preparation of a noise study by accepting the condition that will limit the time periods when the noise-generating activities may occur, please check the following box. ☐

#### F.14. Lighting

For projects located within the Ojai Valley Dark Sky (DKS) Overlay Zone (i.e., within the Ojai Valley Municipal Advisory Council (MAC) Boundary), Scenic Resource Protection (SRP) Overlay Zone, projects near wildlife habitat, or projects that have significant visual or community character impacts, please provide the following information. For all other projects, please check the "N/A" box and proceed to Item F.15. **N/A**

- a. Existing outdoor lighting on site: Please graphically depict on the site plan and elevations, include a list of all existing outdoor light fixtures located on the project site. A lighting plan indicating all outdoor lights may be submitted in lieu of this list.
- b. Proposed outdoor lighting on site: Please list and describe the outdoor lighting that would be generated by the proposed project.<sup>26</sup> A lighting plan indicating all outdoor lights may be submitted in lieu of this list.

<sup>26</sup> For the definitions and standards relating to outdoor lighting in the Dark Sky Overlay Zone, please see the: *Ventura County Non-Coastal Zoning Ordinance* (2018, §8109-4.7.4), which is available online at [https://docs.vcrma.org/images/pdf/planning/ordinances/VCNCZO\\_Current.pdf](https://docs.vcrma.org/images/pdf/planning/ordinances/VCNCZO_Current.pdf);

Please note that if the parcels lie within the DKS Overlay Zone, all proposed outdoor lighting shall comply with standards identified in Sec. 8109-4.7 of the *Non-Coastal Zoning Ordinance (2018)*. These include compliance of each outdoor light fixture with shielding, lighting intensity (lumens), color temperature, light trespass levels, height of fixtures, security lighting, etc.

Please note that depending on nature of the project, you may be required to prepare a lighting plan as a condition of approval for the entitlement to ensure that the proposed outdoor lighting will minimize glare, minimize energy consumption, avoid interference with reasonable use of adjoining properties, light pollution, and other objectives as identified in the appropriate section of the *Non-Coastal Zoning Ordinance*.

#### F.15. 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**

c. Natural Gas:

- |   |     |    |
|---|-----|----|
| (1) Please indicate the expected amount of gas usage:   |     |    |
| (2) Do existing gas lines have to be increased in size?<br>If yes, please describe:   | Yes | No |
| (3) Do existing gas lines require relocation?<br>If yes, please describe:   | Yes | No |
| (4) Please indicate the length and size of new offsite gas mains that are required to serve the project. If the project does not involve the installation of new offsite gas mains, please check the "N/A" box and proceed to Item F.16. <b>N/A</b> |     |    |

## F.16. Agricultural Resources

For projects located within rural-, agricultural-, and open space-designated areas, please provide the following information. For all other projects, please check the "N/A" box and proceed to Item F.17. **N/A**

- a. Important Farmland Inventory: Please list the amounts of classified farmland<sup>27</sup> that will be covered by permanent pavement or permanent flooring as a result of the proposed project.
- |                                   |       |
|-----------------------------------|-------|
| (1) Prime Farmland                | acres |
| (2) Statewide Importance Farmland | acres |
| (3) Unique Farmland               | acres |
| (4) Local Importance Farmland     | acres |
- b. Please describe how the project's design will minimize the loss of agricultural soils.
- c. For purposes of land use compatibility, the distance from new structures, as well as outdoor uses, to the lot lines adjacent to neighboring farmland will be measured and evaluated. Please contact the Agricultural Land Use Planner, Korinne Bell (Korinne.Bell@ventura.org or (805) 933-2415) for details.

<sup>27</sup> Information on the amount of classified farmland located on the project site may be obtained from the Resource Management Agency GIS Department. Please contact Mr. Jose Moreno, M.A., GISP, GIS Supervisor, at (805) 477-1585, or [jose.moreno@ventura.org](mailto:jose.moreno@ventura.org), to obtain this information.

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

If the answer is "No," please proceed to Item F.16 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.17. **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>28</sup> For all other projects, please check the "N/A" box and proceed to Item F.17. **N/A**

#### **F.17.      Solid Waste, Recycling, Greenwaste, and Composting Operations**

For projects involving solid waste, recycling, greenwaste processing, or composting operations, please complete F.17.a through F.17.c.<sup>29</sup> For projects not involving these types of facilities or uses, please check the "N/A" box and proceed to Item F.18. **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

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<sup>28</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>29</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.)

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.17.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:

(2) Type of equipment that will be utilized:

(3) The amount of material stored on-site:

(4) The storage time of materials on-site:

c. Solid Waste Dust Control: Does the project involve any solid waste operations? **Yes** **No**  
If the answer is "yes," **please submit three copies of a dust control plan and odor impact and minimization plan.**<sup>30</sup>

#### **F.18. Air Quality**

a. Air Emissions: Please provide the following information on known sources of air emissions surrounding the project site (e.g. manufacturing, industrial, herbicide applications, and roadways).

(1) Air Emission Source(s):

(2) Approximate distance between the emissions source and the project site: \_\_\_\_\_ feet

b. Air Pollution Emitting Devices: Please indicate if any equipment or devices associated with the project will release air emissions that may require an Air Pollution Control District ("APCD") Permit to Operate or an

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<sup>30</sup> Please contact the Resource Management Agency, Environmental Health Division, or the Air Pollution Control District for additional information on the requirements for a dust control plan and odor impact and minimization plan.



APCD Permit to Construct.<sup>31</sup> If the project does not require either of these APCD Permits, please check the "N/A" box and proceed to Item F.19. **N/A**

#### **F.19. Commercial, Agricultural, Institutional, and Industrial Projects Operational Characteristics**

For commercial, agricultural, institutional, or industrial projects, please answer the following questions. For all other projects, please check the "N/A" box and proceed to Item F.20. **N/A**

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.19.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.19.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.19.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.20. **N/A**

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<sup>31</sup> Please see APCD Rule 10, Permits Required, which is available on-line at:  
<http://www.arb.ca.gov/DRDB/VEN/CURHTML/R10.PDF>.

(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.19.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.19.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.19.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.19.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.19.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 Brian McCarthy at (805) 654-5037 or [brian.mccarthy@ventura.org](mailto:brian.mccarthy@ventura.org). For all other projects, please check the "N/A" box and proceed to Item F.20. **N/A**

- f. Oil and Gas Exploration and Production: For all projects involving oil and gas exploration and production, please answer the following questions: For projects that do not involve oil and gas exploration, please check the "N/A" box and proceed to Item F.20. **N/A**

- (1) Will hydraulic fracturing, acid well stimulation treatment, or other well stimulation treatments be performed? (per Public Resources Code §3150 seq.) For projects that do not involve well stimulation treatments please check "No" box and proceed to Item F.20

**Yes**

**No**

- (2) What hazardous materials will be used as part of the well stimulation treatment and in what quantities? (per Public Resources Code §3160)

- (3) How much water will be used for the well stimulation and where will it come from (supply source)? (per Public Resources Code §3160(b)(2)(D) and §3160(d)(1)(C))

- (4) How much liquid waste will be generated from the well stimulation treatments and where will it be disposed of? (per Public Resources Code §3160 seq.)

## F.20. 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.21.

**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>32</sup> For all other projects, please check the “N/A” box and proceed to Item F.20.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>33</sup> For all other projects, please check the “N/A” box and proceed to Item F.20.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.21. **N/A**
  - (1) **Seven to 21 copies of new legal descriptions**<sup>34</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>35</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>32</sup> A Public Easement Certification Form is available at the Planning Division Public Information Counter.

