



## Section I – Introduction, General Instructions and Advisories

### Streamlined Multifamily Zoning Clearance Application

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2478 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

#### I.A. Introduction/General Instructions

These instructions are intended for applicants for multifamily residential projects that normally require a discretionary permit, but which are eligible for ministerial “streamlining” under state law. The state laws which allow for ministerial streamlining are SB 35 (as amended by AB 1485) and AB 2162 (as amended by SB 744), and, in the case of farmworker housing, AB 1783. Projects eligible for streamlining are exempt from CEQA review and must be reviewed according to objective development standards of the County’s Non-Coastal Zoning Ordinance. It’s worth noting that many of the sites where projects may be eligible for streamlining are located within Residential Planned Development (RPD) zoning, especially for projects eligible for SB 35 or AB 2162 streamlining. The multifamily streamlining application is intended to help applicants identify whether a project may be eligible for streamlining, to ensure compliance with the County’s standards and requirements, and in instances where some Planning Division requirements do not apply to projects undergoing streamlined review, to advise applicants that those requirements may still be in effect for other departments or agencies.

In addition to the Streamlined Multifamily Zoning Clearance, project applicants may choose to request additional entitlements. Any minor amendments to projects approved under SB 35 are subject to the standards set forth in AB 1174. Additional entitlements may be either “discretionary” or “ministerial” and include, but are not limited to, permits such as:

- Density Bonus or Incentives through the *Density Bonus and Affordable Housing Incentives Program* (NCZO, “Article 16) (ministerial);
- Subdivision Approval (discretionary); or
- Temporary Offices During Construction (after a building permit is issued) (ministerial)

It is important to note that the Streamlined Multifamily Zoning Clearance is a “ministerial” permit process, which means that if the proposed project meets all of the ordinance and other regulatory requirements, it will be approved. On the other hand, if a discretionary entitlement, such as a subdivision or variance, is requested with the Zoning Clearance, the project then becomes “discretionary,” which means it is subject to a discretionary review and approval process and may be denied. Requests for discretionary approvals must be made on a separate application. Denial of a discretionary permit does not preclude a project from modifying the project to remove the necessary discretionary review and resubmitting for a ministerial permit.

The information and materials requested in this application packet will be required by County staff in order to: (a) deem an application complete; (b) assess a project’s consistency with the rules and regulations that apply to the Streamlined Multifamily Zoning Clearance(s); and, (c) process the application as quickly as possible.

This Streamlined Multifamily Zoning Clearance application packet includes:

- “Eligibility Checklist” for streamlined review under SB 35, AB 2162 or AB 1783 (Section II)

- “Checklist of Requirements” for Streamlined Multifamily Zoning Clearance (Section III);
- “Streamlined Multifamily Zoning Clearance Questionnaire,” (Section IV) which identifies supplemental technical reports, studies, and information that must be submitted as part of an application. Please be aware that *any missing information* will result in a determination that an application is incomplete and all materials will be returned;
- “Fee Reimbursement Agreement” form; and,
- “Certification Statement of Hazardous Waste/Substance Site” form (if applicable).

Although some of the questions and informational requests in this application packet may not apply to a given project, applicants must carefully review these documents in their entirety to ensure that a complete application package is submitted. In addition, please be advised that:

- **All permit processing and outstanding fees must be paid in full** at the time at which an application is submitted;<sup>1</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; incomplete submissions will not be processed by County staff.
- A preliminary application may be submitted under SB 330, as amended by SB 8, which may assist in determining whether a project will be eligible for streamlining and whether certain information may be incomplete, prior to submitting a full application. In addition, submission of a SB 330 preliminary application will “freeze” any development standards in place at the time of submittal.<sup>2</sup>

Please be advised that submitting these materials does not guarantee that an application will be deemed technically adequate and it has satisfied all applicable Federal, State, and local development standards and codes. County agencies must still conduct technical reviews of reports, plans, and application materials and will inform the applicant if their agency concludes that any required information is missing. If technical information about the project is inadequate, it can add additional time to the overall approval process or make it impossible for a finding to be made that allows project approval.

If a land use project is appealed, please be aware that the applicant 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:

- If the appeal is filed by the applicant or applicant’s representative, the applicant will be required to file a \$1,000 deposit and pay actual staff time.

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<sup>1</sup> For information on the Planning fees that are required to process your application, please see the Planning Division website: [www.vcrma.org/planning-division-fees](http://www.vcrma.org/planning-division-fees).

<sup>2</sup> The SB 330 Preliminary Application is available at: [www.hcd.ca.gov/community-development/accountability-enforcement/docs/sb%20330%20preliminary%20application%20%20form\\_final.pdf](http://www.hcd.ca.gov/community-development/accountability-enforcement/docs/sb%20330%20preliminary%20application%20%20form_final.pdf)

- If the appeal fee is filed by another party, the applicant will be required to pay actual staff time and costs in excess of the appeal fee up to a maximum of \$1,000. A deposit of \$1,000 will be filed by the appellant at the time the appeal is submitted.
- If the appeal is fully upheld, all fees paid by the appellant shall be refunded. If the appeal is upheld in part, the decision-making body hearing the appeal shall determine at the time the decision is rendered what portion of the appeal charges should be refunded to the appellant.

Prior to submitting an application, it is imperative that an applicant be fully familiar with the laws, ordinances, regulations, policies, and procedures that apply to the application, and consult with appropriate experts (e.g., land use consultant, architect, civil engineer, licensed surveyor, geologist, or biologist) that can assist in preparing the necessary reports, plans, studies, and other documentation normally required to process the application. *Although County staff is available to provide assistance, ultimately it is the applicant's (and applicant's consultant), responsibility to ensure that the requisite information and materials are complete and included in the application packet.* As mentioned above, an SB 330 Preliminary Application may help to determine whether some, but not all, of this information is complete. County staff who are responsible for reviewing your application are listed in Subsection I.C (pg. 5).

## **I.B. Advisory Information**

Depending on the proposed project's location and circumstances, additional policies and regulations may apply. The following list includes some of the policies and regulations to be aware of prior to preparing an application:

- **Active Violations:** An application for a Streamlined Multifamily Zoning Clearance shall not be accepted for processing if a Notice of Violation is in effect on the subject property—unless the Streamlined Multifamily Zoning Clearance is required 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)), and the Ventura County Non-Coastal Zoning Ordinance (§8101-3.4 and §8111-1.1.1.b (7)) a zoning clearance can be approved only for projects that are located on a legal lot. For more information on how to determine if a project site would be located on a legal lot, please see [www.vcrma.org/legal-lot-program](http://www.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, a well destruction permit from the Ventura County Watershed Protection District must be obtained and the well must be destroyed prior to submission of an application.
- **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 areas of Saticoy). 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.

