

## ATTENTION APPLICANTS

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

- Property owner signature on Planning Application or Authorization of Agent form
- Complete, legible plan set
- Identification of all utility easements on the site plan
- All plan sets need to be folded
- Preliminary Title Report
- MS4 submittal – see Application Requirements Detail
- Fees

### Advisories:

- Contacting the [Neighborhood Community Council](#) regarding your project is strongly recommended.
- Contacting other City Departments (Building & Safety\_805/654-7869, Fire Prevention\_805/658-4717, Ventura Water\_805/667-6500) prior to submitting you project is strongly encouraged.

**ALL PLANS TO BE FOLDED**

**Applicants Guide**  
**SUBMITTAL REQUIREMENTS**

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

- Administrative Hearing
- Design Review consideration
- Planning Commission Hearing and Design Review recommendation
- Administrative Hearing and Design Review recommendation
- Planning Commission Hearing

ITEMS REQUIRED	# of copies
<input type="checkbox"/> Planning Application Form	1
<input type="checkbox"/> Environmental and Project Information Form	1
<input type="checkbox"/> Supplemental Application(s)	1
<input type="checkbox"/> Required Findings	1
<input type="checkbox"/> Site Plan (Full Size)	3
<input type="checkbox"/> Elevations (Full Size)	3
<input type="checkbox"/> Floor Plans (Full Size)	3
<input type="checkbox"/> Landscape Plans (Full Size)	3
<input type="checkbox"/> Zoning Matrix	1
<input type="checkbox"/> Solar Shading	1
<input type="checkbox"/> Property Line/Height Survey	1
<input type="checkbox"/> Hillside Survey Data	1
<input type="checkbox"/> Reduced copy of plans (11x17)	1
<input type="checkbox"/> Electronic Submittal (of all material/plans)	1
<input type="checkbox"/> Photographs (sets)	1
<input type="checkbox"/> Colors/Materials Board	1
<input type="checkbox"/> Color Rendering	1
<input type="checkbox"/> Sign Design Plans	3
<input type="checkbox"/> Preliminary Title Report	1
<input type="checkbox"/> Inclusionary Housing Plan	1
<input type="checkbox"/> Stormwater Compliance Study	1
<input type="checkbox"/> Soils Report	1
<input type="checkbox"/> Grading and Drainage Plan	1
Application Fees	See adopted fee schedule

The **Application Requirements Details** 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:** 501 Poli Street, Ventura, CA 93001 \*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.

## 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. Developments that require discretionary permits (ie., Planned Development Permit, Use Permit, Administrative Variance, Design Review, Coastal Development Permit, etc.) 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

- Projects that require multiple discretionary permits (including Tentative Parcel and Tract Maps) shall be filed concurrently.
- 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.**
- Plans submitted with the initial application are distributed for review by other City departments. Once an application is deemed complete, you will be contacted to provide additional full size plans, as needed.
- When a PowerPoint Presentation is required, it shall be submitted once the application has been deemed complete.

### Application Materials

- If your project requires an Exception and/or Warrant, please provide a design rationale supporting the needed Exception and/or Warrant findings.
- If your project requires a Variance, please provide responses to the required Variance findings.
- 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 if your project is located in a specific plan zone). You can obtain this by calling 805-654-7725.
- Please submit an operations plan explaining activities that should be expected as part of your development including hours of operation.

### Site Plan

- A complete written 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 existing 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 existing and proposed buildings, their dimensions and setbacks from property lines, and finished floor elevations.
- All existing and proposed paved surfaces, including walkways, driveways, patio slabs, etc.
- All existing and proposed parking spaces, loading areas and bicycle parking and their dimensions.
- All existing and proposed landscaped areas.
- All trash enclosures and recycling facility locations. Identify if they are covered. The trash enclosure must be designed per the Refuse and Recycling Enclosure Minimum Standards and Guidelines.
- All existing and proposed ground mounted (monument) signs and their dimensions.
- 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.
- 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 existing and proposed fences including height and type.
- A summary table in square feet, acres and percentage that includes **existing & proposed**: 1) total land area; 2) building coverage; 3) impermeable paved area; 4) permeable paved area; and 5) landscape area.
- A summary table that includes total number of parking spaces and includes a breakdown of the number of standard compact and ADA compliant parking spaces.
- A summary table of the total gross and net floor area and proposed or existing use thereof.
- Exterior fire protection equipment.