<sup>33</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>34</sup> Please contact the Discretionary Permit 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>35</sup> An owner's certificate is available at the Planning Division Public Information Counter.

- (5) One original of the **Lender's Acknowledgment form**,<sup>36</sup> signed and notarized by all lenders wherein the subject parcels are used as collateral for a loan, if financed.

#### **F.21. 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.21.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>37</sup> If the project does not require a Preliminary Legal Lot Determination, please check the "N/A" box. **N/A**

#### **F.22. 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>38</sup>
  - Wildlife habitat (e.g., woodlands or chaparral habitat).

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<sup>36</sup> A Lender's Acknowledgement Form is available at the Planning Division Public Information Counter.

<sup>37</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.vcrma.org/planning/programs/legal-lots/index.html>.

<sup>38</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 October 22, 2013, Chapters 2.2 through 2.5), which is available on-line at: <http://www.vcrma.org/planning/plans/general-plan/index.html>

- 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.22.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				

e. Please answer the following questions related to Military Operation Areas.<sup>39</sup>

(1) Is your project within 1,000 feet of a military installation?

**Yes                      No**

(2) Is your project beneath a low-level “military training route” flight path?

**Yes                      No**

(3) Is your project within a special use “restricted” airspace?

**Yes                      No**

### **F.23. 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>39</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.

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<sup>39</sup> Please contact the Planning Division Counter or the Discretionary Permit 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 Discretionary Permit Coordinator to obtain this information.

<sup>39</sup> In accordance with State Senate Bill 1462, please respond to these questions by visiting the County of Ventura's public mapping tool "County View," located at <http://gis.ventura.org/countyview>. Once you have located your project's appropriate parcel, click "Parcel Report." Once the Parcel Report opens, scroll down to "Hazards" to find the subsection titled "Military Operations Area." The information presented in the Parcel Report will assist you in answering the questions.

## F.24. Biological Resources

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. 25. 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 Arborists Reports, been submitted? **Yes** **No** (If No, please consult with the Planning Division.)
- 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.

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



<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)
<b>4</b>					
<b>5</b>					

\*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):

VENTURA AVENUE (HIGHWAY 38)

N 01° 30' 00" E 116.21'

LANDSCAPING

N 86° 30' 00" E 100.85'

50'

WATER TANKS

50'

WATER TANKS

EQUIPMENT ROOM

WATER TANK

CAR WASH TUNNEL

Stair to 2nd floor dwelling unit

COUNTER

WASH / WAXING / DRY SHOP

EXIT

VACUUMING AREA

CAR DRYING AREA

REVERSE OSMOSIS AREA

WATER STORAGE AREA

CAR SERVICE BAY

HANDICAPPED PARKING

TACKLING

LANDSCAPING

TRELLIS

PARKING

LANDSCAPING

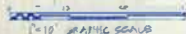
N 05° 30' 00" E 188.07'

VILLANOVA ROAD



SITE PLAN

SCALE: 1" = 10'-0"



PERMIT  
RENEWAL OF  
EXISTING  
FACILITY

FOR: H.O. OJAI-  
OJAI SPRING  
CAR WASH  
TELEPHONE: (805) 640-9133  
46 VICTOR LANE, SUITE 200  
COLLETON, (805) 901-7487  
ATTN: 1803 NORTH VENTURA AVENUE  
OJAI, CALIFORNIA 93024  
CONDITIONAL USE PERMIT # 786  
A.P.N. 033-0-005-015

DRAWN BY  
JOE ERIC DIEGAS  
ARCHITECT C10466 AND  
GEN. L. DL. CONT. 427506  
POST OFFICE BOX 1230  
OJAI, CALIFORNIA 93024  
TELEPHONE: (805) 640-8775



DATE: 11-14-93  
BY: JED  
CHECKED: 11-14-93  
SCALE: AS SHOWN  
SHEET: 11-12-2003



# Floor Plan for Conversion of Office to Dwelling for Superintendent or Owner

BELOW  
SEE

6  
P-2

2" SD SPILL  
TO OUTSIDE  
SEE ALTERNATE  
#1.

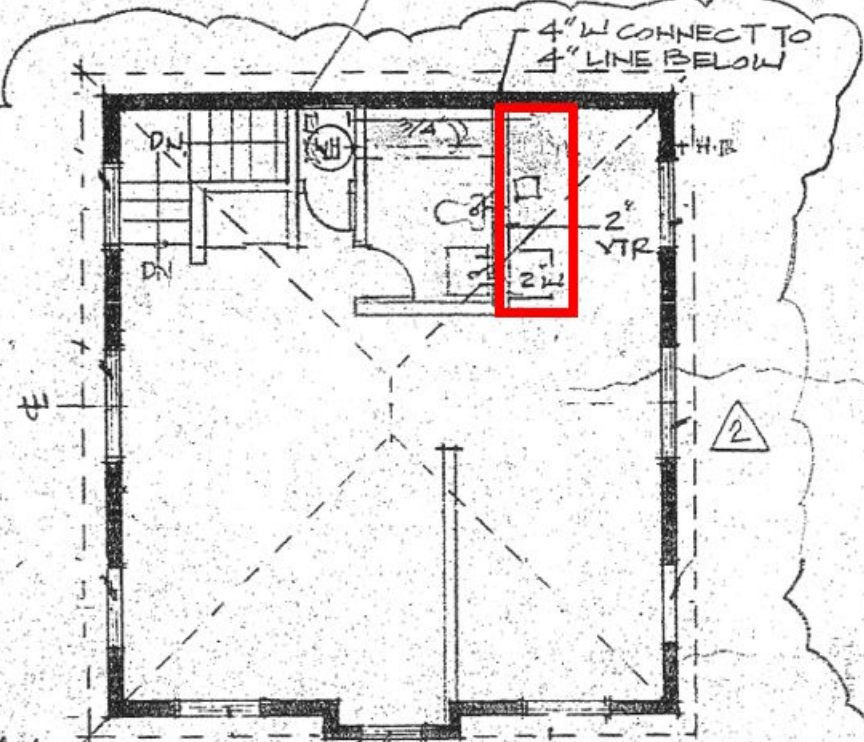
3

4

5

ALTERNATE #1: EXTEND 2" SD FROM SUMPS  
PUMP TO CURB FACE / ON VILLANOVA ROAD.

UP THRU ROOF  
(3) GAS RANGE



## FLOOR PLAN

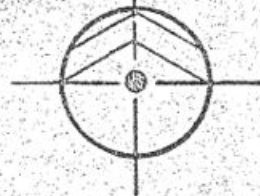
SCALE 1/8"=1'-0"

### PLUMBING FIXTURE NOTES:

1. WATER CLOSET = 1.6 G PER FLUSH MAX
2. URINAL = 1.6 G PER FLUSH MAX
3. SHOWER HD = 2.5 GPM MAX
4. LAVATORY FAUCET: 2.2 GPM
5. SINK FAUCET: 2.2 GPM

ED PVC  
RAIN.

S FOR  
E  
P-5



Applicant to obtain building and safety permits for existing and unpermitted kitchen prior to Zone Clearance for Use Inauguration.

