

THOMAS FIRE REBUILD
Applicants Guide
SUBMITTAL REQUIREMENTS

Material and Plans required for projects which require consideration at a public meeting as follows:

- Modification Permit
- Administrative Hearing
- Variance (Planning Commission)

	ITEMS REQUIRED
Planning Application Form	1
Site Plan	3*
Elevations	3*
Floor Plans	3*
Roof Plans	3*
Conceptual Grading Plans	3*
Landscape Plan	3*
Zoning Matrix	1
Property Line/Survey	1
Hillside Survey with calculation	1
Reduced copy of plans (11" x 17")	1
Digital Plan Copies	1
Photographs (Use Template Form)	1
Preliminary Title Report	1
Application Fee	\$2584.96

ATTENTION APPLICANTS

Planning staff will not accept applications that do not include the minimum Submittal Requirements.

Submittals shall include the following items:

- **Property owner signature on Planning Application or letter of authorization for applicant**
- **Plans**
 - **Complete, legible plans**
 - **Identification of all utility easements on the site plan**
 - **All plan sets need to be folded**
- **Preliminary Title Report**
- **Fees**

* **Note:** PC Hearing for Variance will require 7 final sets of plans when directed by your Case Planner.

The *Application Requirements Detail* form provides a detailed description of the above required submittal items.

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.

HOURS: Monday, Tuesday, Wednesday and Friday, 7:30 a.m. to 5:00 p.m.
 Thursday 9:00 a.m. to 5:00 p.m. Closed alternate Fridays.

LOCATION: Ventura City Hall, 501 Poli Street, Room 117

PHONE: (805) 654-7725

MAILING ADDRESS: P.O. Box 99, Ventura, CA 93002-0099

*Once determined to be "complete for filing", additional copies will be required.

This document is available in alternate formats by calling the City of Ventura Community Development Department at 805-654-7894 or by contacting the California Relay Service.