**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 top of curb at front property line 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 existing roof pitches on the elevation.
- 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.
- All trash and recycling enclosures.
- All wall-mounted equipment, gutters, and down spouts. Provide lighting cut-sheets.
- Exterior fire protection equipment.

**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.

**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).

- Title block.
- 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 fyzaguirre@ci.ventura.ca.us.

### **Landscape Plans**

- Title block.
- 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 Water Use Classification of Landscape Species (WUCOLS)).
- Irrigation plans.
- WUCOLS rating.
- Identify the location of all stormwater infiltration systems (above and below ground).
- Any MS4 permit related items (i.e. grassy swales).

**Solar Shading Study** (for all new development greater than one story; Exception to the rule: this study is not required for the development of a single family home unless a height Variance is being requested)

- Solar shading study shall be required along the northern property line interface between commercial or mixed-use and residential uses and between residential uses.
- Solar fence height of 12 feet for single family residential adjacent to any non-single-family residential uses.
- Solar fence height of 18 feet for all other instances.
- Analysis shall use a solar angle of 27 degrees on December 21 at 1 pm.
- Plans shall indicate method of analysis, including software type if used.

**3-D Computer Modeling** (all new non-residential projects or where existing building mass is altered)

- Plans shall include a 3-D model indicating building mass, building height, and number of stories.
- 3-D model shall include existing adjacent buildings of a scale sufficient to evaluate neighborhood context.
- Views shall include pedestrian level views and views from elevated from elevated roadways and properties.

### **Property Line/Height Survey**

- 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 properties located 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.
- 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.
- PowerPoint presentation containing slides of each plan sheet.
- 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.

### **Colors/Materials Board**

- One board not to exceed 8.5" by 14"
- Maximum thickness of board, including materials samples, not to exceed 1/4" (a quality photo that accurately and correctly represents the project can be substituted for the actual materials).
- Samples of each proposed color including name and code number.
- Sample of each proposed type and texture of materials.
- Colors/materials keyed to indicate location on exterior building elevation plan.

### **Color Rendering**

- Exterior artist' perspective that accurately represents the completed project not to exceed 11" by 17". Sign Design Plan

### **Sign Design Plans**

- For ground mounted signs show location, orientation and distance from property line and nearest building.
- For wall signs clearly show location on elevation in relation to windows, doors, roofline, fascia and other architectural elements.
- Dimensions of overall sign area.
- Dimensions of letters and type of font.
- All sign plans shall include the exact style, size, colors and materials proposed.
- All existing ground mounted and/or wall signs, including type and size.
- For wall signs clearly show linear feet dimension of storefront for each proposed sign location.
- Sign program shall describe and pictorially represent location, dimensions, colors, letter style, letter height, and sign type of all proposed and possible future signs for an entire site.

### **Inclusionary Housing Plan**

- The location, type of structure (attached, semi-attached, or detached) and size of the proposed market-rate and inclusionary units.
- A site plan depicting the location of the inclusionary units.
- A floor plan and elevations of the proposed inclusionary units.
- The income levels to which each inclusionary unit will be made affordable.
- For phased development, a phasing plan that provides for the timely development of the number of inclusionary units proportionate to each proposed phase of development.
- A request for any incentives pursuant to Section 24R.250.510.

### **Stormwater Compliance Study**

- Site designed per the 2011 Technical Guidance Manual.

- Achievement of effective impervious area.
- Applicable treatment control measures.
- For Conceptual Projects... Submit a letter report from a registered civil engineer summarizing the project's proposal to comply with the MS4 requirements. The letter report must include the following:
  - Project area.
  - Total impervious area.
  - Allowable effective impervious area.
  - Volume to be retained.
  - Size and type of retention BMPs selected to the maximum extent possible.
  - Reasons for technical infeasibility, if applicable.
  - Volume for biofiltration.
  - Size and type of biofiltration BMPs selected.
  - Whether 5%EIA is achieved.
  - Need for alternate compliance.
  - Mitigation volume, if applicable.
  - Volume for treatment control measures.
  - Size and type of onsite treatment control measures selected.
- For Formal Projects Only... Fill out the MS4 spreadsheet with supporting information. The spreadsheet can be found at the following website: <http://www.cityofventura.net/page/land-development-engineering>
- For Formal Projects Only... Soils report (show soil type and depth of ground water).
- For Formal Projects Only... Percolation test (as specified in Appendix C of the Technical Guidance Manual)

### 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 *Discretionary Planning Permits Application Requirement Details* form. I understand that planning staff may reject the submittal of my application (within 30 days of filing) for lacking any of the aforementioned information. In this case, the application is deemed incomplete, will not be processed, and will unnecessarily extend the application processing time.