G. ALL WASTE, VENT LINES TO BE  
CAST IRON (AS NOTE # 7 SHT. P-5)

2

## CUPOLA PLAN

SCALE 1/8"=1'-0"

DEC 21 1995

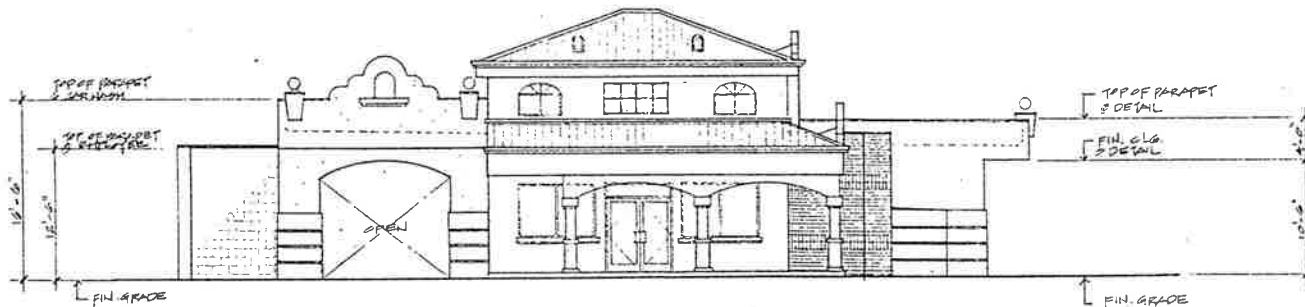


## EAST ELEVATION

SCALE

1/8" = 1'-0"

3



## WEST ELEVATION

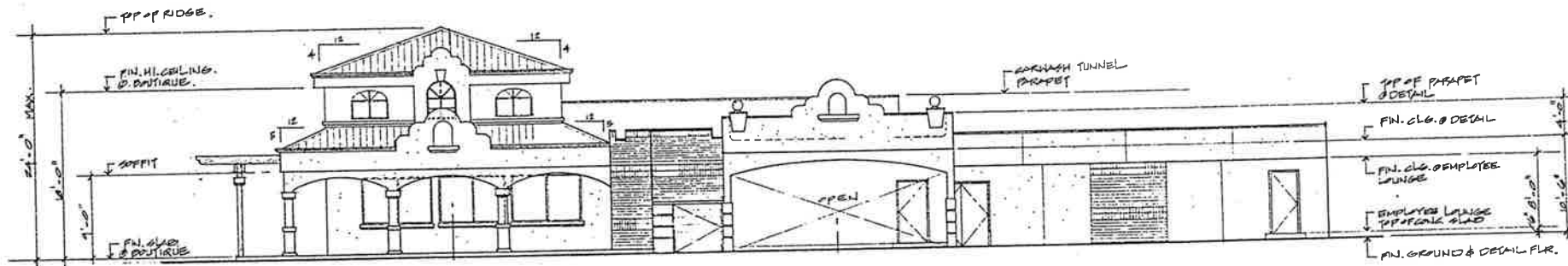
SCALE

1/8" = 1'-0"

VENTURA AVE.

4

OJAI SPRING CAR WASH  
MR. SUNNY LEE  
ASSESSOR PARCEL #: 33-08-1



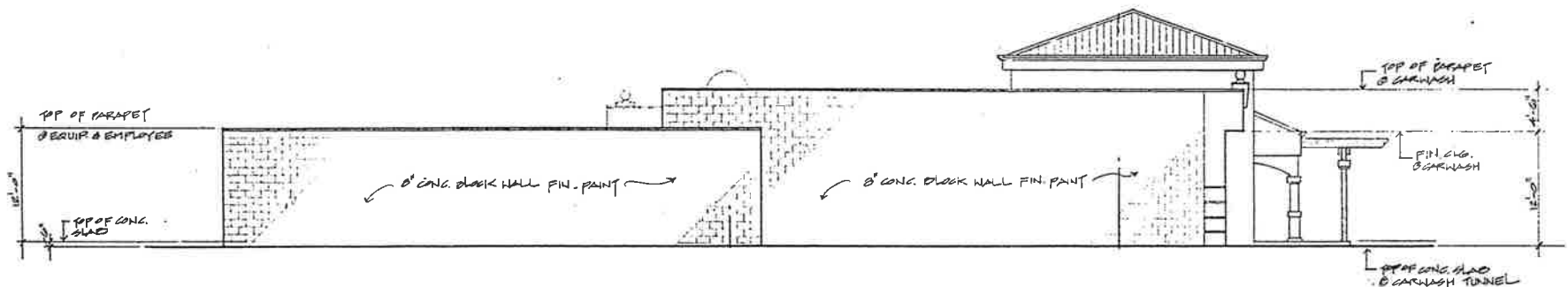
**ELEVATION**

@VILLANOVA RD.

1

SCALE

1/8" = 1'-0"



**NORTH ELEVATION**

2

SCALE

1/8" = 1'-0"

OJAI SPRING CAR WASH

MR. SUNNY LEE

ASSESSOR PARCEL #: 33-08-1



# Ojai Spring Carwash & Lube: Elevations





# Ojai Spring Carwash & Lube: Landscaping (No New Landscaping Proposed)





# Ojai Spring Carwash & Lube: Signage (No New Signage Proposed)





**CONDITIONS OF APPROVAL FOR CONDITIONAL USE PERMIT (CUP) CASE NO.  
PL23-0074 FOR OJAI SPRING CARWASH AND LUBE  
(FORMERLY CUP 4786 AND LU07-0150)**

**RESOURCE MANAGEMENT AGENCY (RMA)**

**Planning Division Conditions**

1. Project Description

This Conditional Use Permit is based on and limited to compliance with the project description stated in this condition below, exhibits of the Planning Commission hearing on October 19, 2023, and conditions of approval set forth below. Together, these conditions and documents describe the "Project." Any deviations from the Project must first be reviewed and approved by the County in order to determine if the Project deviations conform to the Project as approved. Project deviations may require Planning Director approval for changes to the permit or further California Environmental Quality Act (CEQA) environmental review, or both. Any project deviation that is implemented without requisite County review and approval(s) may constitute a violation of the conditions of this permit and applicable law.

The Project description is as follows:

Conditional Use Permit (CUP) PL23-0074 has been granted to the authorize the continued operation and maintenance of an existing car wash and related facilities for a 10-year period. An existing 2nd floor office will be converted to a dwelling unit for the superintendent or owner, subject to permitting by the Ventura County Building and Safety Division. The structures and uses include the following:

- Car wash tunnel (1,147 sf)
- Retail and office building with sales area for a drinking water store (1,748 sf) and 2nd floor dwelling unit for the superintendent or owner (714 sf)
- Covered patio (750 sf)
- Covered vacuuming area (1,000 sf)
- Lube and oil change bays with basement service area (675 sf)
- Storage and equipment room (603 sf)
- Water tank enclosures (121 sf)

The business is open Monday through Sunday from 8:30am to 5:00pm and employs 12 staff. Truck deliveries occur once per day and provide equipment and merchandise used to operate the business. The site is accessible via a driveway from Villanova Road. The operation services approximately 35 customers per day. Domestic water is provided by Casitas Municipal Water District. Sewer service is provided by the Ojai Valley Sanitary District. There is no proposed construction and no requested changes to the existing landscaping, signage, and lighting as part of this project.

## 2. Days and Hours of Operation

**Purpose:** In order to be compatible with surrounding land uses, it is necessary to limit the days and hours of operation of the approved use.

**Requirement:** The operation of the approved use shall be limited to weekdays and weekends from 8:00 AM to 6:00 PM. The permittee shall post the hours of operation in an obvious location that can be seen by customers, vendors, etc. The signage must be made of weatherproof and permanent material and comply with the Ventura County Non-Coastal Zoning Ordinance (NCZO) Article 10.

