



# Locally Grown Food Processing Facility Zoning Clearance Application Instructions

*County of Ventura • Resources Management Agency • Planning Division*

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

1. No application request shall be accepted unless it includes the required information and plans detailed below and is accompanied by the appropriate fee.
2. An application may be filed by the owner of the property or his/her authorized agent. Regardless of who is submitting the application, the property owner and the applicant who is seeking a zoning clearance for locally grown food processing shall sign the application.
3. Agents working on behalf of a property owner shall submit an Agent Authorization form with the application.
4. No application request shall be accepted if a violation of Chapter 1 or Chapter 2 of the Ventura County Ordinance Code exists on the lot including any violation related to the terms of a land use entitlement (i.e., Planned Development (PD) Permit or Conditional Use Permit (CUP)) that runs with the subject property.
5. An application request that has been accepted shall become null and void and returned to the applicant when a violation is discovered on the lot during processing.
6. Zoning Clearances will only be issued for food processing facilities on "legal lots"; if the applicant has no outstanding bills with the Resource Management Agency; and all other applicable standards are met.
7. Site plans, elevation plans (or photo-essay), and floor plans of all buildings, within the premises where the food processing facility will operate, must be submitted with the application. Site plan requirements are attached to this application.
8. Applications that are incomplete or include plans that do not meet the applicable standards included with the application packet will be returned to the applicant and not accepted for processing.
9. Refunds are not provided after an application has been accepted for processing.
10. Issuance of a Zoning Clearance does not guarantee issuance of a Building Permit from the Building & Safety Division, or related permits or licenses from other County divisions such as the Environmental Health and Public Works Agency or state agencies such as the Los Angeles Water Quality Control Board.

# Locally Grown Food Processing Zoning Clearance Application Materials Checklist

The list below attests that you provided the following materials in your application.  
All application materials shall be in electronic format and uploaded to [Citizen Access](#).

Materials Provided		Required Application Materials and Additional Information
YES	NO	Description of Materials and Information to Be Provided
<b>GENERAL INFORMATION</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Locally Grown Food Processing Zoning Clearance Application</b> filled out completely with required signatures.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Tree Permit Application</b> (if applicable) - The project involves the pruning (beyond specified limits), removal, trenching, excavation, or other encroachment into the protected zone (5 feet outside the canopy's edge and a minimum of 15 feet from the trunk) of protected trees (See NCZO section 8107-25.)
<b>Does this application include:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and contact information? Applicant signed application?
<input type="checkbox"/>	<input type="checkbox"/>	Property owner name and contact information? Property owner signed application?
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Parcel Number(s) for the proposed site?
<input type="checkbox"/>	<input type="checkbox"/>	Property address for the proposed site?
<input type="checkbox"/>	<input type="checkbox"/>	Zone, Overlay Zone, and General Plan land use designation?
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration of legal lot?
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration that area of food processing does not exceed 20,000 sq. ft.
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration that the project will not result in the loss of any soil classified as Prime, Statewide Importance, or Unique as designated in the Important Farmland Inventory by the California Department of Conservation.
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration that the project will not result in any direct or indirect impacts on native vegetation. If any ground disturbance is proposed on land with potential native vegetation, an assessment may be required by a biological consultant to determine that no native vegetation is being removed or will be impacted.
<input type="checkbox"/>	<input type="checkbox"/>	All Data Tables filled out? Existing Buildings and Structures, Proposed Building and Structures, Existing and Proposed Signage.
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration that existing buildings and structures to be used for food processing are permitted and have been inspected by the Building and Safety Division?
<input type="checkbox"/>	<input type="checkbox"/>	Full description of proposed project, including the type of crops, intensity and scale of operation, and any above or below ground improvements?
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration of sewage disposal system.
<input type="checkbox"/>	<input type="checkbox"/>	Required number of parking spaces shown. Required parking lot landscaping shown.
<input type="checkbox"/>	<input type="checkbox"/>	Locally Grown Food Processing Zoning Clearance fees have been paid in full?
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization form (if applicable)?
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan, Elevation Plans, and Floor Plans of all existing and proposed levels and floors have been prepared in accordance with the "Standards for Required Site Plans, Floor Plans and Elevations."
		Have elevations or a photo-essay of the buildings onsite been provided? Elevations for existing buildings or structures may be substituted with a photo-essay of each building or structure within the premises. The photo-essay shall include a photo and label of each building face as cross-referenced on the site plan. Additionally, the photo-essay shall include, but is not limited to, each building face as one walks around the building starting with the front entrance (i.e., north face, east face, south face and west face), outdoor storage and staging areas, loading docks, alcove areas, and inner courtyard spaces. Additional photos may be provided to detail other operations areas, too.
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plans (if applicable) - When over 500 square feet of landscape area is proposed, it must be identified on the site plan. For more information, please see the Model Water Efficient Landscape Ordinance handout at <a href="https://vcrma.org/permit-application-information-and-handouts">https://vcrma.org/permit-application-information-and-handouts</a> .
<input type="checkbox"/>	<input type="checkbox"/>	Land Conservation Act Contract (if applicable)?



