



**City of Ventura
Land Development Division**

Submittal Requirements for Planning Applications

(Please provide a digital copy with all your submittals)

ITEMS REQUIRED FOR PROJECTS WITH SUBDIVISION OF LAND	PLANNING DIVISION SUBMITTALS		
	PRE-APPLICATION	CONCEPTUAL	FORMAL
Tentative Tract/Parcel Map *			X
Site Plan Showing all Easements	X	X	X
Preliminary Grading plan showing Contours and Drainage Patterns **			X
Utility Plan showing POC's to Exist. Public Water & Sewer Mains			X
Preliminary Landscape Plan showing any MS4 related features			X
Preliminary Title Report			X
MS4 Calculations		X***	X***
Soils Percolation Testing Report			X
Flood Elevation Certificates			X

ITEMS REQUIRED FOR NON- SUBDIVISION RELATED PROJECTS	PLANNING DIVISION SUBMITTALS		
	PRE-APPLICATION	CONCEPTUAL	FORMAL
Site Plan Showing all Easements	X	X	X
Preliminary Grading plan showing Contours and Drainage Patterns **			X
Utility Plan showing POC's to Exist. Public Water & Sewer Mains			X
Preliminary Landscape Plan showing any MS4 related features			X
Preliminary Title Report			X
MS4 Calculations		X***	X***
Soils Percolation Testing Report			X
Flood Elevation Certificates			X

* See attached Plan Requirements

** If the project is located in HMP, the requirements of HMP is to be followed.

*** See attached Stormwater Compliance Study Requirements.

NOTE: THE ITEMS LISTED ABOVE ARE THE ONLY DOCUMENTS THAT WILL BE REVIEWED FOR THAT SUBMITTAL.

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PLAN REQUIREMENTS

The following items are required for all **Tentative Tract Maps and Parcel Maps**, as indicated.

Tentative Tract Maps	Tentative Parcel Maps	
√		(a) Tract number.
√	√	(b) Sufficient legal description of the land to define the boundaries.
√	√	(c) Location map
√	√	(d) Name, address and telephone number of the record owner, subdivider and person preparing the map.
√	√	(e) The date the map was prepared
√	√	(f) North point and scale of map. Scale to be not less than 1'=100'.
√	√	(g) Approximate acreage and number of lots.
√		(h) Zoning - existing and proposed.
√		(i) The designation and proposed use of public areas; parks, schools, etc.
√	√	(j) Lot layout, approximate dimensions of each lot, the approximate number of square feet of all irregular shaped lots and number of each.
√	√	(k) Locations, names and widths of all existing or proposed streets, highways and ways within and adjacent to the subdivision.
√	√	(l) All street names, so far as they are known
√	√	(m) Approximate grades of existing and proposed streets with and adjacent to the property involve
√	√	(n) Approximate center line radius of all curves on streets and alleys.
√	√	(o) All future street extensions shall be shown in dotted lines.
√	√	(p) The approximate location of all existing buildings or structures within the proposed subdivision identified by use and address and boundaries of orchards on or within 100 feet of the proposed subdivision.
√	√	(q) Approximate location of existing irrigation lines, tile drains, wells, and other underground facilities or improvements, when such information can be secured, or statement that none known or found.
√		(r) The location of all potentially dangerous areas, including geological hazardous areas and areas subject to inundation or flood hazard, or statement that none known or found.
√		(s) The location, width, and direction of flow of all water courses and storm drains within and adjacent to the property involved and the proposed method of providing flood and erosion control.
√	√	(t) Contour lines based on City evaluation datum, provide reference, with intervals of not more than five feet and of not more than two-foot intervals for ground within a general slope of less than five percent (5%). Contour lines shall extend a minimum of 100 feet beyond the subdivision boundary, and if the subdivision is bordered by a drainage channel or barranca, they shall extend the additional distance necessary to show the far side of the drainage facility or barranca.
√	√	(u) Approximate widths and location of all existing or proposed easements or rights-of-way within and adjacent to the subdivision.
√	√	(v) The approximate location of all existing and proposed sewer and water lines.
√		(w) The approximate location and general description of any large or historically significant trees, and an indication as to the retention or removal of such trees.
√	√	(x) Preliminary Title Report of all properties covered by the application.

**Stormwater Compliance Study
Submittal Requirements**

Conceptual Project Submittals

- A. A stamped letter report from a registered civil engineer summarizing the project's conceptual submission to comply with Post-Construction Stormwater Treatment and Trash Control Requirements. **Registered civil engineer letter and supporting documents are required with submittal.**

Registered civil engineer stamped letter must include the following information:

- ✓ Project area
 - ✓ Total project area disturbed
 - ✓ Total proposed impervious area
 - ✓ Stormwater quality design volume (SWQDV) to be retained
 - ✓ Size, type and location of retention stormwater treatment devices proposed onsite
 - ✓ Reasoning, with documented justification, for technical infeasibility (if applicable)
 - ✓ Stormwater quality design volume to be biofiltered or treated by flow based treatment control measures (if applicable)
 - ✓ Size, type and location of biofiltration stormwater treatment devices or flow based treatment control measures proposed onsite (if applicable)
 - ✓ Type and location of trash capture devices proposed onsite
 - ✓ Manufacturer and device information for all proprietary stormwater treatment devices and trash controls
 - ✓ Stormwater map identifying at least the following:
 - ✓ Location and type of stormwater treatment and trash control devices proposed onsite
 - ✓ Property boundaries
 - ✓ Location of source control measures proposed onsite
 - ✓ Roads
 - ✓ Structures (proposed and existing)
 - ✓ Drainage area(s)
 - ✓ Pervious/impervious surfaces
 - ✓ Discharge locations to MS4/offsite
- A Post-Construction Stormwater Management Plan (PCSMP) sizing workbook also known as the MS4 Worksheet (TGM Tool) is **not** required to be completed for conceptual submittals.

**Stormwater Compliance Study
Submittal Requirements**

www.cityofventura.ca.gov

Formal Project Submittals

- A. A stamped letter report from a registered civil engineer summarizing the projects formal submission to comply with Post-Construction Stormwater Treatment and Trash Control (same requirements as conceptual submittal).
- B. Completed City of Ventura Post-Construction Stormwater Treatment and Trash Control form found here - www.cityofventura.ca.gov/398/Stormwater-Forms.
- C. Completed Post-Construction Stormwater Management Plan (MS4 Worksheet – TGM Tool) sizing workbook found here - www.cityofventura.ca.gov/398/Stormwater-Forms.
- D. Soils report identifying soil type found onsite including groundwater information and geotechnical concerns.
- E. Completed site-specific percolation/infiltration test. Minimum of two infiltration tests per each proposed BMP location.
- F. Completed BMP sizing worksheets found in Appendix E of the Ventura County Technical Guidance Manual (TGM) for Stormwater Quality Control Measures.

All documents will be required with formal submittals.

All Stormwater Compliance Study documents are to be submitted together in a set. Any deviation or omission from requirements listed will result in an incomplete submission. In the event post-construction stormwater treatment measures and trash controls deviate from what was approved during Planning Application submittal, an updated or new Stormwater Compliance Study is required to be submitted. Updated or new Stormwater Compliance Study must include all requirements identified above as a set.

Questions - please contact Peter F. Shellenbarger, Stormwater Compliance Supervisor, Public Work at 805-652-4582 or pshellenbarger@cityofventura.ca.gov