**Documentation:** The Permittee shall provide the Planning Division with photographic documentation that the hours of operation have been posted as required pursuant to this condition.

**Timing:** The Permittee shall post the hours of operation prior to the issuance of Zoning Clearance for use inauguration and the Permittee shall maintain the posted hours of operation for the life of the permit.

**Monitoring and Reporting:** The Planning Division has the authority to conduct periodic site inspections to ensure ongoing compliance by the Permittee with this condition consistent with the requirements of Section 8114-3 of the Ventura County NCZO.

## 3. Site Maintenance

**Purpose:** To ensure that the Project site is maintained in a neat and orderly manner so as not to create any hazardous conditions or unsightly conditions which are visible from outside of the Project site.

**Requirement:** The Permittee shall maintain the Project site in a neat and orderly manner, and in compliance with the Project description set forth in Condition No. 1. Only equipment and/or materials which the Planning Director determines to substantially comply with the Project description shall be stored within the Project site during the life of the Project.

**Documentation:** The Permittee shall maintain the Project site in compliance with Condition No. 1 and the approved plans for the Project.

**Timing:** The Permittee shall maintain the Project site in a neat and orderly manner and in compliance with Condition No. 1 throughout the life of the Project.

**Monitoring and Reporting:** The County Building Inspector, Public Works Agency Grading Inspector, Fire Marshall, and/or Planning Division staff has the authority to conduct periodic site inspections to ensure the Permittee's ongoing compliance with this condition consistent with the requirements of Section 8114-3 of the Ventura County Non-Coastal Zoning Ordinance.

#### 4. CUP Modification

Prior to undertaking any operational or construction-related activity which is not expressly described in these conditions, the Permittee shall first contact the Planning Director to determine if the proposed activity requires a modification of this CUP. The Planning Director may, at the Planning Director's sole discretion, require the Permittee to file a written and/or mapped description of the proposed activity in order to determine if a CUP modification is required. If a CUP modification is required, the modification shall be subject to:

- a. The modification approval standards of the Ventura County Ordinance Code in effect at the time the modification application is acted on by the Planning Director; and
- b. Environmental review, as required pursuant to the California Environmental Quality Act (CEQA; California Public Resources Code, Sections 21000-21178) and the State CEQA Guidelines (California Code of Regulations, Title 14, Chapter 3, Sections 15000-15387), as amended from time to time.

#### 5. Construction Activities

Prior to any construction, the Permittee shall obtain a Zoning Clearance for construction from the Planning Division, and a Building Permit from the Building and Safety Division. Prior to any grading, the Permittee shall obtain a Grading Permit from the Public Works Agency.

#### 6. Acceptance of Conditions and Schedule of Enforcement Responses

The Permittee's acceptance of this CUP and/or commencement of construction and/or operations under this CUP shall constitute the Permittee's formal agreement to comply with all conditions of this CUP. Failure to abide by and comply with any condition of this CUP shall constitute grounds for enforcement action provided in the Ventura County Non-Coastal Zoning Ordinance (Article 14), which shall include, but is not limited to, the following:

- a. Public reporting of violations to the Planning Commission and/or Board of Supervisors;
- b. Suspension of the permitted land uses (Condition No. 1);
- c. Modification of the CUP conditions listed herein;
- d. Recordation of a "Notice of Noncompliance" on the deed to the subject property;
- e. The imposition of civil administrative penalties; and/or
- f. Revocation of this CUP.

The Permittee is responsible for being aware of and complying with the CUP conditions and all applicable federal, state, and local laws and regulations.

7. Time Limits

a. Use inauguration:

1. The approval decision for this CUP becomes effective upon the expiration of the 10-day appeal period following the approval decision/date on which the Planning Director rendered the decision on the Project, or when any appeals of the decision are finally resolved. Once the approval decision becomes effective, the Permittee must obtain a Zoning Clearance for use inauguration in order to initiate the land uses set forth in Condition No. 1.
2. This CUP shall expire and become null and void if the Permittee fails to obtain a Zoning Clearance for use inauguration within one year (see the Ventura County Non-Coastal Zoning Ordinance (Section 8111-4.7)) from the date the approval decision of this CUP becomes effective. The Planning Director may grant a one-year extension of time to the Permittee in order to obtain the Zoning Clearance for use inauguration if the Permittee can demonstrate to the satisfaction of the Planning Director that the Permittee has made a diligent effort to implement the Project, and the Permittee has requested the time extension in writing at least 30 days prior to the one-year expiration date.
3. Prior to the issuance of the Zoning Clearance for use inauguration, all fees and charges billed to that date by any County agency, as well as any fines, penalties, and sureties, must be paid in full. After issuance of the Zoning Clearance for use inauguration, any final billed processing fees must be paid within 30 days of the billing date, or the County may revoke this CUP.

b. Permit Life or Operations Period: This CUP will expire on \_\_\_\_\_. The lack of additional notification of the expiration date provided by the County to the Permittee shall not constitute grounds to continue the uses that are authorized by this CUP after the CUP expiration date. The uses authorized by this CUP may continue after the CUP expiration date if:

1. The Permittee has filed a permit modification application pursuant to Section 8111-6 of the Ventura County Non-Coastal Zoning Ordinance prior to \_\_\_\_\_; and
2. The County decision-maker grants the requested modification.

The uses authorized by this CUP may continue during processing of a timely-filed modification application in accordance with Section 8111-2.10 of the Ventura County Non-Coastal Zoning Ordinance.

8. Documentation Verifying Compliance with Other Agencies' Requirements Related to this CUP

**Purpose:** To ensure compliance with, and notification of, federal, state, and/or local government regulatory agencies that have requirements that pertain to the Project (Condition No. 1, above) that is the subject of this CUP.

**Requirement:** Upon the request of the Planning Director, the Permittee shall provide the Planning Division with documentation (e.g., copies of permits or agreements from other agencies, which are required pursuant to a condition of this CUP) to verify that the Permittee has obtained or satisfied all applicable federal, state, and local entitlements and conditions that pertain to the Project.

**Documentation:** The Permittee shall provide this documentation to Planning Division staff in the form that is acceptable to the agency issuing the entitlement or clearance, to be included in the Planning Division Project file.

**Timing:** The documentation shall be submitted to the Planning Division prior to the issuance of the Zoning Clearance for use inauguration or as dictated by the respective agency.

**Monitoring and Reporting:** The Planning Division maintains the documentation provided by the Permittee in the respective Project file. In the event that the federal, state, or local government regulatory agency prepares new documentation due to changes in the Project or the other agency's requirements, the Permittee shall submit the new documentation within 30 days of receipt of the documentation from the other agency.

#### 9. Notice of CUP Requirements and Retention of CUP Conditions On-Site

**Purpose:** To ensure full and proper notice of these CUP conditions affecting the use of the subject property.

**Requirement:** Unless otherwise required by the Planning Director, the Permittee shall notify, in writing, the Property Owner(s) of record, contractors, and all other parties and vendors who regularly conduct activities associated with the Project, of the pertinent conditions of this CUP.

**Documentation:** The Permittee shall maintain a current set of CUP conditions and exhibits at the project site or, in the case of projects where this is impractical (e.g., telecommunication sites), use "present to the Planning Division staff copies of the conditions, upon Planning Division staff's request."

**Timing:** Prior to issuance of a Zoning Clearance for construction and use inauguration and throughout the life of the Project.