# Locally Grown Food Processing Facility Zoning Clearance Application

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

## Applicant Contact Information

Applicant Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Applicant Phone No. \_\_\_\_\_ e-mail: \_\_\_\_\_

## Property Owner Contact Information

Property Owner Name: \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
Property Owner Phone No. \_\_\_\_\_ e-mail: \_\_\_\_\_

## Agent Contact Information

Agent Name (if different than Applicant): \_\_\_\_\_  
Agent Address: \_\_\_\_\_  
Agent Phone No. \_\_\_\_\_ e-mail: \_\_\_\_\_

## Property Information

**Zoning Clearance applications will only be accepted for locally grown food processing facilities in the Agricultural Exclusive (AE) and Open Space (OS) Zones.**

Property Address: \_\_\_\_\_  
Assessor Parcel Number(s): \_\_\_\_\_ Zoning Designation: \_\_\_\_\_  
Overlay Zone: YES NO If yes, specify overlay zone: \_\_\_\_\_  
General Plan Land Use Designation: \_\_\_\_\_

Proof of Legal Lot Status (Check one that applies):  
Certificate of Compliance # \_\_\_\_\_ Parcel Map or Tract Map # \_\_\_\_\_ Conditional Certificate of Compliance # \_\_\_\_\_ Voluntary Merger/Lot Line Adj \_\_\_\_\_ Other (provide explanation): \_\_\_\_\_

Present use of property (e.g., residential, agricultural crop production): \_\_\_\_\_

What type of agricultural products will be processed into food: \_\_\_\_\_  
What type of food will be made? \_\_\_\_\_

The agricultural products used for food processing are grown or produced on the project site YES NO  
The agricultural products are locally grown as verified by the Agricultural Commissioner YES NO

What is the classification of the soils on the project site as identified by the California Department of Conservation Important Farmland Inventory? Check all that apply: Prime Statewide Importance Unique Grazing Built-Up  
Other: \_\_\_\_ If the project site is on "Prime," "Statewide Importance," and/or "Unique," will any proposed above or below ground improvements result in the loss of these soil classifications? YES NO **If Yes, the application cannot be accepted pursuant to NCZO section 8107-50.2(g).**

What type of sewage disposal system will be used for the food processing facility? Check one:

- Connect to existing public sewer line  If Yes, submit a *New Project Referral* form completed by the City providing sewer service and the Local Agency Formation Commission (LAFCo). **An expansion or extension of new sewer lines is prohibited.**
- Connect to existing on-site wastewater treatment system
- Install new conventional wastewater treatment system
- Install new package sewage treatment plant

Will existing buildings, structures, and equipment be converted and used for food processing?  YES  NO  
 If Yes, provide a list of the buildings or structures, the current use of each, the size of each, and the year each was permitted and inspected by the County of Ventura Building and Safety Division (add more pages if necessary):

Name of Building/Structure (correlated to Site Plan)	Current Use of Building/Structure	Total Size of Building/Structure (gross floor area)	Total Area to be Converted to Food Processing (gross floor area)	Year Permitted and Inspected by the Building and Safety Division

If new construction is proposed, provide a list of the proposed buildings or structures and the sizes of each (add more pages if necessary) :

