



# Limited Term Trailer Permit Zoning Clearance Application Instructions

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

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1. This Zone Clearance form is for Limited Term Trailer Permits as defined by Section 8107-41.3.5 of the County's Non-Coastal Zoning Ordinance (NCZO), to be used to provide housing for seasonal or temporary farmworkers or animal caretakers, and their families, on a limited term basis, and which is established for one operation and then removed.
2. Temporary trailers shall only be rented or provided to farmworkers and animal caretakers who are employed on a full-time, full-time seasonal, or temporary basis by the property owner or lessee of the lot to work on the land upon which the temporary trailer is located.
3. No application request shall be accepted unless it includes the required information and plans detailed below and is accompanied by the appropriate fee.
4. An application may be filed by the owner of the property or his/her authorized agent, or by a lessee who holds a lease with terms that permit the uses/structures applied for. Regardless of who is submitting the application, the property owner and the applicant shall sign the application.
5. Agents working on behalf of a property owner shall submit a signed Agent Authorization form with the application. This form can be accessed through the link at:  
[https://docs.vcrma.org/images/pdf/planning/permits/AUTHORIZATION\\_OF\\_AGENT\\_FORM-OWNER.pdf](https://docs.vcrma.org/images/pdf/planning/permits/AUTHORIZATION_OF_AGENT_FORM-OWNER.pdf)
6. No application request shall be accepted if a violation of Chapter 1 (Non-Coastal Zoning Ordinance or Coastal Zoning Ordinance) or Chapter 2 (Subdivision Ordinance) of the Ventura County Ordinance Code exists on the lot. This includes, but is not limited to, being in compliance with the terms of any underlying land use entitlement that runs with the subject property. An issued Zoning Clearance shall become null and void if a pre-existing violation is discovered on the lot which is the subject of the Zoning Clearance. A full, true, and correct account of the proposed project must be provided, or the Zoning Clearance will be subsequently nullified. No person obtains any right or privilege to use land or structures for any purpose or in any manner described in the application request merely by virtue of the County's acceptance of an application or approval of the subject request.
7. Zoning Clearances will only be issued on legal lots; if there are no violations on the property unless the Zoning Clearance is requested to abate the violations; if the property owner has no outstanding bills with the Resource Management Agency; and, all other applicable standards are met.
8. Site plans are required to be prepared in compliance with the minimum required plans standards attached to this application. A full digital set of plans must be submitted as part of the application unless otherwise specified by the Planning Division.
9. A Tree Permit Application must also be submitted if the project involves the pruning (beyond specific limits), removal, trenching, excavation, or other encroachment into the protected zone (5 feet outside the canopy's edge and a minimum of 15 feet from the trunk) of protected trees. More information is available at:  
<https://vcrma.org/tree-permits-and-the-tree-protection-ordinance>.
10. For your convenience, a checklist of required application materials is attached to this Zoning Clearance Application.
11. Applications that are deemed incomplete or include plans that do not meet the applicable standards attached to this application will be returned to the applicant and not accepted for processing.
12. Refunds are not provided after an application has been accepted for processing.
13. Issuance of a Zoning Clearance does not guarantee issuance of a Building Permit from the Building and Safety Division, or related permits and/or licenses from other local and state agencies, such as the County Executive Office, Public Works Agency, Air Pollution Control District, Cal GEM, and Environmental Health.
14. Property owners are encouraged to seek approval for the proposed project from the Homeowner's Association (HOA) or Property Owner's Association (POA) that may have jurisdiction over the subject property. Some

HOA/POA standards may be stricter than zoning regulations. In some areas of the County, a Zoning Clearance will not be issued until written HOA/POA approval is provided. Check with the applicable HOA/POA prior to submitting a Zoning Clearance application.

15. Applications for Zoning Clearances shall be submitted online through Citizen Access at <https://vcca.ventura.org/vcca.aspx>. Create an account with Citizen Access. Citizen Access will be your access to pay Zoning Clearance Application fees, check permit status and upload the application and supporting documents. Please also see the website at <https://vcrma.org/remote-zoning-clearance-permit-processing> for more information.
16. The processing of Zoning Clearances may take up to 30 days depending on the number of applications in the queue. You may check the status of your application by logging into Citizen Access and checking your account.