- National Pollutant Discharge Elimination System Construction Activities Stormwater General Permit: Construction activity resulting in a land disturbance of one acre or more, or less than one acre but part of a larger common plan of development or sale, must obtain the Construction Activities Stormwater General Permit (2009-0009-DWQ Permit). Construction activity includes clearing, grading, excavation, stockpiling, and reconstruction of existing facilities involving removal and replacement. Construction activity does not include routine maintenance, such as maintenance of original line and grade, hydraulic capacity, or original purpose of the facility.<sup>3</sup>
- Ventura County National Pollutant Discharge Elimination System Stormwater Permit: Any applicable construction activity shall comply with requirements for construction projects including Best Management Practices listed under the Part IV.F “Development Construction Program” of the Ventura County NPDES Stormwater Permit<sup>4</sup>.
- Water and Sewer Service: In contrast to a discretionary application, applicants are not required to demonstrate the availability of water or sewer service at the time of submittal, but are highly encouraged to ensure that these services are available as early as possible in the application process (See Section IV, Application Questionnaire: Items E.5 and E.6).

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<sup>3</sup> For more information regarding the NPDES Construction Activities Stormwater General Permit contact State Water Resources Board at [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov) or phone 916 341-5537 or refer to website at the following address: [www.waterboards.ca.gov/water\\_issues/programs/stormwater/construction.html](http://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.html).

<sup>4</sup> For more information regarding the NPDES Stormwater Permit refer to [www.vcstormwater.org](http://www.vcstormwater.org) or call (805) 650-4064

## I.C. County Staff Who Review Entitlement Applications<sup>5</sup>

AGENCY	CONTACT INFORMATION
Agricultural Commissioner's Office	<p>Alec Thille, Agricultural Land Use Planner (805) 933-2926 ext. 1112 <a href="mailto:Alec.Thille@ventura.org">Alec.Thille@ventura.org</a></p> <p><i>Korinne Bell, Chief Deputy Agricultural Commissioner</i> (805) 933-2415 <a href="mailto:Korinne.bell@ventura.org">Korinne.bell@ventura.org</a></p>
Air Pollution Control District (APCD)	<p>Nicole Collazo, Air Quality Specialist (805) 303-3674 <a href="mailto:nicole@vapcd.org">nicole@vapcd.org</a></p>
Resource Management Agency (RMA), Environmental Health Division (EHD)	<p>Ashley Kennedy, Environmental Health Specialist (805) 654-2830 <a href="mailto:Ashley.Kennedy@ventura.org">Ashley.Kennedy@ventura.org</a></p>
RMA, Planning Division, Planning Biologist Review	<p>Jennifer Welch (805) 654-2465 <a href="mailto:Jennifer.Welch@ventura.org">Jennifer.Welch@ventura.org</a></p>
RMA, Planning Division, County Arborist	<p>Justin Bertoline, Senior Planner (805) 654-2466 <a href="mailto:Justin.Bertoline@ventura.org">Justin.Bertoline@ventura.org</a></p>
Parks Department	<p>Colter Chisum, Deputy Director (805) 654-3945 <a href="mailto:Colter.Chisum@ventura.org">Colter.Chisum@ventura.org</a></p> <p><i>Jeri Cooper, Parks Manager</i> (805) 654-3968 <a href="mailto:Jeri.Cooper@ventura.org">Jeri.Cooper@ventura.org</a></p>
Public Works Agency (PWA), Engineering Services, Geology	<p>Jim O'Tousa Engineering Manager/County Geologist (805) 654-2034 <a href="mailto:Jim.OTousa@ventura.org">Jim.OTousa@ventura.org</a></p>
PWA, Engineering Services, Grading and Water Availability Review	<p>Ben Fischetti, Engineering Manager (805) 654-2042 <a href="mailto:Ben.Fischetti@ventura.org">Ben.Fischetti@ventura.org</a></p>
PWA, Engineering Services, Floodplain	<p>Alex Hill, Engineer (805) 654-3795 <a href="mailto:Aexander.Hill@ventura.org">Aexander.Hill@ventura.org</a> <a href="mailto:CEQA@ventura.org">CEQA@ventura.org</a></p>
PWA, Integrated Waste Management (IWMD)	<p>Tobie Mitchell, Environmental Resources Analyst (805) 658-4315 <a href="mailto:Tobie.Mitchell@ventura.org">Tobie.Mitchell@ventura.org</a></p>

<sup>5</sup> All agencies and districts may not be required to review a particular application.

<p>PWA, Transportation Department, Advanced Planning</p>	<p>Darren Arrieta, Engineer (805) 477-7157 <a href="mailto:Darren.Arrieta@ventura.org">Darren.Arrieta@ventura.org</a></p> <p><i>Glenn Derossett, Engineering Manager</i> (805) 654-2087 <a href="mailto:Glenn.Derossett@ventura.org">Glenn.Derossett@ventura.org</a></p>
<p>PWA, Watershed Protection District (WPD), County Stormwater Program, Surface Water Quality</p>	<p>Ewelina Mutkowska, County Stormwater Program Manager (805) 645-1382 <a href="mailto:Ewelina.Mutkowska@ventura.org">Ewelina.Mutkowska@ventura.org</a></p>
<p>PWA, WPD, Water Resources Division, Groundwater</p>	<p>James Maxwell, Groundwater Specialist (805) 654-5164 <a href="mailto:James.Maxwell@ventura.org">James.Maxwell@ventura.org</a></p> <p><i>Kim Loeb, Groundwater Manager</i> (805) 650-4083 <a href="mailto:Kim.Loeb@ventura.org">Kim.Loeb@ventura.org</a></p>
<p>PWA, WPD, Watershed Planning and Permits Division, Advanced Planning, Flood Control and Drainage</p>	<p>Dawn Husted, Management Assistant II (805) 662-6882 <a href="mailto:Dawn.Husted@ventura.org">Dawn.Husted@ventura.org</a></p> <p><i>Watershed Planning Division (CEQA Group)</i> <a href="mailto:CEQA@countyofventuraca.onmicrosoft.com">CEQA@countyofventuraca.onmicrosoft.com</a></p>
<p>Ventura County Fire Protection District (VCFPD)</p>	<p>Marnel VandenBossche, Senior Fire Inspector (805) 389-9738 <a href="mailto:Marnel.VandenBossche@ventura.org">Marnel.VandenBossche@ventura.org</a></p>



## Section II – Eligibility Checklist

### Streamlined Multifamily Zoning Clearance Application

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#### II.A. SB 35 Streamlining Requirements

To qualify for the Streamlined Ministerial Approval Process under SB 35 (as amended by AB 1485) (Gov. Code Sec. 65913.4), project applicants must demonstrate that the development meets the requirements below for housing type, site location, affordability and labor provisions. (For more information on statutory requirements for eligibility, and the authority and responsibilities of the County with respect to SB 35, applicants are encouraged to read the Department of Housing and Community Development’s “Streamlined Ministerial Approval Process” guidelines” (Guidelines).<sup>1</sup>

##### A. Housing Type

The development must meet all of the following criteria pursuant to California Gov. Code 65913.4(a):

- (a) The development is multifamily housing, including mixed-use housing (two or more attached residential units).<sup>2</sup>
- (b) At least two-thirds of the square footage of the development are designated for residential use.<sup>3</sup>
- (c) The development is consistent with objective zoning and subdivision standards, in effect at the time of the development application submittal.<sup>4</sup>

##### B. Site Location

The location of the development must meet all of the following criteria (Gov. Code 65913.4(a)):

- (a) The site is a legal parcel, or parcels, located wholly within the boundaries of an urbanized area or urban cluster, as designated by the United States Census Bureau.<sup>5</sup>
- (b) The site meets the definition of infill, in which at least 75 percent of the perimeter adjoins parcels developed with urban uses (parcels separated by a street or highway are considered to be adjoined).

