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## **DIRECTOR'S PERMIT APPLICANT'S GUIDE**

### **WHAT IS A DIRECTOR'S PERMIT?**

Chapter 24.505 of the Zoning Ordinance establishes simplified procedures for Director's Permits. Director's Permits are intended to apply to requests that normally would not warrant a full public hearing. A Director's Permit may include a decision or determination for interpretation of the official zoning district map, density review, classification of proposed uses, approval of certain temporary uses or signs, minor changes, extensions of time periods for initiation of use or start of construction, and for authorizing encroachments within the public right-of-way or city utility easement.

The Director of Community Development or designee may approve, approve with conditions, disapprove, or forward to the Planning Commission any application for a Director's Permit. A notice and public hearing is not required for a Director's Permit unless the Director decides to forward the application to the Planning Commission.

### **BASIS FOR GRANTING A DIRECTOR'S PERMIT**

The granting of a Director's Permit is based on compliance with the Zoning Ordinance and the following criteria:

#### **A. Minor Change**

- A Minor Change cannot change or modify the meaning or intent of an express condition or the purpose or intent of an action by the Planning Commission, Design Review Committee or City Council.
- Site or structure alterations or additions may be approved as a Minor Change if deemed appropriate by the Director as long as no permit conditions or other requirements of this zoning ordinance or applicable Planning Commission, Design Review Committee, and City Council actions on a project are violated, abridged, waived, or nullified. Such alterations may include structural additions not exceeding ten percent of the structural square footage previously approved.
- Any substantial change beyond the established policies for granting a Minor Change may require the filing of an application for an amendment to be considered by the Planning Commission or Administrative Hearing Officer in the manner prescribed in the Zoning Ordinance.

#### **B. Temporary Uses**

A Director's Permit may be conditionally approved in a manner that places conditions and restrictions on the use including, without limitation, conditions and restrictions relating to duration and hours of operation noise and litter control, parking and vehicle or pedestrian access, or relating to any such other concerns as may arise with respect to the proposed use. Temporary uses which require a Director's Permit are:

1. Temporary Gathering. Temporary gatherings of individuals that may involve eating, drinking, dancing, fundraisers, or other similar activities, may be conducted at any one site but only for a maximum of one instance of no more than seven consecutive days in any 30 day period and a maximum of six times per calendar year. The types of temporary gatherings that may be allowed and the further limitations on such uses are as follows:
  - a. Community Events. Meetings, rallies or other gatherings of persons which may include games, eating and drinking facilities, live entertainment, art exhibits, animal exhibits, animal vaccination clinics, religious revivals, charitable fundraising auctions, circuses, carnivals, or other similar activities.
  - b. Swap Meets, Intermittent. Swap meets that do not occur more frequently than the time limitations of this section may be conducted only in commercial zones, the M-1 zone, and the M-2 zone. (Swap meets that occur more frequently than allowed by the time limitations of this section require a Use Permit pursuant to chapter 24.520.)

2. Non-charity Auction: Temporary. Sales of goods or merchandise by auction less than three times per calendar year, and excluding the sale of food products or animals; and
3. Promotional Activities. Promotional activities may be conducted only on private property in commercial zones or the M-1 or M-2 zones, but only for a maximum of one instance of no more than seven consecutive days in any 30 day period and a maximum of six such instances per calendar year.

### C. Encroachments Into The Public Right Of Way

A Director's Permit may be issued authorizing the construction or installation of landscaping, a decorative wall, or a fence within the unimproved portion of a public right-of-way or City utility easement adjoining a residential lot or parcel if the Director determines that:

1. The person applying for the permit is the owner of the fee title to the property underlying that portion of the public right-of-way or City utility easement that will contain the proposed landscaping, decorative wall or fence;
2. The proposed landscaping, decorative wall or fence will not interfere with any existing or prospective use of the public right-of-way or city utility easement; and,
3. The proposed landscaping, decorative wall, or a fence will be compatible with scale, mass, bulk, and orientation of the buildings, structures and landscaping in the surrounding vicinity.

### D. Appeals

A decision of the Director relating to an application for a Director's Permit, or any other final determination by the Director pursuant to the Zoning Ordinance, may be appealed to the Planning Commission in the manner prescribed in the Zoning Ordinance.

