



Zoning Verification Letter Application

County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • www.vcrma.org/divisions/planning

What is a Zoning Verification Letter? A Zoning Verification Letter provides information regarding the zoning and land use designation of a specific property, including, but not limited to, information on current land use entitlements, zoning violations, and whether or not a use or structure was built in conformance with the current zoning ordinance regulations. Please be advised that a Zoning Verification Letter will *not* include information related to building permits or Certificates of Occupancy. This information can be obtained from the Ventura County Building and Safety Division at Building@ventura.org or by phone at (805) 654-2771.

For questions pertaining to Zoning Verification Letters, please contact Planning staff at (805) 654-2488 or Plan.Counter@ventura.org.

REQUIRED DOCUMENTS

- Completed Zoning Verification Letter Application
- Fee - \$357 per parcel/lot (under [“General Research and Report Preparation” in the Planning Division Fee Schedule](#)) – The Zoning Verification Letter will not be accepted for processing until the required fee is paid in full.
- Cover letter from applicant to the Planning Division requesting verification on a property(ies) with a list of specific questions concerning the subject property(ies).

Please complete the following:

CONTACT INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

If the letter should be addressed to someone other than the applicant, provide the name, address, and email:

SITE INFORMATION

Property Address: _____

Assessor’s Parcel No.(s): _____

Describe the existing uses and structures. For example, a single-family residence, a commercial building, retails stores, multi-family dwellings (with the number of units), etc.:

<input type="checkbox"/> Residential	No. of Units:	Are they attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Commercial	Type of Business:	
<input type="checkbox"/> Industrial	Type of Business:	
<input type="checkbox"/> Other	Please specify:	

Signature of Applicant

Date