

THOMAS FIRE REBUILD  
**DISCRETIONARY PLANNING PERMITS  
APPLICATION REQUIREMENTS DETAIL**

The Planning Division of the Community Development Department reviews proposals for new developments, as well as changes to existing uses and development. Generally, the review is to ensure conformance with the City's General Plan and compliance with the City's Zoning Ordinance and Thomas Fire Ordinance. Developments that require discretionary permits (ie., Modification Permits and Variance Permits) are subject to a public hearing process.

**PROCESS** - The review process and the submission of materials, plans, and number of copies required varies depending on the type of discretionary planning permit(s) applied for. Information regarding the various permits is available from the Planning Division.

**FEES** are made payable to the City of Ventura. Fees are established by City Council Resolution. A list is available from the Planning Division.

**APPLICATION SUBMITTAL STANDARDS**

- Incomplete applications or poor quality graphics will not be accepted.
- Plans shall be drawn at a standard architect or engineer scale and shall show the name, address, phone number and State license number of the design professional that prepared the plans.
- Plans shall be folded and assembled into the number of sets listed in the Submittal Requirements for the permit type and shall easily fit into an 8.5 x 14-inch envelope. **Rolled plans will not be accepted except for the color rendering.**

**Application Materials**

- Please submit either proof of ownership or an agent authorization form.
- Please provide a title report that covers all properties included in the application and that was prepared within six months of the application submittal (or for smaller projects that were acquired at the time the property was purchased). Confirm parcel validity (the Title Report should include a legal description that identifies which LOT \_\_\_\_\_ OF TRACT \_\_\_\_\_ UNIT \_\_\_\_\_ OF MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ RECORDED ON \_\_\_\_\_).
- Please complete an electronic zoning matrix that evaluates your project against all standards from the zone district your project is located (as well as the building type you've selected in your project is located in a specific plan zone). You can obtain this by visiting the City's Thomas Fire Rebuild page at [www.cityofventura.ca.gov/ThomasFireRebuild](http://www.cityofventura.ca.gov/ThomasFireRebuild) or by calling 805-654-7725.

**Site Plan**

- A description of the scope of work on the Site Plan.
- Title block.
- North arrow and scale of drawing.
- Vicinity map showing property location within the City of Ventura.
- Adjacent previous and proposed streets and name of each street, dimensioned to show width and distance from centerlines.
- Points of access (vehicular and pedestrian from each street).
- All property lines and their dimensions.
- All previous and proposed buildings, their dimensions and setbacks from property lines, and finished floor elevations.
- All previous and proposed paved surfaces, including walkways, driveways, patio slabs, etc.
- All previous and proposed parking spaces, loading areas and bicycle parking and their dimensions.
- All previous and proposed landscaped areas.
- Location of the nearest building on abutting lots illustrated with edge line, estimated finished floor elevation, and use type identified.
- Required setback illustrated by a dashed line with measurement labeled. Identify and encroachments into setback areas with cross-hatching.

### Site Plan (— continued)

- Easement locations illustrated by a dashed line with measurements and purpose labeled. Also identify the location of water and sewer connection to the public system.
- All existing and proposed pad, ground, or wall mounted equipment, utility vaults, transformers, backflow preventers, gas meters, free standing mailboxes, and type/location of lighting.
- Identify all of the existing public improvements immediately abutting the project site.
- All previous and proposed fences including height and type.
- A summary table in square feet, acres and percentage that includes: 1) total land area; 2) building coverage; 3) impermeable paved area; 4) permeable paved area; and 5) landscape area.
- A summary table of the total gross and net floor area and proposed or existing use thereof.

### Elevations (applications that result in no exterior changes do not require elevations)

- Title block.
- Elevations labeled appropriately north, south, east and west of all existing and proposed buildings and structures.
- Height from pre-existing finished floor to highest point of structure.
- Height from adjacent grade to highest point of structure.
- General architectural features of buildings (window or door locations, trim, materials and colors).
- Proposed and previous roof pitches on the elevation.
- A summary table of the previous and proposed volume calculations.
- Zoning Ordinance allowed height illustrated with a dashed line and with measurement labeled.
- Screening and dimensions of all existing and proposed roof-mounted and ground mounted equipment.

#### *For 1-Story rebuild:*

- Include a Table showing Previous and Proposed ridgeline height. (increase shall not exceed 19'-0")
- Include dashed line showing at 19'-0" from pre-existing finished floor

#### *For 2-Story rebuild:*

- Include a Table showing Previous and Proposed ridgeline height. (shall not exceed 1.5' beyond tallest pre-existing ridgeline)
  - Note in feet and inches what 5% of the pre-existing ridgeline height would be.
- Include dashed line at the point 5% higher than tallest pre-existing ridgeline\*.
- Include dashed line at the point 1.5' above tallest pre-existing ridgeline\*.