# Limited Term Trailer Permit Zoning Clearance Eligibility Checklist

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Section 8107-41.3.5 of the County of Ventura Non-Coastal Zoning Ordinance (NCZO) identifies the eligibility for use of a trailer under a Limited Term Trailer Permit. A qualifying trailer may be permitted for a maximum of 180 consecutive calendar days or fewer in any 12-month period. The Planning Director or designee may extend a Limited Term Trailer Permit by an additional 90 days, on a one-time basis, provided that the applicant submits documentation to justify the additional seasonal employment necessary for the agricultural activity.

- This is application for a new Limited Term Trailer Permit within the last 12 months
- This is an application for an extension to an active Limited Term Trailer Permit

**To qualify for a Limited Term Trailer (trailer) Permit, project applicants must meet the following requirements:**

## A. Site Location Requirements

The site is zoned:

- Open Space (OS)
- Agricultural Exclusive (AE)

The trailer is not located:

- On farmland classified as “Prime” or “Statewide Importance” by the California Department of Conservation Important Farmland Inventory, unless no other feasible alternative location exists onsite.
- On areas utilized for active crop production on the parcel.

## B. Submittal Requirements

In addition to the Site Location requirement listed above, the following criteria must be met:

Yes

- The number of trailers does not exceed **one (1)** trailer per legal lot to provide housing for seasonal or temporary farmworkers or animal caretakers, and their families.
- The trailer is located on the same lot where the farmworkers or animal caretakers are employed.
- The requested trailer is for a time period that does not exceed 180 consecutive calendar days in a 12-month period.
- The subject property has **not** received a Limited Term Trailer Permit within the previous 12-month period.
- The trailer is a motor home, travel trailer, truck camper, recreational vehicle, or camping trailer, that is self-contained and habitable (See Habitability Requirements in Section C below), and that is either self-propelled, truck-mounted, or permanently towable on roadways without a permit under the California Vehicle Code.

- The trailer does not exceed 320 square feet of living area. Living area does not include built-in equipment such as wardrobes, closets, cabinets, kitchen units or fixtures, or bath and toilet rooms.
- The trailer meets the height, lot coverage, setbacks, and development standards of the underlying zone, except where Title 25 of the California Administrative Code is more restrictive.
- The application includes a description of the number of seasonal or temporary farmworkers or animal caretakers to occupy the trailer, the area of cultivation and crops requiring these workers, and the time period for which seasonal or temporary farmworkers or animal caretakers are required.
- The application clearly identifies the location of sewer connections, dump stations, or otherwise demonstrates adequate sewage disposal by, for example, including a plan or contract for regular service through registered or permitted septage pumping vehicles, or a combination thereof, which will serve the trailer.
- The applicant has submitted an affidavit provided by the Planning Division affirming that the trailer will only be used to house seasonal or temporary farmworkers or animal caretakers solely employed on the site for agricultural production or animal keeping.
- The trailer is located a minimum of six (6) feet from any other structure on the lot.
- The trailer or roadway to the trailer is not located on pad areas of natural slope inclinations greater than 15 percent or where grading would result in slope heights greater than ten feet and steeper than 2:1.
- No more than one (1) picnic table, and a grill or campfire ring is proposed on a level, landscaped front yard area.