**Monitoring and Reporting:** The Planning Division has the authority to conduct periodic site inspections to ensure ongoing compliance with this condition consistent with the requirements of Section 8114-3 of the Ventura County Non-Coastal Zoning Ordinance.

10. Recorded Notice of Land Use Entitlement

**Purpose:** The Permittee shall record a “Notice of Land Use Entitlement” form and the conditions of this CUP with the deed for the subject property that notifies the current and future Property Owner(s) of the conditions of this CUP.

**Requirement:** The Permittee shall sign, have notarized, and record with the Office of the County Recorder, a “Notice of Land Use Entitlement” form furnished by the Planning Division and the conditions of this CUP with the deed of the property that is subject to this CUP.

**Documentation:** Recorded “Notice of Land Use Entitlement” form and conditions of this CUP.

**Timing:** The Permittee shall record the “Notice of Land use Entitlement” form and conditions of this CUP, prior to issuance of a Zoning Clearance for construction and use inauguration.

**Monitoring and Reporting:** The Permittee shall return a copy of the recorded “Notice of Land Use Entitlement” form and conditions of this CUP to Planning Division staff to be included in the Project file.

11. Financial Responsibility for Compliance Monitoring and Enforcement

- a. Cost Responsibilities: The Permittee shall bear the full costs of all County staff time, materials, and County-retained consultants associated with condition compliance review and monitoring, CEQA mitigation monitoring, other permit monitoring programs, and enforcement activities, actions, and processes conducted pursuant to the Ventura County Non-Coastal Zoning Ordinance (Section 8114-3) related to this CUP. Such condition compliance review, monitoring and enforcement activities may include (but are not limited to): periodic site inspections; preparation, review, and approval of studies and reports; review of permit conditions and related records; enforcement hearings and processes; drafting and implementing compliance agreements; and attending to the modification, suspension, or revocation of permits. Costs will be billed at the rates set forth in the Planning Division or other applicable County Fee Schedule, and at the contract rates of County-retained consultants, in effect at the time the costs are incurred.
- b. Establishment of Revolving Compliance Account: Within 10 calendar days of the effective date of the final decision approving this CUP, the Permittee shall submit the following deposit and reimbursement agreement to the Planning Director:
  - (1) A payment of \$500.00 for deposit into a revolving condition compliance and enforcement account to be used by the Planning Division to cover costs associated with condition compliance review, monitoring, and

enforcement activities described in 10.a (above), and any duly imposed civil administrative penalties regarding this. The Permittee shall replenish such account to the above-stated amount within 10 calendar days after receiving notice of the requirement to do so from the Resource Management Agency.

- (2) An executed reimbursement agreement, in a form provided by the Planning Division, obligating the Permittee to pay all condition compliance review, monitoring, and enforcement costs, and any civil administrative penalties, subject to the Permittee's right to challenge all such charges and penalties prior to payment.
- c. Billing Process: The Permittee shall pay all Planning Division invoices within 30 days of receipt thereof. Failure to timely pay an invoice shall subject the Permittee to late fees and charges set forth in the Planning Division Fee Schedule, and shall be grounds for suspension, modification, or revocation of this CUP. The Permittee shall have the right to challenge any charge or penalty prior to payment.

## 12. Defense and Indemnification

- a. The Permittee shall defend, at the Permittee's sole expense with legal counsel acceptable to the County, against any and all claims, actions, or proceedings against the County, any other public agency with a governing body consisting of the members of the County Board of Supervisors, or any of their respective board members, officials, employees and agents (collectively, "Indemnified Parties") arising out of or in any way related to the County's issuance, administration, or enforcement of this CUP. The County shall promptly notify the Permittee of any such claim, action or proceeding and shall cooperate fully in the defense.
- b. The Permittee shall also indemnify and hold harmless the Indemnified Parties from and against any and all losses, damages, awards, fines, expenses, penalties, judgments, settlements, or liabilities of whatever nature, including but not limited to court costs and attorney fees (collectively, "Liabilities"), arising out of or in any way related to any claim, action or proceeding subject to subpart (a) above, regardless of how a court apportions any such Liabilities as between the Permittee, the County, and/or third parties.
- c. Except with respect to claims, actions, proceedings, and Liabilities resulting from an Indemnified Party's sole active negligence or intentional misconduct, the Permittee shall also indemnify, defend (at Permittee's sole expense with legal counsel acceptable to County), and hold harmless the Indemnified Parties from and against any and all claims, actions, proceedings, and Liabilities arising out of, or in any way related to, the construction, maintenance, land use, or operations conducted pursuant to this CUP, regardless of how a court apportions any such Liabilities as between the Permittee, the County, and/or third parties. The County shall promptly notify the Permittee of any such claim, action, or proceeding and shall cooperate fully in the defense.
- d. Neither the issuance of this CUP, nor compliance with the conditions hereof, shall relieve the Permittee from any responsibility otherwise imposed by law for

damage to persons or property; nor shall the issuance of this CUP serve to impose any liability upon the Indemnified Parties for injury or damage to persons or property.

13. Invalidation of Condition(s)

If any of the conditions or limitations of this CUP are held to be invalid in whole or in part by a court of competent jurisdiction, that holding shall not invalidate any of the remaining CUP conditions or limitations. In the event that any condition imposing a fee, exaction, dedication, or other mitigation measure is challenged by the Permittee in an action filed in a court of competent jurisdiction, or threatened to be filed therein, the Permittee shall be required to fully comply with this CUP, including without limitation, by remitting the fee, exaction, dedication, and/or by otherwise performing all mitigation measures being challenged. This CUP shall continue in full force unless, until, and only to the extent invalidated by a final, binding judgment issued in such action.

If a court of competent jurisdiction invalidates any condition in whole or in part, and the invalidation would change the findings and/or the mitigation measures associated with the approval of this CUP, at the discretion of the Planning Director, the Planning Director may review the project and impose substitute feasible conditions/mitigation measures to adequately address the subject matter of the invalidated condition. The Planning Director shall make the determination of adequacy. If the Planning Director cannot identify substitute feasible conditions/mitigation measures to replace the invalidated condition and cannot identify overriding considerations for the significant impacts that are not mitigated to a level of insignificance as a result of the invalidation of the condition, then this CUP may be revoked.

14. Consultant Review of Information and Consultant Work

The County and all other County permitting agencies for the Project have the option of referring any and all special studies that these conditions require to an independent and qualified consultant for review and evaluation of issues beyond the expertise or resources of County staff.

Prior to the County engaging any independent consultants or contractors pursuant to the conditions of this CUP, the County shall confer in writing with the Permittee regarding the necessary work to be contracted, as well as the estimated costs of such work. Whenever feasible, the County will use the lowest responsible bidder or proposer. Any decisions made by County staff in reliance on consultant or contractor work may be appealed pursuant to the appeal procedures contained in the Ventura County Zoning Ordinance Code then in effect.

The Permittee may hire private consultants to conduct work required by the County, but only if the consultant and the consultant's proposed scope-of-work are first reviewed and approved by the County. The County retains the right to hire its own consultants to evaluate any work that the Permittee or a contractor of the Permittee undertakes. In



accordance with Condition No. 10 above, if the County hires a consultant to review any work undertaken by the Permittee or hires a consultant to review the work undertaken by a contractor of the Permittee, the hiring of the consultant will be at the Permittee's expense.