<sup>1</sup> HCD’s “Streamlined Ministerial Approval Process” Guidelines are available here: [www.hcd.ca.gov/policy-research/docs/sb-35-guidelines-update-final.pdf](http://www.hcd.ca.gov/policy-research/docs/sb-35-guidelines-update-final.pdf)

<sup>2</sup> This definition does not include accessory dwelling units unless the project is for new construction of a single-family home with attached accessory dwelling units in a zone that allows for multifamily. (Accessory dwelling units alone are not eligible for SB 35 streamlining.) See Guidelines for additional details on requirements for mixed-use projects.

<sup>3</sup> See Guidelines for additional details on calculation of square footage.

<sup>4</sup> Any concessions or waivers granted pursuant to the Density Bonus Law must also be consistent with objective standards, pursuant to Section 300 of the Guidelines.

<sup>5</sup> A map of these boundaries (“Map of Affected Cities and Affected Counties”) is available at: [www.hcd.ca.gov/community-development/accountability-enforcement/statutory-determinations.shtml](http://www.hcd.ca.gov/community-development/accountability-enforcement/statutory-determinations.shtml)

- (c) The site is zoned for residential use or mixed-use development, or has a General Plan designation that allows for residential use.
- (d) The development is not within any of the following:
  - (1) The County coastal zone,<sup>6</sup>
  - (2) Prime farmland or farmland of statewide importance,<sup>7</sup> or land subject to Save Open Space and Agricultural Resources initiatives (having an Agricultural, Open Space, or Rural land use designation),
  - (3) Wetlands,<sup>8</sup>
  - (4) A high or very high fire hazard severity zone<sup>9</sup> (unless the site was excluded from the hazard zone by the County,<sup>10</sup> or is subject to adopted mitigation measures),<sup>11</sup>
  - (5) A hazardous waste site,<sup>12</sup>
  - (6) A mapped earthquake fault zone<sup>13</sup> (unless the development complies with applicable seismic protection building code standards),<sup>14</sup>
  - (7) A FEMA 100-year flood hazard area (unless the site is subject to a FEMA Letter of Map Revision, or if the minimum flood plain management criteria of the National Flood Insurance Program can be met).<sup>15,16</sup>

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<sup>6</sup> “Coastal zone” is defined in Division 20 (commencing with section 30000) of the Public Resources Code. A map of the County Coastal Zone is available at:

<sup>7</sup> Pursuant to the United States Department of Agriculture land inventory and monitoring criteria, as modified for California, and designated on the maps prepared by the Farmland Mapping and Monitoring Program of the Department of Conservation.

<sup>8</sup> As defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21,1993). The location of wetlands may be obtained from the Planning Division Public Information Counter or from the County’s Interactive Mapping Tool (under “Public Information” on the Planning Division’s website: [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)).

<sup>9</sup> High fire hazard zone as determined by the Department of Forestry and Fire Protection pursuant to Government Code section 51178, or a high or very high fire hazard severity zone as indicated on maps adopted by the Department of Forestry and Fire Protection pursuant to Public Resources Code section 4202.

The location of fire hazard zones may be obtained from the Planning Division Public Information Counter or from the County’s Interactive Mapping Tool (under “Public Information” on the Planning Division’s website: [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)).

<sup>10</sup> Pursuant to Government Code Section 51179(b).

<sup>11</sup> pursuant to existing building standards or state fire mitigation measures applicable to the development.

<sup>12</sup> A site currently listed pursuant to Government Code section 65962.5, or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Health and Safety Code section 25356 (not including sites the California Department of Public Health, California State Water Resources Control Board, or the Department of Toxic Substances Control has cleared for residential use or residential mixed uses.)

<sup>13</sup> As determined by the State Geologist in any official maps published by the State Geologist.

<sup>14</sup> As adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.

<sup>15</sup> Pursuant to Part 59 (commencing with Section 59.1) and Part 60 (commencing with Section 60.1) of Subchapter B of Chapter I of Title 44 of the Code of Federal Regulations.

<sup>16</sup> If the project applicant applies for a floodplain development permit, the Streamlined Multifamily Application must contain a detailed description of how the development will satisfy applicable federal requirements, including construction plans submitted prior to the building permit issuance.

- (8) A regulatory floodway,<sup>17</sup>
- (9) Land identified for conservation,<sup>18</sup>
- (10) Habitat for protected species,<sup>19</sup>
- (11) Land under conservation easement,
- (12) A mobilehome park,
- (13) A site which would require the demolition of affordable housing, housing occupied within the previous ten years, or a registered historic structure,
- (14) A site that was used for housing within the ten years prior to the application submittal,
- (15) A site that involves subdivision subject to the Subdivision Map Act, or any other applicable law (unless all objective subdivision standards are met),<sup>20</sup> or,
- (16) Pursuant to Gov. Code 65913.4, the site is not a tribal cultural resource on a national, state, tribal, or local historic register list, and the County and any Native American tribe affiliated with the site area agree that no potential tribal cultural resource would be affected by the development (or an agreement is documented regarding treatment of the affected cultural resources).

### C. Affordability Provisions

The development must meet all of the following affordability criteria (Gov. Code 65913.4(a)):

- (a) For development of more than ten units, at least 10 percent of the total number of units (prior to calculating any density bonus) are affordable to households making at or below 80 percent of the Area Median Income.<sup>21</sup>

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<sup>17</sup> As determined by the Federal Emergency Management Agency, in any official maps published by the Federal Emergency Management Agency (unless the development has received a no-rise certification in accordance with Section 60.3(d)(3) of Title 44 of the Code of Federal Regulations.) The location of regulatory floodways may be obtained from the Planning Division Public Information Counter or from the County’s Interactive Mapping Tool (under “Public Information” on the Planning Division’s website: [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)).

<sup>18</sup> A part of an adopted natural community conservation plan pursuant to the Natural Community Conservation Planning Act (Chapter 10 (commencing with Section 2800) of Division 3 of the Fish and Game Code), a habitat conservation plan pursuant to the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), or another adopted natural resource protection plan. The location of land identified for conservation may be obtained from the Planning Division Public Information Counter or from the County’s Interactive Mapping Tool (under “Public Information” on the Planning Division’s website: [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)).