Name of Building/Structure (correlated to Site Plan)	Size of Building/Structure (gross floor area)	Size of Building/Structure (footprint)
	<b>Total New Footprint (in sq. ft.)</b>	

Provide the total acreage of all *existing* and *proposed* buildings, structures, and equipment dedicated to processing of food, including but not limited to *areas* for packaging, labeling, storing, required parking and loading of processed commodities, and related buildings, structures and parking areas for employees (See NCZO section 8107-50.2(c) for a list of what is not calculated as part of the total acreage of the food processing facility). **(Zoning Clearance applications for more than 20,000 sq. ft. in area dedicated to food processing cannot be accepted.)**:

Provide a full description of the proposed type of food processing operation, including the scale (quantities of commodities produced) and intensity (labor/money relative to size of facility) of the facility:

Detail any improvements to the premises, buildings, and/or structures necessary to operate the food processing facility. These improvements may include, but are not limited to, electrical upgrades, the installation of lighting, the installation of plumbing or floor drains, the installation of an onsite wastewater treatment facility, the installation of equipment, odor control devices, installation of cold storage, stoves, ovens, etc.:

How many parking spaces are required for the proposed project (See NCZO section 8108-4.7, Agricultural Land Uses, Buildings for the Packing or Processing of Agricultural Products): \_\_\_\_\_

If new construction is proposed, provide the number of Protected Trees within 20 feet of the limits of the construction area: \_\_\_\_\_ A separate Tree Permit may be required. (See NCZO section 8107-25.)

Will there be any ground disturbance, grading, or removal of vegetation? YES NO If yes, a biological assessment may be required to determine if any native vegetation will be removed or impacted. Prior to submitting your application, consult with a Planner to determine if an assessment is required as part of the application. (See NCZO section 8107-50.3(b).)

Is the property a Designated Cultural Heritage Site YES NO UNKNOWN

Is there an active land use entitlement (i.e., Planned Development Permit (PD) or Conditional Use Permit (CUP)) on the property? YES NO UNKNOWN If yes, what is the permit number: \_\_\_\_\_

Is there an active Land Conservation Act (LCA) associated with the subject property? YES NO If Yes, provide the LCA number with a copy of the terms and conditions of the LCA. Will any active crop production be removed by the food processing operation? YES NO UNKNOWN

Provide the following information on existing and proposed signage on the property (add more sheets if necessary):

Sign No.	Existing or Proposed	Type of Sign (Freestanding or Attached)	Dimensions of Sign	Size of Sign (in sq. ft.)
1				
2				
3				
			Total sq. ft. of Signage	

Is there an active violation case associated with the subject property?  YES  NO If yes, what is the violation case number: \_\_\_\_\_ Describe the violation? \_\_\_\_\_

**Please be advised that no applications for a new entitlement will be accepted if a violation of the Zoning Ordinances, the Subdivision Ordinance or the Building Code exists on the subject property unless acceptance of the application is necessary to abate the existing violation.**

---

Continue to Development Data Table on the next page.

---

**DEVELOPMENT DATA TABLE (Required)**

Applicant completes the table below and provides it with the Zoning Clearance application.

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

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

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

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

**Acknowledgement and Signature of Applicant and Property owner**

**AFFIDAVIT OF APPLICANT**

I hereby certify, under penalty of perjury, that I have personal knowledge of the information stated in this application and that the information provided in this application and all required documentation to this application is true and correct. I further certify that this application has been prepared in compliance with the Ventura County Ordinance Code. I also understand and acknowledge that the information provided in this application may be public information and subject to disclosure under the California Public Records Act.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AFFIDAVIT OF PROPERTY OWNER**

I hereby certify, under penalty of perjury, that I am the property owner. I further certify that this application has been prepared in compliance of the Ventura County Ordinance Code, that the application materials are being submitted as a formal application for the request noted on this application and that the statements and information above and on other application documents referred to are, to the best of my knowledge and belief, in all respects true and correct. I hereby understand and acknowledge that I will be responsible for paying all applicable fees, and I understand that the payment of such fees does not entitle me to approval of this application and that no refunds will be made. I further certify that this application has been prepared in compliance with the Ventura County Ordinance Code.