#### 15. Relationship of CUP Conditions, Laws, and Other Entitlements

The Permittee shall implement the Project in compliance with all applicable requirements and enactments of federal, state, and local authorities. In the event of conflict between various requirements, the more restrictive requirements shall apply. In the event the Planning Director determines that any CUP condition contained herein is in conflict with any other CUP condition contained herein, when principles of law do not provide to the contrary, the CUP condition most protective of public health and safety and environmental resources shall prevail to the extent feasible.

No condition of this CUP for uses allowed by the Ventura County Ordinance Code shall be interpreted as permitting or requiring any violation of law, lawful rules, or regulations, or orders of an authorized governmental agency. Neither the approval of this CUP nor compliance with the conditions of this CUP shall relieve the Permittee from any responsibility otherwise imposed by law for damage to persons or property.

The Permittee shall obtain a business tax certificate and regulatory licenses for the operation of the WCF.

#### 16. Contact Person

**Purpose:** To designate a person responsible for responding to complaints.

**Requirement:** The Permittee shall designate a contact person(s) to respond to complaints from citizens and the County which are related to the permitted uses of this CUP. The designated contact person shall be available, via telecommunication, 24 hours a day.

**Documentation:** The Permittee shall provide the Planning Director with the contact information (e.g., name and/or position title, address, business and cell phone numbers, and email addresses) of the Permittee's field agent who receives all orders, notices, and communications regarding matters of condition and code compliance at the Project site.

**Timing:** Prior to the issuance of a Zoning Clearance for use inauguration, the Permittee shall provide the Planning Division the contact information of the Permittee's field agent(s) for the Project file. If the address or phone number of the Permittee's field agent(s) should change, or the responsibility is assigned to another person, the Permittee shall provide Planning Division staff with the new information in writing within three calendar days of the change in the Permittee's field agent.

**Monitoring and Reporting:** The Planning Division maintains the contact information provided by the Permittee in the Project file. The Planning Division has the authority to periodically confirm the contact information consistent with the requirements of Section 8114-3 of the Ventura County Non-Coastal Zoning Ordinance.

#### 17. Resolution of Complaints

The following process shall be used to resolve complaints related to the Project:

- a. The Permittee shall post the telephone number for the designated Contact Person as identified pursuant to Condition No. 15 in a visible location on the site. The Contact Person shall be available via telephone on a 24-hour basis. Persons with concerns about a use as it is occurring may directly contact the Contact Person;
- b. If County staff receives a written complaint about the Project, Planning Division staff may contact the Permittee's Contact Person or the Permittee to request information regarding the alleged violation; and
- c. If following a complaint investigation by County staff, a violation of the Ventura County Code or a condition of this CUP is confirmed, County staff may initiate enforcement actions pursuant to Section 8114-3 of the Non-Coastal Zoning Ordinance.

#### 18. Change of Permittee

**Purpose:** To ensure that the Planning Division is properly and promptly notified of any change of Permittee.

**Requirement:** The Permittee shall file, as an initial notice with the Planning Director, the new name(s), address(es), telephone/FAX number(s), and email addresses of the new owner(s), lessee(s), operator(s) of the permitted uses, and the company officer(s). The Permittee shall provide the Planning Director with final notice once the transfer of ownership and/or operational control has occurred.

**Documentation:** The initial notice must be submitted with the new Permittee's contact information. The final notice of transfer must include the effective date and time of the transfer and a letter signed by the new Property Owner(s), lessee(s), and/or operator(s) of the permitted uses acknowledging and agreeing to comply with all conditions of this CUP.

**Timing:** The Permittee shall provide written notice to the Planning Director 10 calendar days prior to the change of ownership or change of Permittee. The Permittee shall provide the final notice to the Planning Director within 15 calendar days of the effective date of the transfer.

**Monitoring and Reporting:** The Planning Division maintains notices submitted by the Permittee in the Project file and has the authority to periodically confirm the information

consistent with the requirements of Section 8114-3 of the Ventura County Non-Coastal Zoning Ordinance.

#### 19. Reporting of Major Incidents

**Purpose:** To ensure that the Planning Director is notified of major incidents associated with, or resulting from, the Project.

**Requirement:** The Permittee shall immediately notify the Planning Director by telephone, email, FAX, and/or voicemail of any incidents (e.g., fires, explosions, spills, landslides, or slope failures) that could pose a hazard to life or property inside or outside the Project Site.

**Documentation:** Upon request of any County agency, the Permittee shall provide a written report of any incident that shall include but is not limited to: a description of the facts of the incident; the corrective measures used, if any; and the steps taken to prevent a recurrence of the incident.

**Timing:** The Permittee shall provide the written report to the requesting County agency and Planning Division within seven days of receiving the request.

**Monitoring and Reporting:** The Planning Division maintains any documentation provided by the Permittee related to major incidents in the Project file.

#### 20. Availability of Parking Spaces

**Purpose:** To ensure compliance with Section 8108-3 of the Ventura County Non-Coastal Zoning Ordinance.

**Requirement:** The Permittee shall ensure that the required 14 motor vehicle parking spaces (including accessible spaces) remain continuously available for their intended parking use and are not used for merchandise display, storage, vehicle repair, or any other unauthorized use. The Permittee shall maintain the required parking area as illustrated on the approved site plan. This maintenance requirement includes, but is not limited to, the number of parking spaces, curbs, directional markings, accessible parking symbols, screening, sight distance, surfaces, signs, striping, lighting fixtures, landscaping, and trash and recyclables enclosures.

**Documentation:** A stamped copy of the approved site plan.

**Timing:** The Permittee shall install all components of the required parking area as indicated on the approved site plan prior to occupancy, and shall maintain the required parking area as illustrated on the approved site plan for the life of the Project.

**Monitoring and Reporting:** The Planning Division maintains a stamped copy of the approved site plan provided by the Permittee in the Project file. The Building and Safety Inspector and Planning Division have the authority to inspect the site to ensure

compliance with the approved site plan prior to occupancy. Planning Division staff has the authority to conduct periodic site inspections to ensure ongoing compliance with this condition consistent with the requirements of Section 8114-3 of the Ventura County Non-Coastal Zoning Ordinance.

21. Permitting of the Dwelling Unit for Superintendent or Owner

**Purpose:** To ensure that unpermitted, existing structures are installed or constructed in compliance with the requirements and standards of the Ventura County Building Code.

**Requirement:** The permittee shall obtain the necessary final permits from the Ventura County Building and Safety Division for the Dwelling Unit for Superintendent or Owner, including the existing and unpermitted kitchen.

**Documentation:** Copies of the final building permits from the Building and Safety Division shall be provided to the Planning Division to confirm that the required building permits have been obtained for the Dwelling Unit for Superintendent or Owner.

**Timing:** Prior to issuance of the Zoning Clearance for use inauguration, the Permittee must provide a copy of the final building permits from the Building and Safety Division for the Dwelling Unit for Superintendent or Owner.

**Monitoring and Reporting:** Approval, installation verification, monitoring activities, and enforcement activities shall occur according to Section 8114-3 of the Ventura County Non-Coastal Zoning Ordinance. The Planning Division shall maintain copies of the documentation in the Project file and has the authority to conduct site inspections to ensure that the Permittee maintains all approved structures in accordance with the requirements of this condition and with the requirements of Section 8114-3 of the Ventura County NCZO.