<sup>19</sup> Species identified as candidate, sensitive, or species of special status by state or federal agencies, fully protected species, or species protected by the federal Endangered Species Act of 1973 (16 U.S.C. Sec. 1531 et seq.), the California Endangered Species Act (Chapter 1.5 (commencing with Section 2050) of Division 3 of the Fish and Game Code), or the Native Plant Protection Act (Chapter 10 (commencing with Section 1900) of Division 2 of the Fish and Game Code). The identification of habitat for protected species discussed above may be based upon information identified in underlying environmental review documents for the general plan, zoning ordinance, specific plan, or other planning documents associated with that parcel that require environmental review pursuant to the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code).

<sup>20</sup> Provided that the development: a. has received or will receive financing or funding by means of a low-income housing tax credit and is subject to the requirement that prevailing wages be paid pursuant to Section 403 of these Guidelines, or; b. the development is subject to the requirement that prevailing wages be paid, and a skilled and trained workforce used.

<sup>21</sup> Additional details on calculating affordability and number of affordable units are provided by the Guidelines.

- (b) A covenant or restriction is recorded, for at least 55 years for rental units, or 45 years for owner-occupied units, prior to the issuance of a building permit.

#### **D. Labor Provisions**

The construction of the development must meet the following labor provision (Gov. Code 65913.4(a)):

The applicant certifies either that the entirety of the development is a public work project, or that all construction workers employed will be paid at least the general prevailing rate of per diem wages for the type of work and geographic area. This does not apply if the development has ten or fewer housing units, or if it is fabricated at a permanent, offsite facility.

### **II.B. AB 2168 Streamlining Requirements**

To qualify for the Streamlined Ministerial Approval Process under AB 2162 (as amended by SB 744), project applicants must demonstrate that the development meets the requirements below for site location, development and affordability provisions, and supportive services.

#### **A. Site Location**

The development must meet all of the following location criteria (Gov. Code Sec. 65651(a)):

- (a) The development is located on a site where the zoning allows for multifamily housing, including mixed-use housing (two or more attached residential units).
- (b) If any dwelling units are already existing on the site, they must be replaced.<sup>22</sup>
- (c) Per Gov. Code 65913.4, the site is not a tribal cultural resource on a national, state, tribal, or local historic register list, and the County and any Native American tribe affiliated with the site area agrees that no potential tribal cultural resource would be affected by the development (or an agreement is documented regarding treatment of the affected cultural resources).

#### **B. Development and Affordability Provisions**

The development must meet all of the following development and affordability criteria (Gov. Code Sec. 65651(a)):

- (a) The development consists of 50 units or fewer.
- (b) Units within the development are subject to a recorded affordability restriction for 55 years.
- (c) One hundred percent of the units within the development, excluding managers' units, are dedicated to lower income households and are, or will be, receiving public funding.<sup>23</sup>

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<sup>22</sup> Units must be replaced in the manner provided in paragraph (3) of subdivision (c) of Gov. Code Section 65915.

<sup>23</sup> "Lower income households" has the same meaning as defined in Section 50079.5 of the Health and Safety Code.

- (d) At least 25 percent of the units in the development, or 12 units, whichever is greater,<sup>24</sup> are restricted to residents in supportive housing who meet criteria of the target population.<sup>25</sup>
- (e) Units within the development, excluding managers' units, include at least one bathroom and a kitchen or other cooking facilities.

### **C. Supportive Services**

The development must meet all of the following criteria regarding supportive services (Gov. Code Sec. 65651(a) and Sec.65652):

- (a) Onsite supportive services comprise the following amount of nonresidential floor area: for a development of 20 or fewer units, at least 90 square feet; for a development of more than 20 units, at least three percent.
- (b) The Planning Division is provided with the project developer's plan for providing supportive services, with documentation demonstrating that supportive services will be provided onsite to residents in the project, and describing those services, including the information below:
  - (1) The name of the proposed entity or entities that will provide supportive services.
  - (2) The proposed funding source or sources for the provided onsite supportive services.
  - (3) Proposed staffing levels for the supportive services.

## **II.C. AB 1783 Streamlining Requirements**

To qualify for the Streamlined Ministerial Approval Process under AB 1783 (as amended by SB 744), project applicants must demonstrate that the development meets the requirements below for site location, affordability and labor provisions.

### **A. Site Location**

The development must meet all of the following location criteria (HSC 17021.8):

- (a) The project site is zoned primarily for agricultural use.
- (b) The project site is not within any of the following:
  - (1) The Coastal Zone,
  - (2) Wetlands,

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<sup>24</sup> If the development consists of fewer than 12 units, then 100 percent of the units, excluding managers' units, in the development shall be restricted to residents in supportive housing.

<sup>25</sup> The number of residents required to live in supportive housing may be reduced if the project-based rental assistance or operating subsidy for the project is terminated through no fault of the project owner, provided that all of the conditions of Gov. Code Sec. 65651(c) are met.

- (3) A very high fire hazard severity zone,
  - (4) A hazardous waste site (unless cleared by Department of Toxic Substances Control for residential or residential mixed uses),
  - (5) An earthquake fault zone,
  - (6) A mapped FEMA floodplain,
  - (7) A floodway
  - (8) Land identified for conservation in an adopted natural community conservation plan,
  - (9) Land under conservation easement (not including those under Williamson Act contract), or
  - (10) Lands with groundwater levels within 5 feet of soil surface, and where development would be served by an onsite wastewater disposal system serving more than 6 housing units.
- (c) The project site is either: within one-half mile of a duly designated collector road with an Average Daily Trips of 6,000 or greater, or; adjacent to a duly designated collector road with an Average Daily Trips of 2,000 or greater.
  - (d) If a potential for exposure to significant hazards from surrounding properties or activities is found to exist, the effects of the potential exposure are mitigated to a level of insignificance, in compliance with state and federal requirements.
  - (e) Per Gov. Code 65913.4, the site is not a tribal cultural resource on a national, state, tribal, or local historic register list, and the County and any Native American tribe affiliated with the site area agree that no potential tribal cultural resource would be affected by the development (or an agreement is documented regarding treatment of the affected cultural resources).

## **B. Development Provisions**

The development must meet all of the following criteria (HSC 17021.8):

- (a) The development is an “eligible agricultural employee housing development”, meeting the requirements below:
  - (1) The development is not dormitory-style housing;
  - (2) A maximum of 36 units or spaces are designed for use by a single family or household;
  - (3) The development is maintained and operated by a qualified, certified affordable housing organization, local public housing agency or a multicounty, state or multistate agency;

- (4) An affordability covenant is recorded on the property for a of minimum of 55 years;  
and,
  - (5) The development is eligible for state funding under HSC 50205(b), as housing *not* intended for H2-A employees.
- 
- (b) Adequate dry utilities, water and wastewater facilities are available for the project.
  - (c) The development is connected to an existing public water system that has not been identified as failing, or being at risk of failing to provide an adequate supply of safe drinking water.
  - (d) If the development consists of 10 or more units, it is connected to an existing municipal sewer system that has adequate capacity to serve the project.
  - (e) The development includes off-street parking based upon demonstrated need (no more than for other residential uses of similar size).
  - (f) Health, safety and welfare standards for agricultural employee housing are met, including, but not limited to, density, minimum living space per occupant, minimum sanitation facilities, minimum sanitation requirements, and similar standards.



