

## **PURPOSE**

The Acknowledgment Form will inform the neighboring landowners of the proposed redevelopment modification permit. The acknowledgment will state the landowner's awareness of the modification permit application, without expressing approval or disapproval of the proposed redevelopment.

The applicant shall take reasonable steps established by the Thomas Fire Rebuild Overlay Ordinance No. 2018-010 to consult with property owners of the adjacent lots of record. The applicant shall share the proposed redevelopment modification project plans with the adjacent property owners. Receipt of adjacent property owner acknowledgment forms from 50 percent or more of the adjacent property owners shall be deemed by the Project Case Planner as satisfying this component of the Modification Permit application. As a last resort, proof of notice via postal mail could be used as specified in the methods below.

Consultation and signature shall include at least one of the following acceptable methods, as outlined below:

### **1. Direct Contact**

- a. In-person contact with the property owner(s). Applicant shall describe the proposed redevelopment and show/explain the proposed redevelopment modification plans. Verification of this contact shall be provided by obtaining signatures from the property owners (signatures from renters or lessees are unacceptable) on the attached Acknowledgment of Proposed Redevelopment Form – available on-line or at the Planning Public Counter (no exceptions to the format of this form will be accepted). The form indicates that the intent of the signature process is to acknowledge that the property owner has been made aware of the applicant's intentions; and the process is not meant to signify support of the project. The form also specifies which dated project plans were exhibited to the property owner. Property owners must acknowledge that they have seen a depiction of the project which reasonably describes the proposed redevelopment.
- b. The applicant may hold an event to inform adjacent property owners of the proposed redevelopment in-person. The applicant shall provide written and/or oral invitations to the event. Verification of this contact shall be provided in the same manner on the attached Acknowledgment of Proposed Redevelopment Form.

### **2. Mailing**

- a. Only as a last resort, if the direct contact methods have not been proven satisfactory, proof of notification may consist of a notice and reduced copies of the depiction of the project (no smaller than 8-½" x 14") sent by certified U.S. mail, return receipt requested, to all property owners of the adjacent lots of record. A 100' radius map and addresses can be obtained from the Planning Counter or Case Planner (Note, accuracy of County Assessor information is 6 months only). The applicant must submit the return receipts in lieu of the Property Owner Acknowledgment Form. Using this method must be approved by the Case Planner.

**For questions contact the Planning Division at (805) 654-7725**

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.

Adjacent Property Owner Name: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

I acknowledge that I have been presented the intentions

of \_\_\_\_\_  
(The Applicant Name, or their representative)

to redevelop a residence located at \_\_\_\_\_

within the Thomas Fire Rebuild Overlay. I understand that my signature is not meant to signify support of the proposed redevelopment. My signature only acknowledges that I have been made aware of the applicant's intentions.

In presenting their intentions, the applicant (or their representative) provided me an explanation of the following plan sheets, dated \_\_\_\_\_:

- Site Plan
- Elevation Plan
- Rendering of Proposed Building (optional)

\_\_\_\_\_  
(Signature of Abutting Property Owner)

**See reverse for Adjacent Property Owner Acknowledgment Process**