22. Lighting Plan

*Note: No new lighting is proposed as part of this project. Any changes in lighting are subject to Condition Numbers 22 (Lighting Plan) and 23 (Outdoor Lighting).*

**Purpose:** To ensure lighting on the subject property is provided in compliance with Sections 8106-8.6 and 8109-4.7 of the Ventura County Non-Coastal Zoning Ordinance and to ensure the following objectives are met:

- a. avoids interference with reasonable use of adjoining properties;
- b. avoids conflict with landscape features;
- c. minimizes on-site and eliminates off-site glare;
- d. provides adequate on-site lighting for security;
- e. minimizes impacts to wildlife movement;
- f. minimizes energy consumption;
- g. includes devices that are compatible with the design of the permitted facility; and,

- h. Complies with the general standards listed in Section 8109-4.7.4 for all new and replaced outdoor lighting.

**Requirement:** The Permittee shall submit two copies of a lighting plan to the Planning Division for review and approval prior to implementing such plan. The lighting plan must be prepared in accordance with the following:

- a. the lighting plan shall be prepared by an electrical engineer registered by the State of California;
- b. the lighting plan shall include a photometric plan and manufacturer's specifications for each exterior light fixture type (e.g., light standards, bollards, and wall mounted packs). The Permittee shall also include the lighting color and maximum lumens for each light fixture;
- c. the lighting plan shall provide illumination information for all exterior lighting such as parking areas, walkways/driveways, streetscapes, and open spaces proposed throughout the development;
- d. in order to minimize light and glare on the project property, all parking lot lighting, exterior structure light fixtures, and freestanding light standards must be a cut-off type, fully shielded, and downward directed, such that the lighting is projected downward onto the property and does not cast light on any adjacent property or roadway;
- e. the outdoor lighting shall maintain the maximum light trespass levels identified in Table 1 of the Ventura County Non-Coastal Zoning Ordinance Section 8109-4.7.4.

The Permittee shall bear the total cost of the review and approval of the lighting plan. The Permittee shall install all exterior lighting in accordance with the approved lighting plan.

**Documentation:** The Permittee shall submit two copies of a lighting plan to the Planning Division for review and approval.

**Timing:** The Permittee shall obtain the Planning Division's approval of the lighting plan prior to the issuance of a Zoning Clearance for Use Inauguration. The Permittee shall maintain the lighting as approved in the lighting plan for the life of the Project.

**Monitoring and Reporting:** The Planning Division maintains a stamped copy of the approved lighting plan in the Project file. The Permittee shall ensure that the lighting is installed according to the approved lighting plan prior to occupancy. The Building and Safety Inspector and Planning Division staff have the authority to ensure that the lighting plan is installed according to the approved lighting plan. Planning Division staff has the authority to conduct periodic site inspections to ensure ongoing compliance with this condition consistent with the requirements of Section 8114-3 of the Non-Coastal Zoning Ordinance.

## 23. Outdoor Lighting

*Note: No new lighting is proposed as part of this project. Any changes in lighting are subject to Condition Numbers 22 (Lighting Plan) and 23 (Outdoor Lighting).*

**Purpose:** To ensure existing outdoor lighting is compatible with adjacent uses and is provided in compliance with Section 8109-4.7 – Dark Sky Overlay Zone of the Ventura County Non-Coastal Zoning Ordinance. Also, to ensure any new, future lighting fixtures comply with Section 8109-4.7.

**Requirements:** Within the CUP boundary area, all existing outdoor lighting on the subject property that does not comply with any standard or requirement of Section 8109-4.7.2 (Dark Sky Overlay Zone - Existing Lighting) of the Ventura County Non-Coastal Zoning Ordinance may remain in use subject to the following applicable requirements:

- i Pursuant to Section 8109-4.7.2(b), all existing non-essential luminaires may remain in use until replaced but shall comply with the following requirements: (1) Luminaires that have adjustable mountings with the ability to be redirected shall be directed downward, to the extent feasible, to reduce glare and light trespass onto adjacent properties; and (2) The lighting shall be turned off during dark hours as described in Sec. 8109-4.7.4(d);
- ii Pursuant to Section 8109-4.7.2(c), all existing essential luminaires may remain in use until replaced, including during dark hours as described in Sec. 8109-4.7.4(d). All existing essential luminaires that have adjustable mountings with the ability to be redirected shall be directed downward, to the extent feasible, to reduce glare and light trespass onto adjacent properties; and,
- iii Pursuant to Section 8109-4.7.4(d), all outdoor luminaires, other than an essential luminaire, shall be turned off from 10:00 p.m., or when people are no longer present in exterior areas being illuminated, or the close of business hours, whichever is latest, until sunrise.

In addition, any new, future outdoor lighting fixtures or signage shall comply with the applicable standards and requirements of Section 8109-4.7 – Dark Sky Overlay Zone.

**Documentation:** If existing, or new, future outdoor lighting does not comply with the standards and requirements described in the Requirements section (above), all necessary documentation shall be provided to Planning staff to demonstrate that compliance has been achieved by time limits provided in the Timing section of this condition (below).

**Timing:** If any existing lighting within the CUP boundary does not comply with the requirements and standards described in the Requirements section (above), the Permittee shall bring such noncompliant lighting fixtures into compliance within three months after the County has discovered such noncompliance. The Permittee shall maintain compliance with this condition throughout the term of the CUP or any subsequent modifications thereof.

**Monitoring and Reporting:** The County Building Inspector and/or Planning Division staff has the authority to conduct periodic site inspections to ensure the Permittee's ongoing compliance with this condition consistent with the requirements of Section 8114-3 of the Ventura County Non-Coastal Zoning Ordinance.

#### 24. Sign Plan

*Note: No new signage is proposed as part of this project. Any changes in signage are subject to Condition Number 24 (Sign Plan).*

**Purpose:** To ensure signage on the property complies with Chapter 1, Article 10 of the Ventura County Non-Coastal Ordinance and Ojai Valley Area Plan Policy OV-41.5.

**Requirement:** The Permittee shall submit two copies of a sign plan to the Planning Division for review and approval prior to the issuance of a Zoning Clearance for construction. The sign plan shall include the proposed size, colors, materials, and lighting details. The Permittee shall bear the total cost of such review and approval. The Permittee also shall be responsible for obtaining a Zoning Clearance for any new or replacement sign to ensure that the signage for the Project continues to comply with the approved sign plan.

**Documentation:** A stamped copy of the approved sign plan.

**Timing:** The Permittee shall submit the sign plan to the Planning Division for review and approval prior to the issuance of a Zoning Clearance for construction.

**Monitoring and Reporting:** The Planning Division maintains a stamped copy of the approved sign plan in the Project file. The Planning Division has the authority to conduct periodic site inspections to ensure ongoing compliance with this condition consistent with the requirements of Section 8114-3 of the Ventura County Non-Coastal Zoning Ordinance.

#### 25. Landscaping and Screening

*Note: No new landscaping or screening is proposed as part of this project. Any changes in signage are subject to Condition Number 25 (Landscape and Screening).*

**Purpose:** To comply with the County's landscaping and screening requirements.

**Requirement:** The Permittee shall retain a landscape architect to prepare a landscape plan that complies with the requirements of this condition and the California Department of Water Resources Model Water Efficient Landscape Ordinance (MWELO).