## Section III - Checklist of Requirements

### Streamlined Multifamily Zoning Clearance Application

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • (805) 654-2478 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

#### III.A. Site Plans/Preliminary Grading Plans

The following checklist outlines the submittal requirements for site/preliminary grading plans for Streamlined Multifamily Zoning Clearance applications. If the proposed development is located in an RPD zone, please refer to Section 8109-1.2 (Standards for RPD Zone) for specific standards that shall be incorporated into the Site Plan / Preliminary Grading Plan.

<b>Site/Preliminary Grading Plan Requirement and/or Informational Item</b>
<b>Submittal Requirements</b>
<p>1. <i>Submit a digital copy of the site/preliminary grading plans.</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 a 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:</p> <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>
<b>Dimension/Orientation Requirements</b>
<p>2. <i>Site plans must comply with the following dimensional and orientation requirements:</i></p> <p>a. Site Plans must be a minimum of 24 x 36 inches in size.</p> <p>b. Site plans must be oriented such that the northerly side of the project site is at the top of the site plan.</p> <p>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.</p>
<b>Title Block Requirements</b>
<p>3. <i>Site plans must include a title block that complies with, or includes, the following:</i></p> <p>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).</p> <p>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).</p> <p>c. Name and mailing address of the:</p> <p>(1) Property owner.</p> <p>(2) Engineer.</p> <p>(3) Architect.</p> <p>(4) Other consultants or representatives (e.g., land use consultant).</p> <p>d. Identify which individual listed in Items 4.c(1) through 4.c(4) (above) will serve as the contact person for the project.</p> <p>e. Assessor's Parcel Numbers of all Tax Assessor Parcels on which the project site is located.</p> <p>f. Project site address (if any).</p>

<b>Site/Preliminary Grading Plan Requirement and/or Informational Item</b>
g. Date that the site plan was prepared. <sup>1</sup>
h. Sheet number- 1 of 6, etc.
<b>Vicinity Map Requirements</b>
4. <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.
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.
c. The project site identified by cross-hatching.
<b>Project Information List</b>
5. <i>Site plans must include the following project-related information:</i>
a. General Plan, Area Plan, and zoning designations of the project site and adjacent properties. <sup>2</sup>
b. Gross and net lot area. <sup>3</sup>
(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>4</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>5</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> (§8105-4 and §8105-5) for projects located within inland areas 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.
d. The total gross floor area and roof coverage for all buildings and structures.

<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> The land use and zoning designations may be obtained from the Planning Division Public Information Counter. Alternatively, zoning information is available on-line at [vcrma.org/what-s-my-zoning](http://vcrma.org/what-s-my-zoning). Land use (and zoning) information is available from the County's Interactive Mapping Tool (under "Public Information" on the Planning Division's website: [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)). Land use information is also in the *Ventura County General Plan* Goals, Land Use and Community Character Element (Figures 2-4 and 2-5), which is available on-line at: [vcrma.org/ventura-county-general-plan](http://vcrma.org/ventura-county-general-plan).

<sup>3</sup> For the definition of "gross lot area" and "net lot area", see the *Ventura County Non-Coastal Zoning Ordinance* (2014, §8102-0).

<sup>4</sup> If the project site would occur on a leased portion of the subject property, **submit a copy of the lease**.

<sup>5</sup> All recyclable debris generated from construction and 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 [www.calrecycle.ca.gov](http://www.calrecycle.ca.gov). The County's requirements for solid waste disposal and resource recovery are contained in Division 4, Chapter 7 of the Ventura County Ordinance Code.

<b>Site/Preliminary Grading Plan Requirement and/or Informational Item</b>
e. The total net building coverage for all buildings and structures. Building Coverage (%) = (Total Area of Building and Structural Coverage) / (Lot Size)
f. Delineate the required common Open Space Area (8109-1.2.4) (Note: Subsections c., h., and i. do not apply to a streamlined multifamily project.)
g. Parking and loading statistics that include the following: <sup>6</sup> (Note: Streamlined multifamily projects may be exempt from parking requirements if it is (1) SB 35-eligible and meets the requirements of Gov. Code Sec. 65913.4(d), or; (2) AB 2162-eligible and is located within one-half mile of a public transit stop.)
(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.
h. 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.
i. 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).
j. Grading statistics (in cubic yards), including:
(1) Cut.
(2) Fill.
(3) Import.
(4) Export.
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.
l. Information regarding affordable or age restricted residential units.
m. Information regarding density bonus or incentives for restricted affordable or senior units.
<b>Graphic Illustration Requirements</b>
<b>6. The following must be graphically illustrated on the site plan and drawn to scale:</b>
a. North arrow.
b. The scale used in drawing the site plan.
c. All lot lines with dimensions in feet.
d. The footprint, as well as eaves that project into setback areas, of existing and proposed buildings and structures, including the following:
(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>7</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 and expansion areas.

<sup>6</sup> For information on the parking requirements, see the *Ventura County Non-Coastal Zoning Ordinance* (Article 8). For project applicants requesting a density bonus, see Article 16 for parking requirements.

<sup>7</sup> See Item 6.c, above.

<b>Site/Preliminary Grading Plan Requirement and/or Informational Item</b>	
(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.
(f)	Oil wells, if closer than 500' to a proposed dwelling
e.	Property lines and setbacks, including: property lines and their dimensions; required setback lines around property; and distances to and between existing and proposed structures. (Sec. 8106-1)
(1)	If the project site is adjacent to an agricultural operation, please show how it will comply with the County of Ventura Agricultural Commissioner's Agricultural/Urban Buffer Policy. <sup>8</sup>
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.
(1)	Label the proposed outdoor open space areas (Sec. 8109-1.2.4) (Note: Subsections c., h., and i. do not apply to a streamlined multifamily project.)
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>9</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)	Existing and proposed utilities (e.g., electrical, water, on-site septic, and sewer lines and/or poles), including the Point of Connection to the facilities that will serve the project.
(4)	Existing and proposed topographic contours.
(5)	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.

<sup>8</sup> The Agricultural Commissioner's Agricultural/Urban Buffer Policy is available here:

<https://vcportal.ventura.org/AgComm/docs/VC%20Buffer%20Policy-5-2-16.pdf>

<sup>9</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.

<b>Site/Preliminary Grading Plan Requirement and/or Informational Item</b>
(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>10</sup> as well as any other known on-site drainage course.
(6) Top of stable (hydrological) bank of creeks and drainages.
(7) Areas with geologic formations that have undetermined, moderate, or high paleontological importance. <sup>11</sup>
(8) Delineation of the top and bottom (toe) of slopes.
(9) Delineate and label Geologic Hazard Areas, <sup>12</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) Existing and proposed outdoor and freestanding light fixtures, with labels indicating the proposed type and intensity of the lighting. <sup>13</sup>
(2) Walls (including, but not limited to, retaining walls).
(3) 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) 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 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. 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.