\_\_\_\_\_  
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.

**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:** 501 Poli Street, Ventura, CA 93001

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## STORMWATER COMPLIANCE STUDY

### SUBMITTAL REQUIREMENTS

#### (1) Conceptual Projects

- A letter report from a registered civil engineer summarizing the project's proposal to comply with the new MS4 requirements.

The letter report should include the following:

- project area;
  - total impervious area;
  - allowable effective impervious area;
  - volume to be retained;
  - size and type of retention BMPs selected to the maximum extent possible;
  - reasons for technical infeasibility, if applicable;
  - volume for biofiltration;
  - size and type of biofiltration BMPs selected;
  - whether 5% EIA is achieved;
  - need for alternate compliance;
  - mitigation volume, if applicable;
  - volume for treatment control measures;
  - size and type of onsite treatment control measures selected.
- The MS-4 spreadsheet is **not** required to be submitted.

#### (2) Formal Projects

- A letter report (see above) from a registered civil engineer summarizing the project's proposal to comply with the new MS4 requirements.
- MS-4 spreadsheet filled out with supporting information. Spreadsheet can be found at the following website: <http://www.cityofventura.net/cd/landdevelopment>
- Soils report
- Percolation test (as specified)

**Land Development Staff:**

**Chandra Chandrashaker – 805-654-7714**

**Revised 9-22-16**



**PLANNING  
APPLICATION**

**Applicant:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Architect:** \_\_\_\_\_ **Engineer:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_ e-mail: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_  
Assessor's Parcel Number(s): \_\_\_\_\_  
Existing Zoning: \_\_\_\_\_  
General/Comprehensive Plan Land Use Designation: \_\_\_\_\_  
Brief Description of Project: \_\_\_\_\_  
If applying for a Variance, is it for:  Setback  Parking  Lot Coverage  Height  
Explain Variance Request: \_\_\_\_\_  
Is this property identified in the DTSC's Hazardous Waste and Substances Site List – Site Cleanup (Cortese List)?  Yes  No  
List is available at [www.dtsc.ca.gov/SiteCleanup/CorteseList.cfm](http://www.dtsc.ca.gov/SiteCleanup/CorteseList.cfm).

**Owner Certification**

Property Owner (Please Print) \_\_\_\_\_ Area Code/Phone Number \_\_\_\_\_  
Address \_\_\_\_\_ Area Code/Fax Number \_\_\_\_\_  
e-mail \_\_\_\_\_

*I hereby certify that the information furnished above, and in the attached exhibits, is the data and information required for the project's evaluation, and the facts, statements, and information presented are true and correct to the best of my knowledge.*

**Signature:** \_\_\_\_\_

**FOR STAFF USE ONLY**

Case Nos. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Project Number \_\_\_\_\_ Date Received \_\_\_\_\_ Received By \_\_\_\_\_  
# of Plans (Sets) Submitted: \_\_\_\_\_ Color Rendering  YES  NO Hillside Survey  YES  NO  
Landscape Plans  YES  NO Photographs  YES  NO Title Report  YES  NO  
Color/Material Board  YES  NO Reduced Copies  YES  NO PowerPoint  YES  NO

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Check City website at [www.cityofventura.net](http://www.cityofventura.net)  
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**PHONE:** (805) 654-7725  
**MAILING ADDRESS:** P.O. Box 99, Ventura, CA 93002-0099

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**AUTHORIZATION OF AGENT FORM**

**AUTHORIZATION OF AGENT TO ACT ON PROPERTY OWNER'S BEHALF**

To the City of San Buenaventura, Planning Division:

I hereby authorize the following person(s) to act as my agent(s) to apply for, sign and file the documents necessary to obtain approvals for my project.

Project Location or Address: \_\_\_\_\_

Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Agent's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy.

Property Owner's Name: \_\_\_\_\_  
Property Owner's Address: \_\_\_\_\_  
Property Owner's Number: \_\_\_\_\_  
Property Owner's Email: \_\_\_\_\_  
Property Owner's Signature: \_\_\_\_\_

For Staff Use Only:  
PROJECT NUMBER: \_\_\_\_\_



**USE PERMIT  
 SUPPLEMENTAL FORM**

PROJECT NO.	
CASE NO.	