**Landscaping Objectives:** The Permittee must install and maintain landscaping and screening that serves the following functions:

- a. Screens undesirable views, incompatible land uses or uses in natural settings. The Permittee must install landscaping and screening to screen the parking area and trash enclosures from Highway 33 and Villanova Road.
- b. Provides visual relief and visual integration. The Permittee must install landscaping that softens the building edges, breaks up the expanses of building facades or walls, and blends structures with their surroundings.
- c. Ensures compatibility with community character. The Permittee must install landscaping that visually integrates the development with the character of the surrounding community.
- d. Shades and improves the aesthetics of paved areas that the public and employees use. The Permittee must install landscaping in the parking area and adjacent to all project sidewalks.
- e. Revegetates slopes. The Permittee must revegetate cut slopes in excess of 5 feet and fill slopes in excess of 3 feet.
- f. Restores or reclaims disturbed land. The Permittee must restore or reclaim disturbed land with vegetation.
- g. The Permittee must install landscaping that complies with the requirements of the California Department of Water Resources' Model Water Efficient Landscape Ordinance.

Landscaping Design: The Permittee shall design all landscaping such that the landscaping requires minimal amounts of water and uses required water efficiently, in accordance with the water efficiency requirements of the Landscape Design Criteria and the California Department of Water Resources Model Water Efficient Landscape Ordinance, and must achieve the following design objectives:

- a. Use Available Non-Potable Sources of Water. The landscaping must involve the harvesting and/or use of alternative, non-potable sources of water, including stormwater, reclaimed water, and gray water, if available to the Project site.
- b. Protection of Solar Access. The Permittee must design the landscaping to avoid the introduction of vegetation that would now or in the future cast substantial shadow on existing solar collectors or photovoltaic cells or impair the function of a nearby building using passive solar heat collection.
- c. Protection of Existing Vegetation. Existing vegetation, especially trees, must be saved and integrated into landscape design wherever feasible, appropriate, or required by other regulations (e.g., the Tree Protection Ordinance).
- d. Create Viable Growing Environment. The landscape design must address the needs of the plants to ensure their health, long-term viability, and protection.
- e. Species Diversity. The landscape plan must integrate a variety of plant species, heights, colors, and textures, as appropriate given the size of the landscape.
- f. Crime Detering. The landscape design must deter crime by allowing unobstructed views of vulnerable doors and windows from the street and other properties, avoiding blind spots, and hiding spaces, and creating pedestrian walkways that are safe.



- g. Required revegetation or landscaping plans shall incorporate indigenous plant species where feasible in order to restore habitat in already disturbed areas.

**Documentation:** The Permittee shall submit three sets of a draft landscape plan to the Planning Division for review and approval. A California registered landscape architect (or other qualified individual as approved by the Planning Director) shall prepare the landscape plan, demonstrating compliance with the requirements set forth in this condition (above), Section 8106-8.2 (General Landscaping and Water Conservation Requirements) of the Non-Coastal Zoning Ordinance. The landscape architect responsible for the work shall stamp the plan. After landscape installation, the Permittee shall submit to Planning Division staff a statement from the project landscape architect that the Permittee installed all landscaping as shown on the approved landscape plan. Prior to installation of the landscaping, the Permittee must obtain the Planning Director's approval of any changes to the landscape plans that affect the character or quantity of the plant material or irrigation system design.

**Timing:** The Permittee shall submit the landscape plan to the Planning Division for review and approval prior to issuance of a Zoning Clearance for Construction. Landscaping installation and maintenance activities shall occur according to the timing requirements set forth in Section 8106-8.2.8 of the Non-Coastal Zoning Ordinance.

**Monitoring and Reporting:** Landscaping shall be maintained for the life of the permit. Landscaping approval/installation and verification shall occur after the Permittee submits the Certificate of Completion for the landscape installation. County staff shall then conduct an onsite inspection to verify that the landscaping was installed as required by the approved landscape plan as set forth in Section 8106-8.2.3(a) of the Non-Coastal Zoning Ordinance. Monitoring activities, and enforcement activities shall occur according to the procedures set forth in Section 8106.8.2.8 of the Non-Coastal Zoning Ordinance. The Planning Division maintains the landscape plans and statement by the landscape architect in the Project file.

## 26. Oak Tree Protection

*Note: Oak trees are located along the northern property line of the project site. The existing car wash and related facilities were constructed in compliance with Condition Numbers 22 (Oak Tree Protection) and 38 (Oak Tree Mitigation) of CUP 4786. While no impacts to the oak trees have been identified with issuance of this CUP (Case Number PL23-0074), future activities may be subject to the condition below.*

**Purpose:** To comply with Ventura County's Tree Protection Regulations set forth in Section 8107-25 et seq. of the Ventura County Non-Coastal Zoning Ordinance.

**Requirement:** The Permittee shall avoid impacting protected trees to the extent feasible, and shall offset or mitigate any damage to protected trees or associated impacts from such damage pursuant to Section 8107-25.

**Documentation:** The Permittee shall obtain an Authorization Letter or Tree Permit pursuant to the requirements outlined in Section 8107-25 of the Ventura County Non-Coastal Zoning Ordinance for any activity that would impact protected trees.

**Timing:** Prior to undertaking any activity that would impact protected trees, the Permittee shall obtain an Authorization Letter or Tree Permit pursuant to Section 8107-25 of the Ventura County Non-Coastal Zoning Ordinance.

**Monitoring and Reporting:** The County Building Inspector and/or Planning Division staff has the authority to conduct periodic site inspections to ensure the Permittee's ongoing compliance with this condition consistent with the requirements of Section 8114-3 of the Ventura County Non-Coastal Zoning Ordinance.

### **Environmental Health Division (EHD) Conditions**

#### **27. Hazardous Materials/Waste Management (CUPA Permit Required)**

**Purpose:** To comply with the California Code of Regulations Title 22, Division 4.5, California Health and Safety Code chapter 6.95; and Ventura County Ordinance Code, and to ensure the safe storage, handling, and disposal of any potentially hazardous material and/or waste.

**Requirement:** The Permittee shall submit a Hazardous Materials Business Plan (HMBP) to the Environmental Health Division/Certified Unified Program Agency (Ventura CUPA) for storage of hazardous materials above reporting thresholds (200 cubic feet gas, 55 gallons liquid, 500 pounds solid). If hazardous wastes are generated, an EPA ID number issued by the California Department of Toxic Substances Control must be obtained and maintained in active status. Wastes identified as "non-hazardous" may require waste determination analysis to confirm if wastes are listed hazardous wastes, exhibits a hazardous characteristic through testing, or application of general knowledge.

**Documentation:** A completed HMBP must be submitted to the Ventura CUPA electronically through the California Environmental Reporting System (CERS). Maintain all records of hazardous waste determination testing and disposal and make available for review by this Ventura CUPA staff upon request.

**Timing:** HMBP must be submitted through CERS annually, and whenever there is a change to the type, quantity, or location of the hazardous materials. EPA ID number must be renewed annually.

**Monitoring and Reporting:** Verification of hazardous materials inventory as well as ongoing compliance with requirements shall be accomplished through field inspection by Ventura CUPA staff. Additional information on the storage and handling requirements for hazardous materials and wastes may be found on the Ventura County

Environmental Health Division/Certified Unified Program Agency website:  
<https://vcrma.org/cupa>.

28. Commercial/Retail Food Facilities – General Notice

**Purpose:** To ensure that food facilities are designed, constructed, and operated in compliance with all applicable State and local Environmental Health Division (EHD) requirements.

**Requirement:** Facility shall maintain the State of California, Department of Public Health Food and Drug Branch, Retail Water Facility License to operate a retail water facility. The Permittee shall have a plan review and/or obtain a Permit to Operate from Ventura County EHD, Community Services Section for food service operations that are not regulated under the Retail Water Facility License.

**Monitoring:** Plan review and construction inspections, as well as routine site inspections to ensure ongoing compliance with regulations related to food facilities, shall be conducted by Ventura County EHD, Community Services.