<sup>10</sup> Information on the location of red and blue line streams may be obtained from the Planning Division Public Information Counter or from the County's Interactive Mapping Tool (under "Public Information" on the Planning Division's website: [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)).

<sup>11</sup> See the *Ventura County Initial Study Assessment Guidelines* (2011, Chapter 7) for a list of the geologic formations that have undetermined, moderate, or high importance.

<sup>12</sup> For a definition and maps identifying the location of Geologic Hazard Areas, see the Ventura County General Plan Background Report Chapter 11 *Hazards and Safety*, available at: [vcrma.org/ventura-county-general-plan](http://vcrma.org/ventura-county-general-plan).

<sup>13</sup> If the project is within the Dark Sky (DKS) Overlay Zone, add notes on all plans and elevations to acknowledge that "All new outdoor lighting will be consistent with Sec. 8109-4.7 of the Non-Coastal Zoning Ordinance".

<b>Site/Preliminary Grading Plan Requirement and/or Informational Item</b>	
(c)	Cross section of the existing road and proposed road improvements, and distance from center line to property line <sup>14</sup>
(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>15</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 and dimensions. Copies of easements may be required prior to project approval.
(h)	Sight triangle and sight distance. <sup>16</sup>
(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)	Identify parking spaces for:
(a)	Accessible parking spaces, pursuant to CCR Title 24 requirements.
(b)	Compact vehicles.

<sup>14</sup> See Assessor map for road widths or PWA "Road Inventory"

<sup>15</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.

<sup>16</sup> For information on the sight distance requirements, see the Transportation Department's "Sight Distance" brochure, which is available on-line at: [www.vcpublishworks.org/wp-content/uploads/2018/04/Brochure\\_SightDistance.pdf](http://www.vcpublishworks.org/wp-content/uploads/2018/04/Brochure_SightDistance.pdf) Also, see the *Ventura County Non-Coastal Zoning Ordinance* (§8106-8.4 and §8106-8.5) for projects located within inland areas of the County, and the *Ventura County Coastal Zoning Ordinance* (§8172-1, and §8175-3.8, and §8175-3.11) for projects located within the Coastal Zone.

<b>Site/Preliminary Grading Plan Requirement and/or Informational Item</b>
(c) Bicycles.
(d) Motorcycles.
(e) Guest parking.
(6) Arrows to show the direction of traffic flows.
(7) Off-street loading spaces and facilities.
(8) Concrete curbing.
p. Show existing and proposed accessible path(s) of travel from public ways to all buildings, pursuant to CCR Title 24 requirements.
q. 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.
r. Location of trash and recycling areas
<i>7. 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:<sup>17</sup></i>
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.
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 water features or wetland areas (whether intermittent or continually wet), 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.

### **III.B. Conceptual Landscape Plan**

The following checklist outlines the submittal requirements for conceptual landscape plans. The landscaping requirements of Sec. 8109-0.6.5 do not apply to streamlined multifamily projects. However, the requirements of the State Model Water Efficient Landscape Ordinance (MWELo) apply to any new construction project with 500 square feet or more of landscape area.<sup>18</sup> Projects subject to the requirements of the MWELo must be submitted with a "Landscape Documentation

<sup>17</sup> County of Ventura Floodplain Management Ordinance; Title 44 Code of Federal Regulations Sections 59, 60, 65 and 70.

<sup>18</sup> Landscape plans containing greater than 500 square feet of landscape area shall be designed by and bear the signature of a licensed landscape architect, per NCZO Sec. 8106-8.2.2(3).

Package”.<sup>19</sup> Projects not subject to the MWELo must submit a landscape plan that meets the requirements of the Non-Coastal Zoning Ordinance (Sec. 8106-8.2.2).<sup>20</sup> Final landscape plans will be required prior to issuance of building permits..

<b>Conceptual Landscape Plan</b>
<b>Format</b>
1. <i>Copies: Submit 2 hardcopies of the plan.</i>
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>
3. <i>Orientation: Include north arrow shown on each sheet, except detail.</i>
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>
5. <i>Lettering: All lettering must be legible and 1/8 inch or larger.</i>
6. <i>Page numbering: Number sheets consecutively: "Sheet ___ of ___"</i>
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>
a. Plan title.
b. Project title/name.
c. County project number (if assigned yet).
d. Assessor's parcel numbers (APNs) of all parcels on which the project is located.
e. Project address (if any).
f. Landscape architect's name, license or seal expiration, signature and date signed.
g. Date of plan.
<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.
b. Notation: "Conceptual Plans For Plan Check Only."
c. Landscape plans must include <u>lists</u> of the following project-related information:

<sup>19</sup> Per NCZO Sec. 8106-8.2.2(b), a Landscape Documentation Package must include: a water efficient landscape worksheet, soil management report, landscape design plan, irrigation design plan and grading design plan pursuant to, and as described in, Sections 492.3 through 492.8 of the MWELo, as may be amended.

<sup>20</sup> In addition, all development projects subject to landscaping requirements for parking areas pursuant to NCZO Section 8108-5.14 shall comply with the landscaping and screening requirements of Section 8108-5.14, Sections 8106-8.2.1, 8106- 8.2.1, 8106-8.2.3, and 8106-8.2.8. Section 8106-8.2.7 shall apply to any parking areas containing manufactured slopes (NCZO Sec. 8106-8.2.1(e))

<b>Conceptual Landscape Plan</b>	
(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).
(2)	Total Square Footage of Common Open Space area (Sec. 8109-1.2.4) (Note: Subsections c., h., and i. do not apply to a streamlined multifamily project.)
(3)	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.
(4)	Number of motor vehicle and motorcycle parking spaces.
(5)	Number, type and approximate size of existing trees to be removed or retained in the irrigated landscape. Indicate those that have protected tree status.
(6)	Number, type and container size of proposed trees.
<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>	
<i>12. 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.
b.	Buildings and structures, driveways, parking areas (stalls must be delineated) pedestrian pathways and other hardscape or nonplantable features. Include feature dimensions.
c.	Common and private open space areas. (Sec. 8109-1.2.4) (Note: Subsections c., h., and i. do not apply to a streamlined multifamily project.)
d.	Light poles.
e.	Walls, retaining walls, fences. Provide a concept detail of fences, gates, walls, retaining walls and plantable walls showing layout and height.
f.	Easements (e.g. utility, access, equestrian, archaeological, biological, flowage), and overhead lines.
g.	Engineered slopes, walls and grades. Indicate the top and toe of all significant slopes.
h.	Important natural features such as drainages and rock outcroppings.
i.	Fuel modification zones.
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.
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).
l.	New trees, including proposed type and size.
m.	Water harvesting or stormwater management landscape features (labeled). Include planter dimensions.

<b>Conceptual Landscape Plan</b>	
n.	Landscape design elements (e.g., fountains, sculptures, mounds).
o.	Sight distance triangles at street intersections.