\* It is acknowledged that proposed height over limitation may be seeking Director's Substantial Consistency Determination.

### Floor Plans

- Title block.
- Use, dimensions and square feet of all existing and proposed areas.
- All entrance and exit points, including doors, windows, stairways, and etcetera.
- All balconies and/or abutting decks/patios.
- All enclosed and/or covered parking areas.
- Identify if the building is proposed to be equipped with an automatic fire sprinkler.
- Include a Table on Floor Plan Sheet showing Previous and Proposed floor area for the following:
  - 1st floor
  - 2nd floor
  - total of bothNote in square feet 10% and 25% of the pre-existing floor area.

### Roof Plans

- Title block.
- Roof plans depicting all roof-top access, equipment and screening.

**Conceptual Grading Plans** (needed to inform relative heights of structures, compliance with Hillside Policies).

- Existing and proposed contour lines at 5-foot as appropriate. Label contour elevations.
- With shading or cross-hatching, identify slopes at or greater than 20%, and slopes at or greater than 30%.
- Provide estimated cubic-yards of cut/fill.
- Identify all approximate locations of underground utilities onsite. Identify nearest public sewer and water service lines and points of connection offsite. If you need assistance determining the location of sewer and water infrastructure, contact Felix Yzaguirre, Senior Engineering Technician, within the Capital Design and Land Development Division at 805-654-7829 or at fyszaguirre@cityofventura.ca.gov

**Landscape Plans – For Front Yard Only (only applies to landscape area of 500 or more square feet)**

- Required site plan shall be used as base map.
- All existing and proposed landscape (both onsite and within parkways) including trees, shrubs, and ground cover with names (common and scientific), quantities, sizes, location, and climate zone (i.e. per Sunset Western Garden).
- Irrigation plans.
- WUCOLS rating.

**Property Line/Height Survey – Rebuild projects using Thomas Fire Rebuild Overlay Ordinance**

- Required elevation points shown on the site plan in feet (a separate sheet is not acceptable).
- Signature of licensed Civil Engineer, Land Surveyor or Architect.
- Existing grade elevation, in feet, at all corners of the property.
- Existing mid-point grade elevation of the front property line.
- Existing elevation at the top of the curb.
- Existing elevation of street level on each side and at mid-point adjacent to front property.
- Finished grade at all corners of proposed or altered buildings.
- Finished floor elevation of proposed or altered buildings.
- Setbacks from existing/proposed buildings to the existing property lines.

**Hillside Height Survey** (for rebuild projects only seeking to apply previous regulations in the hillside area per Code Section 24.405.050)

- Elevation points shown on the site plan in feet at the required five locations along the front and rear property line and at the rear setback line.
- Elevation in feet at base of new construction.
- Elevation in feet to top, highest point of existing and/or proposed structure.
- Calculations based on the City's Hillside Height Ordinance formula and Thomas Fire Overlay ordinance.
- Measurement that clearly shows height between slab to ceiling top plate.
- Roof plan clearly showing all ridges and valleys.
- Signature of licensed Civil Engineer, Land Surveyor or Architect.

**Reduced Plan Copies**

- One copy of each full size plan sheet (24" by 36" or 18" by 24") reduced to 11" by 17"
- Copies are to be reproducible.

**Digital Plan Copies**

- Complete plan set in one Adobe Acrobat (.pdf) document.
- Digital photographs with file names identifying content (e.g. "East of project site," "100 E. Main Street," etcetera).
- All digital documents placed on a disc or thumb drive with applicant's name and project number.

**Photographs**

- Color photos of the site and adjacent sites within 100 feet along the same street showing existing conditions and/or buildings.
- Color photos taken from subject site showing adjacent sites within 100 feet along the same street.
- Photos labeled to identify content and date taken.

**ADVISORY:**

Once approval of the Modification or Variance Permit is granted, the project must be submitted to Building & Safety. Please visit the City's Thomas Fire Rebuild page for a list of Building & Safety requirements at:

[www.cityofventura.ca.gov/DocumentCenter/View/11300/BS-640-Thomas-Fire-Residential-Plan-Check-Checklist](http://www.cityofventura.ca.gov/DocumentCenter/View/11300/BS-640-Thomas-Fire-Residential-Plan-Check-Checklist)

**Certification**

I (print name) \_\_\_\_\_, applicant or representative of the applicant, do hereby state that I have submitted plans containing all of the required information identified within the *Thomas Fire Rebuild Discretionary Planning Permits Application Requirement Details* form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.**

- APPLICATION SUBMITTAL:** Shall be made to the City Planning Division by appointment only by calling 805-654-7893.
- 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.  
Check City website at [www.cityofventura.ca.gov](http://www.cityofventura.ca.gov)
- LOCATION:** Ventura City Hall, 501 Poli Street, Room 117
- PHONE:** (805) 654-7725
- MAILING ADDRESS:** P.O. Box 99, Ventura, CA 93002-0099

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.