**C. Habitability Requirements**

The trailer must be “habitable” as identified in NCZO section 8107-41.3.5(b)(5) and shall meet the following criteria:

Yes

- The trailer contains sleeping, cooking, bathing and sanitary facilities.
- The trailer either contains an adequate source of potable water for sanitation purposes through an internal tank or will be connected to a permanent source of potable water.
- The trailer has wastewater disposal through a connection to an existing sewer utility connection, or through the use of an incorporated wastewater tank that is located within or outside the vehicle, provided that such tank is regularly serviced for the duration of the vehicle’s use as temporary housing by a wastewater disposal provider, or a septage pumping vehicle permitted by the Environmental Health Division (composting toilets are not allowed). The permittee shall provide proof of such regular wastewater disposal service, in the form of a contract or receipts, to the Planning Division or Environmental Health Division upon request.
- The trailer is connected to an approved electrical source such as the use of an existing electrical source on the lot or a temporary power pole (generators are not considered an approved electrical source).
- The trailer includes heating facilities in accordance with those associated with trailers, or equipment initially installed or designed for trailers (temporary heating facilities will be allowed).

**D. Occupant Employment Requirements**

The applicant has demonstrated that the trailer shall only be used for farmworkers and animal caretakers who meet the following employment criteria, further described in Section 8107-41.2.2:

Yes

- The trailer is only occupied by farmworkers and animal caretakers, and members of their household.
- The trailer is to be rented or provided to farmworkers and animal caretakers who are employed on a full-time, full-time seasonal, or temporary basis by the property owner or lessee of the lot to work on the land upon which the trailer is located. Employed full-time means a person working a minimum 32 hours per week at the job for which they are employed.

- The applicant has provided qualifying proof of employment for occupants of the trailer. Proof of employment may be satisfied by providing a combination of at least two of the following documents, as applicable:
  - Employee's income tax return
  - Employee's pay receipts
  - Employer's DE-34 form
  - Employer's ETA 790 form
  - Employee's W-2 form
  - Employer's DLSE-NTE form
  - A document signed by both the employer and the employee, which states that the occupant of the agricultural worker housing is employed in agriculture, and includes a description of the employee's job duties
  - If necessary, other proof approved in writing by the Planning Director or his/her designee

#### **E. Additional Criteria**

In addition to the above requirements, there is additional criteria identified in NCZO section 8107-41 that must be followed:

- The application shall include applicable County fees in accordance with the Board-adopted Planning Division fee schedule, for a permitting and monitoring program to be conducted by the Resource Management Agency.
- After the issuance of a Zoning Clearance, which serves as a Limited Term Trailer Permit, authorizing use of the trailer as housing for seasonal or temporary farmworkers or animal caretakers under NCZO section 8107-41.3.5, all electrical and plumbing connections to the trailer(s) must be approved and inspected by the Building and Safety Division prior to occupancy of the trailer.
- Any required utility conduits shall be installed underground in conformance with applicable state and local regulations.
- The permittee may be required to provide proof of regular wastewater disposal service, in the form of a contract or receipts, to the Planning Division or Environmental Health Division upon request.
- When the trailer is not in use, utilities shall be disconnected, and such housing shall be removed from the site or stored consistent with NCZO section 8107-1.6.4 during the remainder of the year. The trailer shall be removed from the site within five (5) days of the expiration of the permitted period. It may be stored onsite for the remaining days of the calendar year if screened from public view and stored in compliance with the open storage regulations in NCZO section 8107-1.6.4. A trailer stored onsite shall be fully covered when not in use.
- In addition to meeting all application requirements, the applicant shall, within 30 days after issuance of a Zoning Clearance authorizing use of the trailer, submit a signed affidavit, on a form provided by the Planning Division, affirming that:
  - The trailer will only be used as temporary employee housing; and
  - The applicant will obtain and maintain, for as long as the temporary employee housing is operated, the appropriate permit(s) from HCD pursuant to the Employee Housing Act and the regulations promulgated thereunder.
- New exterior lighting for trailers shall be of a low profile and limited to security needs only (see definition of Luminaires, Essential in the NCZO Section 8102-0). All exterior lights shall be directed downward and fully shielded from streets and any off-site residences.