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)		

### III.C. Building Elevations

The following checklist outlines the requirements for building elevations.

#### Building Elevations Requirements

Building elevations must comply with the following requirements:

<b>Building Elevations Plans Requirement and/or Informational Item</b>
<b>Submittal Requirements</b>
<i>1. Submit 3 copies of the building elevations, folded to no larger than 8.5 x 14 inches in size.</i>
<b>Dimensional Requirements</b>
<i>2. 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.
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.
<b>Informational Requirements</b>
<i>3. Building elevations must include the following:</i>
a. The title block information required on the site plan/preliminary grading plan. <sup>21</sup>
b. Graphic and numeric scale used in drawing the building elevations. <sup>22</sup>
c. Buildings and structures must be labeled to indicate what building or structure is shown on the elevations.
d. Three elevations of the exterior of buildings and structures labeled in terms of the direction the elevation faces (i.e., north, south, east, or west).

<sup>21</sup> See Section II.A, Item No. 4 (above).

<sup>22</sup> See Section II.B, Item No. 2.b (above).

<b>Building Elevations Plans Requirement and/or Informational Item</b>
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: <i>Ventura County Non-Coastal Zoning Ordinance</i> (§8102-0 and §8106-1.3).
f. For projects that are proposing signs, 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 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).
g. 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.
h. Existing and proposed grades.

### III.D. Floor Plans

The following checklist outlines the requirements for floor plans.

#### Floor Plan Submittal Requirements

Floor plans must comply with the following requirements:

<b>Floor Plans Requirement and/or Informational Item</b>
<b>Submittal Requirements</b>
1. <i>Submit 3 copies of the floor plans, folded to no larger than 8.5 x 14 inches in size.</i>
<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.
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, outdoor open space per §8109-1.2.4 (Note: Subsections c., h., and i. of §8109-1.2.4 do not apply to a streamlined multifamily project), 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>

### III.E. All Plans/ Maps

Reductions
<b>Reduction Requirement</b>
1. <i>Submit a reduced set of all plans and maps in an 8.5 x 11 inch format.</i>



## Section IV – Application Questionnaire

### Streamlined Multifamily Zoning Clearance Application

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2478 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

#### IV.A. Project Description Summary

Please provide a brief summary of the proposed project.

#### IV.B. Assessor Parcel Numbers (“APNs”) and Project Site Location

B.1. Please list all of the APNs that constitute the project site:

B.2. Street Address (if any):

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

#### IV.C. 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:

#### IV.D. 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 C, 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.  N/A

##### D.1. Applicant

The applicant is: (Please check the appropriate box.)

Owner

Lessee

Has Power of Attorney

Authorized by Owner

N/A

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 Streamlined Multifamily Zoning Clearance 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

**D.2. Property Owner**

If the property owner is the same as the applicant (Item D.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:

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**D.3. Architect**

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

**D.4. Civil Engineer**

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

**D.5. Licensed Land Surveyor**

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

**D.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 hereby certify, under penalty of perjury, that I am the property owner or am authorized by the property owner(s) to submit this application. I further certify that this application has been prepared in compliance of the Ventura County Ordinance Code, that the materials are being submitted as a formal application for the request noted on this application and that the statements and information referred to are, to the best of my knowledge and belief, in all respects true and correct

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



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.

#### IV.E. 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>

##### E.1. Streamlined Multifamily Zoning Clearance

- 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).

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<sup>1</sup> See Section III- Checklist of Requirements for Streamlined Multifamily Zoning Clearance Application 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].

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:

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 E.1.d.  **N/A**

d. Density Bonus: If the project includes a request for affordable housing, density bonus or incentives (NCZO, Article 16), please provide the following information:

- (1) Describe the proposed income level and number of units that qualify your project for density bonus or incentives. Fill in the proposed income level and the number of units in each category below.

Household Income Category	No. of Units	Percent of Project
Very low income (at least 5% of total project units)		
Low Income (at least 10% of total project units):		
Moderate Income (at least 10% of total project units):		
Market-Rate Units		
<b>Total Project</b>		<b>100%</b>

- (2) Projects that include requests for density bonus or incentives through the County’s Density Bonus Ordinance (Article 16 of the NCZO), will be required to ensure affordability of the specified number of affordable units for 30 years (or longer if required by the financing mechanism). Please specify if your affordable units will be receiving public financing assistance.  **Yes**  **No**

If the answer is “yes”, please indicate the source of your funds and what public or non-profit agency will be administering the affordable housing agreement. Please provide a copy of the draft agreement if available. If the agreement (or draft agreement) is not available, you will be required to submit it prior to final occupancy approval. **Submitted: Yes**  **No**

If the answer is “no”, you will be required to enter into an Affordable Housing Agreement with the Area Housing Authority of the County of Ventura to ensure the 30 year affordability requirement. Please provide proof that you have contacted the Housing Authority and intend to enter into such an agreement.

**Submitted: Yes**  **No**

(3) For projects that do not involve a density bonus or incentives request, please check the “N/A” box and proceed to Item E.2.  **N/A**

## **E.2. Projects with Affordability and Age Restriction Components not using Density Bonus**

### a. Projects with Affordable Component:

- For projects that include residential units that are restricted for lower-income households (Low, Very-Low, Extremely-Low) but the applicant is not requesting density bonus or other incentives in accordance with Article 16 of the NCZO, please identify the number, location and targeted income-level of affordable units.
- Please indicate how you will ensure the affordability of the lower-income units and who will be responsible for monitoring these units.

### b. Projects with Age-restricted Component:

- For projects that include residential units that are age restricted for senior occupancy but the applicant is not requesting density bonus or other incentives in accordance with Article 16 of the NCZO, please identify the number and location of age-restricted units.
- Please indicate how you will ensure occupancy of the restricted units for seniors and who will be responsible for monitoring these units.

## **E.3 Project Phasing/Duration**

a. Development Phasing: Please describe the phasing and duration of each phase of the proposed project including, but not limited to, vegetation removal, grading, construction, and operational phases of the project.

b. Phasing of Affordable Units: Please describe the proposed construction phasing of the affordable units. For projects that do not involve affordable units, please check the “N/A” box and proceed to Item E.4.  **N/A**

## **E.4. Dedications/Easements**

Please describe in detail the type, size, and purpose of all proposed dedications (e.g., road, utility, or habitat conservation easements). If there are no proposed dedications or easements, please check the box and proceed to E.5.  **N/A**

**E.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).

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 E.5.f.  **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 purveyor** 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>

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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.

<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: [www.fcgma.org/public-documents/forms](http://www.fcgma.org/public-documents/forms).

<sup>5</sup> A water bill may be used in lieu of a letter for existing service for some projects; however, please contact the Environmental Health Division at 805-654-2813 to determine if a water bill may be used for the proposed project.

## E.6. Sewage Disposal

- a. What is the proposed source of sewage disposal? Please provide the following information:

Public Sewer Provider:

Address:

Phone Number:

Contact Name:

- b. **Provide a copy 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.