A. Number of employees: \_\_\_\_\_

B. Number of members/clients/students/etc. anticipated at any one time: \_\_\_\_\_

C. Days, types of activity, hours of operation of the proposed use:

Days of Operation	Types of Activity Which Occur Each Day	Hours that the Activity Occurs	Hours of Alcohol Sales
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

D. If the clients/students are brought to the site by a vehicle operated by your use, please explain how:

\_\_\_\_\_

E. Other information which will clearly explain the project and activities (additional information may be attached):

\_\_\_\_\_

\_\_\_\_\_

**APPLICATIONS FOR NEW OR MODIFIED ALCOHOLIC BEVERAGE ESTABLISHMENTS  
 ALSO REQUIRE THE FOLLOWING INFORMATION:**

F. The type of ABC license the applicant is seeking for the alcoholic beverage establishment: \_\_\_\_\_

\_\_\_\_\_

G. The true and complete name and address of each lender or share holder with a 5 percent or more financial interest in the proposed business or any other person to whom a share or percentage of the income of the establishment is to be paid:

\_\_\_\_\_

\_\_\_\_\_

H. The name and address of all existing schools, churches, hospitals, parks, playgrounds or other alcoholic beverage establishments within 300 feet of the proposed alcoholic beverage establishment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I. Provide establishment's proposed "Operations & Training Plan" outlining consistency with applicable standards in Sec. 24.460.410 through 24.460.440. (Attach copy)

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**ENVIRONMENTAL AND  
PROJECT INFORMATION**

The following information shall be completed by the applicant and submitted with the Planning Application. It will enable City staff to understand the proposed project and prepare the necessary environmental documents. Please contact Planning Staff if you have questions in completing this form. If a question is beyond the scope of your project, please indicate not applicable and why. Attach additional sheets if needed to respond to the following questions.

**Notice of Filing and Processing Fees**

The following applies to projects requiring preparation of a Negative Declaration (ND) or Environmental Impact Report (EIR) under the California Environmental Quality Act (CEQA). If the proposed project is approved by the city, the applicant must provide the City of Ventura with all environmental filing fees, including the County Clerk processing fee (\$50) and the Department of Fish and Game (DFG) filing fee (\$1876.75 for ND or \$2606.75 for EIR), within five days of project approval.

Effective January 1, 2007, DFG eliminated the "de minimis" fee exemption for projects determined to have a de minimis effect on wildlife. This is replaced with a fee exemption, issued by DFG, for eligible project that have "no effect on wildlife." A project applicant asserting a project will have no effect on fish and wildlife should contact DFG for their review and determination. Contact should occur during the public review period for the environmental document to allow adequate time for DFG review prior to city action on the project proposal. If DFG determines the project has "no effect", it will provide the applicant with documentation of exemption from the filing fee requirement. (Note: At this time, DFG anticipates less than 5% of projects would qualify for the "no effect" standard.) More information of DFG fees and requirements is available at [www.dfg.ca.gov](http://www.dfg.ca.gov).

**General Information:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. Applicant: \_\_\_\_\_
2. Project Address/Location: \_\_\_\_\_
3. Assessor's Parcel Number(s): \_\_\_\_\_
4. List and describe any other related permits and other public agency approvals required for this project by other local, State, or Federal agencies including: Fish and Game, Water District, EPA, etc. Please attach pertinent information and submit to the Planning Division. \_\_\_\_\_  
\_\_\_\_\_
5. Is this property identified on the Cortese List? (The updated Cortese List can be found at the following internet website: [http://www.dtsc.ca.gov/sitecleanup/cortese\\_list.cfm](http://www.dtsc.ca.gov/sitecleanup/cortese_list.cfm)     Yes     No

**Description of Proposed Project:**

6. Project Description: \_\_\_\_\_
7. Future tenant (if known): \_\_\_\_\_
8. Site Data: \_\_\_\_\_

Site Use	Square Feet Existing	Square Feet Proposed	Percentage Existing	Percentage Proposed
Area covered by building (s)				
Area paved for parking or walkways				
Area landscaped				
Total	0	0	100%	100%

9. Building Data:

Number of Stories	Number of Buildings	Gross Floor Area	Building Height
One story			
Two Stories			
Three Stories			
Four Stories			
Total	0	0	0

10. Residential Units:

Type of Unit	Existing Number of Units	Proposed Number of Units	Estimated Range of Sales Price or Rent
Single Family			
Duplex			
Condominium/Townhouse			
Apartment:			
Studio			
One Bedroom			
Two Bedrooms			
Three Bedrooms or more			
Mobile Home			
Total number of units	0	0	\$0.00