# Limited Term Trailer Permit Zoning Clearance Application

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## Applicant Contact Information

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

## Property Owner Contact Information

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

## Agent Contact Information

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

## Property Information

Property Address: \_\_\_\_\_  
Assessor Parcel Number(s): \_\_\_\_\_ Cross Streets: \_\_\_\_\_  
Zoning Designation: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_

Proof of Legal Lot Status (Check one that applies):

Certificate of Compliance # \_\_\_\_\_  Parcel Map or Tract Map # \_\_\_\_\_  Conditional Certificate of Compliance # \_\_\_\_\_  Voluntary Merger/Lot Line Adj  Other (provide explanation): \_\_\_\_\_

Present use of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Is there an active Planned Development Permit (PD) or Conditional Use Permit (CUP) on the property?

YES  NO If yes, what is the permit number: \_\_\_\_\_ A copy of the conditions of approval of the land use entitlement must be submitted with this application. Contact the Planning Division at 805-654-2478 for a copy of the conditions of approval. Is the property and current uses on the property compliant with the applicable terms and conditions of that land use entitlement?  YES  NO

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

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

### Will any Protected Trees<sup>1</sup> be potentially impacted by this project?

(This includes trees growing on adjacent parcels)

YES  NO If yes, submit an arborist report and documentation required for a tree permit application.

<sup>1</sup> see Non-Coastal Zoning Ordinance § 8107-25 and Coastal Zoning Ordinance § 8178-7

**Project Information**

Does the project meet Limited Term Trailer Permit requirements identified in NCZO section 8107-41.3.5 as listed above?    YES    NO

Provide a full description of the proposed project to include a description of the number of seasonal or temporary farmworkers or animal caretakers to occupy the trailer, the area of cultivation and crops requiring these workers, and the time period for which seasonal or temporary farmworkers or animal caretakers:

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Detail any improvements to the premises and/or buildings/structures necessary to complete the proposed project. These improvements may include, but are not limited to, new electrical/electrical upgrades or plumbing, installation of outdoor lighting, installation of fencing, installation of landscaping or removal of trees:

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**What is the source of water at the project site?**

- Internal potable water tank
- Water purveyor (submit water will serve letter)
- Individual Water Well (submit approval from Environmental Health Division)
- Shared Water Well (submit approval from Environmental Health Division)

**What is the size of the water tank/reservoir that serves the project site?** \_\_\_\_\_ gallons  
**Please provide the fire flow that is available to the project site:** \_\_\_\_\_ GPM @ 20 PSI Residual

**What is the method of sewage disposal?**

- Connected to Public Sewer (submit approval from Environmental Health Division)
- Incorporated wastewater tank, serviced by a wastewater disposal provider, or a septage pumping vehicle permitted by Environmental Health Division

**Does this project involve creating 10,000 sq. ft. or more of impervious surface area?**

YES    NO If yes, submit identify post-construction stormwater control on your site/grading plan and provide additional documents needed pursuant to the Ventura Countywide Technical Guidance Manual for Stormwater Quality Control Measures.

Continue on the next page.

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

**AFFIDAVIT OF APPLICANT**

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

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

**AFFIDAVIT OF PROPERTY OWNER**

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

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

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

**AUTHORIZATION OF APPLICANT AND/OR AGENT**

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

- APPLICANT
- AGENT

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

Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner must be as shown on the latest Assessor records.

**For Planning Staff Use Only**

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





# Limited Term Trailer Permit Zoning Clearance Applicant Checklist

The below checklist attests that you provided the following materials in your application.