I understand and agree to the applicable regulations of the Non-Coastal Zoning Ordinance (NCZO) pertaining to Locally Grown Food Processing Facilities (NCZO §8107-50 et seq.), including the requirement under NCZO section 8107-50.2(q) that within 10 days of the termination of the food processing use, I will notify the Planning Division of such termination of use for the purpose of tracking available acreage that has been allocated for locally grown food processing in unincorporated Ventura County and either remove all buildings, structures and equipment dedicated to the food processing operation with a permit or convert to a use permitted by the Planning Division within 180 days after notification of termination of the use.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Add more pages as necessary to accommodate signatures of all property owners.**

**AUTHORIZATION OF APPLICANT AND/OR AGENT**

I hereby authorize the person(s) identified below to apply for, sign, and file the documents necessary to obtain the permits required for my project. My authorized applicant and/or agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County. Check all that apply.

- APPLICANT
- AGENT

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.

**For Planning Staff Use Only**

Date Received/Paid: \_\_\_\_\_ Legal Lot Status: \_\_\_\_\_ Lot Size: \_\_\_\_\_ (sq. ft.) \_\_\_\_\_ (acres)  
Zoning: \_\_\_\_\_ Overlay Zone: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_  
Area Plan Land Use Designation: \_\_\_\_\_ Sq. ft. of Gross Floor Area Ministerially Allowed for Structure: \_\_\_\_\_

## **STANDARDS FOR REQUIRED SITE PLANS, FLOOR PLANS AND ELEVATIONS**

Each set of plans should contain at least the following information in a clear, self-explanatory and business-like manner. *All plans shall be legible.* The plans shall not contain any pencil or pen marks. It may be necessary to obtain the services of a professional to assist you in preparing a set of plans as described.

### **General Requirements**

1. **Plans** –One digital set of plans uploaded to Citizen Access.
2. **Preferred Scale:**
  - a. Site Plan –Use engineering scale, 1" = 10' for lots less than 1 acre; 1" = 40' for larger lots; show scale.
  - b. Floor Plan and Elevation Plans – Use architectural scale, 1/4" = 1'.
3. **North Arrow** – All plans shall show the north arrow under the scale.
4. **Title Block** –Each page in a set of plans shall include the following:
  - a. Assessor's Parcel Number \_\_\_\_\_-0\_\_\_\_\_ -\_\_\_\_\_ – Obtain from tax bill or Assessor's Office.
  - b. Project Site Address – If no address assigned, show nearest cross streets.
  - c. Property Owner(s) Name, Mailing Address(es), Contact Phone Number(s) and/or Email Address.
  - d. Plan preparer's name (e.g., Architect, Designer, Engineer), Mailing Address, Contact Phone Number and/or Email Address.
  - e. Number each Plan Sheet – 1 of 6, 2 of 6, etc.

### **Specific Requirements for Site Plans**

1. **Location (Vicinity) Map**

A vicinity map specifies the location of a proposed project in relation to major streets in the area. It is not required to be drawn to scale, but it should be proportional. Show the following:

  - a. North arrow.
  - b. At least two major cross streets and all other roadways leading to the project site. If the property is more than 1/2 mile to the nearest public road, note approximate distance.
  - c. Highlight parcel, e.g. with cross-hatching.
2. **Zoning, Area Plan, and General Plan Land Use Designation** – Provide this information.
3. **Lot Size** – Provide the size of the project site in square feet and in acres, if applicable.
4. **Legal Lot Determination** – Provide the legal lot status of the project site (e.g., Parcel Map No. XX, Lot XX; Tract Map #, Lot XX; Preliminary Legal Lot Determination # XX, etc.)
5. **Scope of Work** – Provided a detailed description of the proposed project (specify and correlate to the land use in the Use Matrix of Article 5 of the Non-Coastal Zoning Ordinance), including any proposed above or below ground improvements, the present use of the property, and the use of existing structures and buildings.