11. Parking information:

Type	Existing spaces on-site	New spaces on-site
Open		
Garage		
Carport		
Total	0	0

12. Interior garage/carport dimensions: \_\_\_\_\_

13. Dimension of uncovered parking spaces: \_\_\_\_\_

14. Number of compact parking spaces: \_\_\_\_\_

15. If commercial, indicate the type and whether neighborhood, City or regionally oriented, and square footage of sales area: \_\_\_\_\_

16. If commercial, indicate estimated number of employees per shift: \_\_\_\_\_

17. Indicate the function, and community benefits to be derived from the project: \_\_\_\_\_

\_\_\_\_\_

18. Does the project involve any grading or alteration of ground contours? If so what is the amount of soil to be imported and/or exported? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

19. Will there be changes in bay, creek, or groundwater quality or quantity, or alteration of existing drainage patterns?

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20. Will the project result in an increase in any dust, ash, smoke, fumes, odors, or other emissions? \_\_\_\_\_

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21. Will the project involve, or result in, increased noise levels to surrounding properties? \_\_\_\_\_

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22. Is special equipment such as generators, compactors, blowers, etc., planned in conjunction with this project?

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23. Will the project, or use of this site, involve chemical discharge into the City's sanitary sewer system?

If so, please explain. \_\_\_\_\_

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24. Will the project, or use of the site, increase the amount of sewage discharge into the City's sanitary sewer system?

If so, please explain. \_\_\_\_\_

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25. Has adequate space been set aside for recycling facilities (e.g., trash separation)? \_\_\_\_\_

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26. Will the project include any new public improvements, such as streets, parkway landscaping, sidewalks, streetlights, etc.? If so, please list the improvements. \_\_\_\_\_

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27. Will the project include a homeowner's association or other incorporated organization for the care and maintenance of common areas? If so, please describe. \_\_\_\_\_

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28. Are there any existing Heritage Trees on this property? If so, please attach an arborist report. \_\_\_\_\_

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**Site History**

29. State all known or suspected prior uses, operations, or other activities on the site. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

30. Has the site ever been used for any type of agricultural purpose including, but not limited to, orchards, crops, or greenhouses?

\_\_\_\_\_  
\_\_\_\_\_

31. Has the site ever been used for any type of commercial or industrial operations such as manufacturing, photo processing, dry cleaning, exterminating, plating, use of semiconductor components, etc.? Please specify. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

32. Was the site ever occupied by a gas station or auto repair facility? If so when was the operation terminated? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

33. Has there ever been an operation on this site involving the use, handling, or storage of radioactive, acids, paints, lacquers, solvents, petroleum base products, biological products, or other volatile materials? Please specify.

\_\_\_\_\_  
\_\_\_\_\_

**Hazardous Materials – Current Site Uses**

34. Are hazardous materials proposed or currently being used as part of the present business operating on the site?

\_\_\_\_\_  
\_\_\_\_\_

35. Have all appropriate State and Federal permits been obtained for the use, handling, and storage of these hazardous materials? If so, does the owner/operator have a Hazardous Material Storage Permit? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

36. List those permits and agencies from which they were obtained. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Soil and Groundwater Analysis**

37. Are there any abandoned or active water wells on this property? If so, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



38. Have any soil/groundwater tests ever been conducted on this property? If so, were they reviewed by any local, State, or Federal agency? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

39. Was site remediation of hazardous materials ever performed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

40. Is there any discharge of contaminated groundwater into the City's sewer system or creeks?

If so, has a Liquid Waste Discharge Permit been obtained? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Attach any test reports and clearance documents from government agencies.

**Environmental Setting:**

41. Describe the project site as it exists before the project, including information on topography, soil stability, plants and animals, and any cultural, historical, or scenic aspects. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

42. Describe all existing structures on the site, and the use of each structure. Attach photographs of the site (snapshots or Poloroid photos will be accepted). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

43. Describe the surrounding properties, including information on plants and animals, and any cultural historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.) intensity of land use (single-family v. apartment houses, grocery v. department stores, etc.); and scale of development (height, frontage, setback, rear yard, etc.). Attach photos of the vicinity. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Certification:**

*I hereby certify that the information furnished above, and in the attached exhibits, including all data and information required for the project's evaluation, and the facts, statements, and information presented are true and correct to the best of my knowledge and belief.*

Signature: \_\_\_\_\_

**To be completed by City Planning Staff**

Assigned Case No(s): \_\_\_\_\_

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**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.  
Check City website at [www.cityofventura.net](http://www.cityofventura.net)

**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.