Materials Provided		Required Application Materials and Additional Information
YES	NO	Description of Materials and Information to Be Provided
<b>GENERAL INFORMATION</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Limited Term Trailer Permit Zoning Clearance Application</b> filled out completely with required signatures?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Limited Term Trailer Permit Eligibility Checklist</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Tree Permit Application</b> (if applicable) also submitted if the project involves the pruning (beyond specified limits), removal, trenching, excavation, or other encroachment into the protected zone (5 feet outside the canopy's edge and a minimum of 15 feet from the trunk) of protected trees?
<b>Does this application include:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and contact information? Applicant signed application?
<input type="checkbox"/>	<input type="checkbox"/>	Property owner name and contact information? Property owner signed application?
<input type="checkbox"/>	<input type="checkbox"/>	Lease agreement, power of attorney, or owner authorization document?
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Parcel Number(s) for the proposed site?
<input type="checkbox"/>	<input type="checkbox"/>	Property address for the proposed site?
<input type="checkbox"/>	<input type="checkbox"/>	Zone and General Plan land use designation?
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration of legal lot?
<input type="checkbox"/>	<input type="checkbox"/>	Proof of regular wastewater disposal service (incorporated wastewater storage only)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of <b>Conditions of Approval</b> for any approved, active land use permit that runs with the subject property?
<input type="checkbox"/>	<input type="checkbox"/>	Full description of proposed project?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Limited Term Trailer Permit Zoning Clearance fees</b> have been paid in full?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Agent Authorization form</b> (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<b>Affidavit affirming that the trailer will only be used to house seasonal or temporary farmworkers or animal caretakers solely employed on the site for agricultural production or animal keeping.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital Copies of Site Plan, Floor Plans, and Elevations</b> of the trailer. Plan must include the information listed on the accompanying "Standards for Required Site Plans, Floor Plans and Elevations."
<b>Supplemental Materials (if applicable)</b> The following documents may be required.		
<input type="checkbox"/>	<input type="checkbox"/>	Quantity Data of Past and Proposed Groundwater Use
<input type="checkbox"/>	<input type="checkbox"/>	Water Availability Letter
<input type="checkbox"/>	<input type="checkbox"/>	Well Water Quality Report
<input type="checkbox"/>	<input type="checkbox"/>	Water Well Pump and Recovery Test
<input type="checkbox"/>	<input type="checkbox"/>	Sewer Availability Letter
<input type="checkbox"/>	<input type="checkbox"/>	Septic Tank Pumping Report
<input type="checkbox"/>	<input type="checkbox"/>	Soils Report
<input type="checkbox"/>	<input type="checkbox"/>	Percolation Plan & Calculations
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Quality Impact Mitigation Plan (SQUIMP) Worksheet
<input type="checkbox"/>	<input type="checkbox"/>	Geology Report
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Study
<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital copies</b> of all application materials? <b>A digital copy</b> of the application, plans, agent authorization form, and any supplemental materials shall be uploaded into Citizen's Access at the time of application submittal.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Have you provided supplemental materials?</b> If so, list the supplemental materials provided in the space below.
List of Additional Materials		



# Farmworker and Animal Caretaker Limited Term Trailer Permit Affidavit

County of Ventura • Resource Management Agency • Planning Division

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At the time of application for a Limited Term Trailer Permit, the owner of the property must agree that the trailer shall only be used to provide housing for seasonal or temporary farmworkers or animal caretakers, and their families, solely employed on the site for agricultural production or animal keeping, for no longer than 180 consecutive calendar days or fewer in any 12-month period.

The owner of the property must sign this affidavit and show valid California identification (and other supporting documents, if requested) to a Ventura County Planning Division staff member, confirming that they are the property owner. If there are multiple owners of the property, all property owners must sign the affidavit or provide a document (e.g., Power of Attorney, Articles of Incorporation, Trustee, etc.) which gives the applicant the authority to sign on behalf of all the owners of the property. If an agent other than the property owner(s) submits the affidavit, the affidavit must be signed by the owner(s) and notarized. The notarized affidavit must include the current legal notary language, as well as the signature and seal of the Notary Public.

**Owner-Occupant Name(s):** \_\_\_\_\_

**Property Address(es):** \_\_\_\_\_

**Assessor's Parcel Number(s) (APN):** \_\_\_\_\_

I affirm under penalty of perjury that the foregoing is true and correct regarding the dwelling unit(s) as referenced by the zoning clearance number below:

The temporary trailer will only be used to house seasonal or temporary farmworkers or animal caretakers, and their families, solely employed on the site for agricultural production or animal keeping.

**Print Name(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Owner Signature(s):** \_\_\_\_\_

If there are multiple owners of the property, please submit multiple signed copies of the affidavit or a document which gives the applicant the authority to sign on behalf of all the owners of the property (e.g. Power of Attorney, Articles of Incorporation, Trustee, etc.).