



# Materials Required for Application

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

The following list is used by the pre-submittal planner to specify the information and processing fees required by the Ventura County Planning Division and each County Agency you must contact in order for you to submit your application. Each Agency has a specified person in order to determine what specific information and fees will be required. Your application will not be accepted until all contact persons for the agencies checked have initialed the checklist and all information and/or fees as listed is included.

Pre-Submittal Planner	Phone	Date of Application Review
Pre-Submittal Letter Prepared? <input type="checkbox"/> No <input type="checkbox"/> Yes	Date of Letter	<i>mm/dd/yyyy</i>

**Required No. of Copies Received**

- Application Form (completed and signed)
- Application Fee deposit (payable to County of Ventura) per Fee Schedule \$
- Fee for Surrounding Property Owners List \$
- Reimbursement Agreement (original plus one copy)
- Legislative Amendment Questionnaire
- Assessor's Parcel Map with subject lot **outlined in bold lines**
- A Letter addressed to the Board of Supervisors explaining reason(s) and justification(s) for the requested change to the General plan, Zoning Ordinance or Zone Change
- Proof of Legal Lot (call Winston Wright at 805/654-2468)
- Lease Agreement/Power of Attorney/Owner Authorization

<b>PUBLIC WORKS</b>	<b>Public Works Counter</b>	Phone	Initial:
Required <input type="checkbox"/> No. of Copies <input type="checkbox"/> Received <input type="checkbox"/>		Brian.Trushinski@ventura.org	
Fee Receipt			

<b>ENVIRONMENTAL HEALTH</b>	<b>Rebecca Lustig</b>	Phone	Initial:
Required <input type="checkbox"/> No. of Copies <input type="checkbox"/> Received <input type="checkbox"/>		805/654-2830	
Fee Receipt			

<b>AIR POLLUTION CONTROL DISTRICT</b>	<b>Nicole Collazo</b>	Phone	Initial:
Required <input type="checkbox"/> No. of Copies <input type="checkbox"/> Received <input type="checkbox"/>		805/303-3674	

<b>FIRE PROTECTION DISTRICT</b>	<b>Michele Krieg</b>	Phone	Initial:
Required <input type="checkbox"/> No. of Copies <input type="checkbox"/> Received <input type="checkbox"/>		805/947-8524	

<b>CULTURAL HERITAGE PROGRAM</b>	<b>Dillan Murray</b>	Phone	Initial:
Required <input type="checkbox"/> No. of Copies <input type="checkbox"/> Received <input type="checkbox"/>		805/654-5042	

<b>OTHER CONTACT</b>	Phone	Initial:
Required <input type="checkbox"/> No. of Copies <input type="checkbox"/> Received <input type="checkbox"/>		

Contact checked agencies for their specific application requirements