## E.7. Groundwater Resources

- a. If necessary,<sup>6</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 E.7.b.  **N/A**
- b. 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 E.8.  **N/A**

Groundwater Basin:

## E.8. Surface Water Quality

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.

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<sup>6</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.

The proposed project is subject to design, construction, and maintenance of the PCSW controls in accordance with the Ventura County Technical Guidance Manual (TGM) for Stormwater Quality Control Measures (available at [www.vcstormwater.org/publications/manuals/tech-guide-manual](http://www.vcstormwater.org/publications/manuals/tech-guide-manual)). The following items shall be included in your application package:

- a. Identify proposed PCSW controls on your site/grading plan,
- b. 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
- c. Submit a Post-Construction Stormwater Management Plan (PCSWMP)<sup>7</sup>.

For more information refer to <http://onestopperpermit.ventura.org> under Surface Water Quality Section or call Water Quality Engineer at (805) 662-6737.

The copy of the Ventura Countywide Technical Guidance Manual (TGM) for Stormwater Quality Control Measures is available [www.vcstormwater.org/publications/manuals/tech-guide-manual](http://www.vcstormwater.org/publications/manuals/tech-guide-manual).

#### **E.9. Floodplain Management<sup>8</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 E.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. If the project is not located within a floodway/floodplain, please check the "N/A" box and proceed to Item E.10.  **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 E.10.

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<sup>7</sup> County of Ventura PCSWMP form is available at <http://onestopperpermit.ventura.org> under Surface Water Quality Section's "Forms" tab. For additional information, call the Water Quality Engineer at (805) 662-6737.

<sup>8</sup> County of Ventura Floodplain Management Ordinance, Title 44 Code of Federal Regulations Sections 59, 60, 65, and 70.

## E.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 E.10.b.  **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 E.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 E.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 a copy of a soils report.**
- (h) For all projects involving new construction or grading and that are located within a hillside or Geologic Hazard Area, **please submit a copy 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 E.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 a copy 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 E.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>9</sup>
- (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.

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<sup>9</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.

- (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>10</sup>

**E.11. Hazardous Materials/Waste and Fire Protection**

- a. **Please submit a completed "Certification Statement of Hazardous Waste/Substance Site"** which is included with this application packet.
- b. 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 E.13.  
 **N/A**

**E.12. 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:

<sup>10</sup> Please check the Transportation Department Requirements for drainage study submittals. A checklist of requirements may be obtained from the Public Counter.

- (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?  **Yes**  **No**  
If yes, please describe:

- (3) Do existing gas lines require relocation?  **Yes**  **No**  
If yes, please describe:

- (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 E.13.  **N/A**

**E.14. Legal Lot Requirement**

Has the County of Ventura issued a Preliminary Legal Lot Determination for the property?  **Yes**  **No**

- a. If the answer is “no,” please proceed to Item E.14.b. If the answer is “yes,” what was the finding of the Preliminary Legal Lot Determination?
- b. If a Preliminary Legal Lot Determination has not been issued 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>11</sup> If the project does not require a Preliminary Legal Lot Determination, please check the “N/A” box.  **N/A**

**E.16. 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.

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<sup>11</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 [vcrma.org/legal-lot-program](http://vcrma.org/legal-lot-program).

- Distinctive topographical and/or scenic features, such as the Pacific Ocean, mountain ranges, hillsides, and Geologic Hazards Areas.<sup>12</sup>
- Wildlife habitat (e.g., woodlands or chaparral habitat).

b. 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				

<sup>12</sup> To determine if the project site is located within a Geologic Hazards Area, please see the Ventura County General Plan Background Report Chapter 11 *Hazards and Safety*, available at: [vcrma.org/ventura-county-general-plan](http://vcrma.org/ventura-county-general-plan).

## IV.F. Environmental Compliance Information and Requirements

Please provide the following information.

### F.1. 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 APCD Permit to Construct.<sup>13</sup> If the project does not require either of these APCD Permits, please check the “N/A” box and proceed to Item F.2.  **N/A**

All new development is required to comply with all applicable Ventura County Air Pollution Control District (APCD) Rules and Regulations, including those related to project construction and site preparation, (i.e., Rules 10, 50, 51, 55 and 55.1). Please check the box to verify that you have consulted APCD and agree to abide by these rules.  **I agree**

### F.2. Transportation

- a. All residential projects must comply with the Ventura County “Paveout Policy”, current County Road Standards and the Traffic Impact Mitigation Fee Ordinance. Please contact the Public Works Agency Transportation Division for information regarding these requirements. Please check the box to verify that you have consulted the Transportation Division and that all requested roadway improvements are shown on submitted plans.  I have consulted with the Public Works Agency Transportation Division. \_\_\_\_\_ name of person consulted \_\_\_\_\_ Date
- b. All residential projects must comply with NCZO, Section 8108 *Parking and Loading Requirements*, unless the project is exempt if it is either: (1) SB 35-eligible and meets the requirements of Gov. Code Sec. 65913.4(d); or (2) AB 2162-eligible and is located within one-half mile of a public transit stop.

### F.3. Noise

- a. All residential projects must comply with the Ventura County Construction Noise Threshold Criteria and Control Plan. Please review these requirements by locating the document on the Planning Division website at [vcrma.org/ceqa-implementation-and-initial-study-assessment-guidelines](http://vcrma.org/ceqa-implementation-and-initial-study-assessment-guidelines) . Once you have read and understand the Construction Noise Plan, please check the box verifying that construction activities will comply with this Plan.  \_\_\_\_\_ Date

<sup>13</sup> Please see APCD Rule 10, Permits Required, which is available on-line at: [//ww2.arb.ca.gov/air-district-rules](http://ww2.arb.ca.gov/air-district-rules).

- b. Multi-family residential projects shall be designed to ensure that outdoor living and recreation areas do not exceed a CNEL of 60 dB or an Leq (1h) or 65 dBA during any hour. Please submit a noise study that demonstrates compliance with these requirements.

#### F.4. 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:

As outlined in Section II (Eligibility Checklist), a project may not be eligible for streamlined, ministerial review if a potential tribal cultural resource would be affected. In the event that paleontological, archeological, or cultural resources are found during grading or construction, such activities shall halt in the area of the find and the project developer shall notify the Planning Division. The project developer shall hire a qualified consultant approved by the Planning Division who shall prepare a work plan to address the disposition of the paleontological, archeological, or cultural resource encountered. The work plan must comply with the following minimum standards for resource disposition as determined by the Planning Director or designee:

- The work plan shall include a detailed description of the nature, extent, condition and significance of the sensitive resource.
- The work plan shall specify the available options for resource disposition such as avoidance, recovery and curation, photo-documentation, incorporation of the resource into project design, and other methods.
- The work plan shall include a recommendation of a course of action that is most protective of the resource while allowing the project objectives to be fulfilled.

Construction can only proceed in conformance with the approved work plan. Please check the box to verify that you agree with this measure.  \_\_\_\_\_ Date