6. **Building Identification and Proposed Improvements** - All buildings and structures within the premises shall be labeled and referenced on the required plan set. Delineate the area(s) within the premises of each area where food processing will occur. The plans must show the location of existing and new buildings, structures, and equipment to be used as part of the proposed food processing operation including, but not limited to, outdoor storage and staging areas, odor control devices, lighting, loading and unloading areas, parking areas, and any below ground improvements, such as sewage disposal systems. Label all existing uses and structures that are not part of the proposed project.
7. **Building Lot Coverage** – Based on the footprint of each building or structure, which is the horizontal area covered by all roofs of a building or structure (less 2-foot eaves), provide the total percentage and the total square footage of the property’s existing and proposed building lot coverage of the legal lot.
8. **Table of Buildings and Structures** – Create a table with the following columns: (1) Name of building or structure; (2) whether the building is Existing (E) or Proposed (P); (3) the purpose of each building or structure; (4) the gross floor area of each building or structure; and (5) the footprint (building coverage) of each building or structure.
9. **Property Lines and Setbacks** – Show all property lines and their legal dimensions. Show the setback distances from front, side and rear property lines, show the distances from each property line to existing and proposed structures and buildings, and the distances between each structure or building.
10. **Adjacent Streets** – Provide the names of any streets directly adjacent to the property. Specify the width and distance from center line to the edge of the property line. See Tax Assessor’s Map for road widths or Public Works Agency “Road Inventory.”
11. **Access Easements** – Show the location, configuration and dimensions of the legal access to the property, and through the property (if applicable), and any alleys servicing the project site. See property Deed for such items.
12. **Other Recorded Easements/Deed Restrictions** – Show the location, configuration, and dimensions of all recorded easements and deed restrictions (e.g., utility, equestrian, floodway, archeological, oil and gas, biological, etc.)
13. **Topography** – Reflect the topography of the existing and proposed grades of the property and the extent of grading to be done (indicate amounts of grading and fill in cubic yards, and height cuts). Either provide a grading permit number or statement of “No Grading,” signed by the owner or the plan preparer.
14. **Walls/Fences** – Show the location, height, width, type, construction materials, of all existing and proposed walls and fences, including structural retaining walls.
15. **Utilities** – Show the point of connection to water, sewer, and gas/electricity.
16. **Fire Hydrants** – Show the location and distance from the nearest fire hydrant from the property lines.
17. **Water Wells** – Show the location of all existing and proposed water wells on the parcel. Indicate whether the water well is active or abandoned.
18. **Sewage Disposal Systems** – Label and show the location of any existing or proposed sewage disposal systems, including any tanks and leach lines, drawn accurately to scale.

19. **Wetlands** – Show the location of any lakes, ponds, streams, springs, wetlands within 300 feet of the property (whether intermittent or continually wet). This information may be obtained from the Operations Division, GIS Section at (805) 477-1585.
20. **Geologic Hazards** – Show the location and configuration of any geologic impacts on the property, such as faults, “Special Study Fault Zones,” edge of slopes, mapped landslides, etc. This information may be obtained from the Operations Division, GIS Section at (805) 477-1585.
21. **Drainage facilities** – Show all existing and proposed drainage facilities, including surface drainage patterns.
22. **Protected Trees** – Show the location of trunk, outline of “dripline” (range of canopy), size of tree, and specify the type of Protected Tree within 20 feet of the construction zone and access to the site (e.g. Oak, Sycamore, historic trees, any tree 90” + in girth).
23. **Outdoor Lighting** – Show all existing and proposed outdoor attached or freestanding lighting fixtures (required for project sites within the Dark Sky (DKS) (Section 8107-4.7) and Habitat Connectivity Wildlife Corridor (HCWC)(Section 8107-4.8) Overlay Zones). Add the following note on all plan sheets: “All new outdoor lighting will be consistent with Sec. XXXXXX (*specify correct section number based on which overlay zone the project is located in*) of the Non-Coastal Zoning Ordinance.”
24. **Parking Spaces** – Show all required parking spaces, including covered parking areas such as garages and carports and uncovered parking spaces.
25. **Signs** – Show location, dimensions, height from grade (if freestanding) and size in sq. ft. of all existing and proposed signs.
26. **Vegetation Removal** – Show location, type and square footage of vegetation to be removed and the purpose of the removal of such vegetation (e.g., construction of buildings, flat work, landscaping, roads).
27. **Fire Clearance area** – Show 100-foot clearance required around all structures in wildfire areas and High Fire Severity Zones.
28. **Flatwork** – Show footprint of all existing and proposed flatwork, such as driveways, patios, decks, pools, spas, ponds, required uncovered parking spaces, etc.
29. **Miscellaneous Improvements** – Show the location and the dimensions of all accessory improvements on the property, such as freestanding lights, retaining walls, landscape planters, in-ground barbeques, walls/fences, storage sheds, ground-mounted photovoltaic systems, etc.
30. **Outdoor use areas** – Delineate area(s) on the plans for recreational facilities, landscaping, outdoor storage, etc. (if applicable).
31. **Trash and Recycling Areas** – Show the location of the required trash and recycling areas, including any locations within a required parking area.
32. **Parking and Circulation:**
  - a. Show layout and dimensions of parking area, spaces, and drive aisles.
  - b. Show the total number of existing and proposed parking spaces, including ADA parking spaces.
  - c. Show direction and flow of entrance and exit locations on the property, the route for loading and unloading vehicles, and the route for visitor and employee parking (shown with arrows).