### E . Minimum Submittal Requirements

All applications for a Director's Permit shall be accompanied by the following items:

**Planning Application Form or Temporary Use Permit Application**

**Minor Change.** If project involves new construction, an addition, or alteration to a structure, the following is required:

- Planning Application Form
- Site Plan (1 copy)
- Elevation Plans (including the height of the proposed structure as measured from the curb at street property line) (1 copy)
- Floor Plans (1 copy)
- Property Line/Height Survey
- Reduced Plans (8.5" x 11")
- Digital Plans (pdf)
- Photographs

Plans must be drawn at standard Architect's or Engineer's Scale. Plans may be 11" x 17". Digital PDF copy of each plan on a CD or emailed.

**Temporary Use:**

- One Site Plan or aerial photograph which clearly indicates where the temporary use will be conducted. INCLUDE EVERYTHING THAT WILL BE BROUGHT ON TO THE SITE FOR THE EVENT.

**Encroachment into the Public Right-of-Way:**

- Planning Application
- Site Plan (8.5" x 11" copy)
- Elevation Plans (including the height of the proposed structure as measured from the curb at street property line) (1-8.5" x 11" copy)
- Photographs

**PROCESSING TIME**

The intent is to complete the processing of a Director's Permit within no more than two to four weeks, (depending on request). These permits may be processed in less time, but may also take more time depending on the completeness and accuracy of the information provided, the details of the request, and staff's current work load. If you have questions about a specific application, please contact the Planning Division directly.

***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.

**DIRECTOR'S PERMIT  
 TEMPORARY USE**

**Permit must be submitted 4 (four) weeks prior to event.**

PROJ#-
TUP-

1. Location: \_\_\_\_\_
2. Business Name: \_\_\_\_\_
3. Date of Event: \_\_\_\_\_ Time (From): \_\_\_\_\_ am/pm (To): \_\_\_\_\_ am/pm
4. Type of Event: \_\_\_\_\_  
 \_\_\_\_\_
5. Name of contact person on site day of event: \_\_\_\_\_  
 Telephone (daytime): \_\_\_\_\_ (evening): \_\_\_\_\_ (on-site): \_\_\_\_\_
6. Estimated number of participants: \_\_\_\_\_ Number under 21: \_\_\_\_\_ 21 & over: \_\_\_\_\_
7. Describe the event in as much detail as possible. Include site plan.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. How much time do you need for set up and break down before and after the scheduled event time?  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Are you planning on serving food/drink?  Yes  No (If yes, contact County Environmental Health Department at 805-654-2437.)  
 If yes, will it be catered, food trucks, or will you be cooking on-site? \_\_\_\_\_
10. Are you planning on having a canopies/tents/pop-ups?  Yes  No If yes, contact Fire Prevention at 805/658-4717.  
 Number being used: \_\_\_\_\_ Size of Tents: \_\_\_\_\_
11. Are generators going to be used for the event?  Yes  No If yes, contact Fire Prevention at 805/658-4717.  
 Is Rental Company applying for Generator Permit from Fire Prevention?  Yes  No
12. What is your security plan for the area (i.e. number of security personnel)?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
13. Will there be entertainment at the event? If so, describe in detail (i.e. band name, type of music, etc.).  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
14. Will there be a stage?  Yes  No If yes, provide length, width, height, power source, etc.  
 \_\_\_\_\_  
 \_\_\_\_\_

15. Are you planning on having amplified sound? If so, describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Hours of entertainment: \_\_\_\_\_

17. Will alcohol be consumed, sold or served?  Yes  No If yes, describe what system will be used to assure alcoholic beverages will be consumed by those persons 21 years and older. Contact State Alcoholic Beverage Control at 805/289-0100 and the Alcohol Enforcement Officer at 805/339-4453.

\_\_\_\_\_

Has a State Liquor License been issued?  Yes  No To whom? \_\_\_\_\_

License No. \_\_\_\_\_ **(PROVIDE A COPY OF LICENSE & CONDITIONS)**

**AUTHORIZATION:**

**Property Owner:**

\_\_\_\_\_  
Name in which property held (print) Daytime Phone Number

\_\_\_\_\_  
Mailing Address City State Zip Code

I hereby certify that the information herein and any exhibits and supplemental forms herewith submitted are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Property Owner (must be original) Date

**Applicant:**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Mailing Address City State Zip Code

\_\_\_\_\_  
Daytime Phone Number Fax Number Email

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