- d. Show the location and dimensions of off-street loading/unloading spaces and facilities.
- e. Show the location and total number of required bicycle and motorcycle parking spaces.
- f. Show any concrete curbing and retaining wall details (if applicable).

### **Specific Requirements for Floor Plans**

1. **Dimensions of all Proposed/Converted Buildings and Structures** – Show a completely dimensioned (measured in feet) foundation plan for all proposed buildings and structures, including for all levels, e.g., attics, lofts, basements, and the dimensions. Show the location and purpose of all plumbing fixtures in each building.
2. **Use of Rooms** – Specify the use of all rooms in the proposed building or structure.
3. **Doors and Windows** – Show the door and window sizes, location and types.
4. Show the location and complete dimensions of porches, patios, balconies, breezeways, carports, garages, etc.
5. **Building Accessibility** – Show the building accessibility for persons with disabilities to exit doors, path of travel, sanitary facilities, etc.
6. **Mechanical Equipment** – Show the location and dimensions of new or replacement water heaters and other mechanical equipment located inside a garage or carport.
7. **Property lines** – Show the distance (measured in feet) of each existing and proposed building and structure from each property line if the property line is within 25 feet of the existing or proposed building or structure.
8. **Storage areas within Buildings or Structures** – Show the location of, label, and provide the amount of, the storage of pesticides, fertilizers, chemicals, CO<sub>2</sub>, propane, or other hazardous or combustible materials within buildings and structures.
9. **Plumbing Fixtures** – Show the location and purpose of all plumbing fixtures in each building.

### **Specific Requirements for Elevations**

In lieu of elevation drawings, a photo-essay may be submitted for existing buildings only (see details on application checklist). All proposed buildings and structures must comply with the following:

1. **Elevations** – Provide all four elevations of the exterior of the building or structure. The elevations should show the true site conditions.
2. **Dimensions of all Proposed Buildings and Structures** – Show a complete set of dimensions in vertical direction to clarify the height proposed. Provide building height dimensions in accordance with the Non-Coastal Zoning Ordinance, section 8106-1.3.
3. **Roof** – Specify the type of roofing and the pitch of the roof.
4. **Exterior Walls** – Provide the exterior wall finishes and the location and dimensions of all openings (windows, doors, etc.).
5. **Show property lines** to existing and proposed structures if the property line is within 20' of the proposed structure.

6. **Grade Profile** – Show the original grade profile and the final grade profile of the property 5 feet from proposed structure or building.
7. **Exterior Lighting Fixtures** – Show the location of all proposed exterior lighting fixtures (both freestanding or attached to a building or fence/wall) for project sites within the Dark Sky (DKS) or Habitat Connectivity Wildlife Corridor (HCWC) Overlay Zone.

### **Construction Details**

1. **Exterior Guardrails** – Provide the connections, materials, spacing, height, etc. of each guardrail.
2. **Retaining Walls** – Provide the materials, height, grade differences, etc.
3. **Balconies** – Provide the connections, materials, spacing, height, etc.
4. **Exterior Stairways** – Provide the connections, materials, spacing, height, etc.