

County of Ventura

Residential High Density (RHD) Zoning Clearance Application Packet



County of Ventura • Resource Management Agency • Planning Division
800 South Victoria Avenue, L1740, Ventura, CA 93009
(805) 654-2478 • www.vcrma.org/divisions/planning

January 3, 2018



Section I – Introduction/General Instructions

Residential High Density (RHD) Zoning Clearance Application Plans

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I.A. Introduction/General Instructions

These instructions are intended for applicants for residential projects on parcels that are zoned Residential High Density (RHD). The RHD zone requires a minimum of 20 dwelling units/acre, as required by State law. The RHD zone provides opportunities for development of low-income housing “by right” as required by Government Code §65583.2 through issuance of Residential High Density Zoning Clearance. The RHD Ordinance (Non-Coastal Zoning Ordinance [NCZO] Section 8109-1.3) provides standards for multi-family residential development projects in the RHD zone, and it is intended to ensure compliance with other regulations and code requirements (e.g., grading, drainage, public facilities improvements, etc.). The RHD Ordinance also has built-in environmental mitigation measures that were used to prepare its supporting CEQA document.

In addition to the Residential High Density Zoning Clearance, applicants for projects on parcels that are zoned RHD may choose to request additional entitlements. Additional entitlements may be either “discretionary” or “ministerial” and include permits such as:

- Density Bonus or Incentives through the *Density Bonus and Affordable Housing Incentives Program* (NCZO, “Article 16) (ministerial);
- Subdivision Approval (discretionary); or
- Variance (discretionary).

It is important to note that the RHD Zoning Clearance is a “ministerial” permit process, which means that if the proposed project meets all of the ordinance and other regulatory requirements, it will be approved. On the other hand, if a subdivision or variance is requested, the project then becomes “discretionary” which means it is subject to a discretionary review and approval process and may be denied. Requests for discretionary approvals must be made on a separate application.

The information and materials requested in this application packet may be required by County staff in order to: (a) deem your application complete; (b) assess your project’s consistency with the rules and regulations that apply to the Residential High Density Zoning Clearance Application(s); and, (c) process your application as quickly as possible.

Although all of the questions and informational requests in this application packet might not apply to your project, carefully review these documents in their entirety to ensure that you provide the requisite information and materials for your application. In addition, please be advised that:

- **All permit processing and outstanding fees must be paid in full** at the time at which you submit your application;¹

¹ For information on the fees that are required to process your application, please see the following website:

<https://www.vcrma.org/planning-permit-fees>.

- **One original and one copy of a “Fee Reimbursement Agreement”** must be completed, signed by the property owner(s), and submitted with all applications; and,
- All required information must be submitted as part of a single submission; partial submissions will result in the return of your application packet.

This application packet includes required materials, as well as instructions on where to obtain and how to prepare supplemental materials that are needed to file an application for a RHD Zoning Clearance. This application packet includes:

- “Checklist of Requirements for Residential High Density (RHD) Zoning Clearance Application Plans;
- “Residential High Density (RHD) Zoning Clearance Questionnaire,” which identifies supplemental technical reports, studies, and information that must be submitted as part of your application. Please be aware that *any missing information* will result in a determination that your application is inadequate and all materials will be returned to you. County staff will begin processing your application when your application includes all of the materials and information that are required, as determined by the Planning Permit Coordinator;
- “Fee Reimbursement Agreement” form; and,
- “Certification Statement of Hazardous Waste/Substance Site” form (if applicable).

Please be advised that submitting these materials does not guarantee that your application will be deemed technically adequate and it has satisfied all applicable Federal, state, and local development standards and codes. County agencies still must conduct technical reviews of your reports, plans, and application materials and will inform you if their agency concludes that any required information is missing. If technical information about your project is inadequate, it can add additional time to the overall approval process.

If your land-use project is appealed, please be aware that you may be responsible for all or a portion of the costs required to process the appeal. For appeals of projects unrelated to a violation and located within the non-coastal zone, the following applies:

- If the appeal is filed by the applicant or applicant’s representative, the applicant will be required to file a \$1,000 deposit and pay actual staff time.
- If the appeal fee is filed by another party, the applicant will be required to pay actual staff time and costs in excess of the appeal fee up to a maximum of \$1,000. A deposit of \$1,000 will be must be filed by the appellant at the time the appeal is submitted.
- If the appeal is fully upheld, all fees paid by the appellant shall be refunded. If the appeal is upheld in part, the decision-making body hearing the appeal shall determine at the time the decision is rendered what portion of the appeal charges should be refunded to the appellant.

Prior to submitting your application, it is imperative that you fully familiarize yourself with the laws, ordinances, regulations, policies, and procedures that apply to your application, and consult with appropriate experts (e.g., land use consultant, architect, civil engineer, licensed surveyor, geologist, or biologist) that can assist you in preparing the necessary reports, plans, studies, and other documentation normally required to process your application. *Although County staff is available to provide assistance, ultimately it is your and your consultant's, responsibility to ensure that the requisite information and materials are complete and included in your application packet.* For a fee, you may request a presubmittal review from an Agency or Department. (The estimated minimum time for a presubmittal review is two weeks.) County staff (i.e., subject matter experts) who are responsible for reviewing your application are listed in Subsection I.C (pg. 5)).

I.B. Advisory Information

Please be aware that certain areas of the County are subject to prohibitions on development and/or are subject to General Plan policies and Zoning Ordinance regulations that may preclude County staff from processing or approving certain types of projects. Therefore, please review the following information prior to preparing an application to determine if the proposed project is subject to any of these prohibitions on development, policies, or regulations:²

- **Zoning Violations:** Pursuant to the *Ventura County Non-Coastal Zoning Ordinance* and the *Ventura County Coastal Zoning Ordinance*, an application for any of the following shall not be processed if a violation of Division 8, Chapters 1 or 2, of the Ventura County Code exist on the subject property, unless the acceptance of the application is necessary to abate the existing violation (i.e. the application addresses the new entitlement, time extension of an existing entitlement whose initial term has expired, subdivision, or zone change that would abate the violation). Thus, an application for a Residential High Density zoning clearance shall not be accepted for processing if a Notice of Violation is in effect on the subject property—unless the Residential High Density zoning clearance is required to abate the violation that is the subject of the Notice of Violation.
- **Illegal Lots:** Pursuant to State law [Government Code, §66499.30(a) and §66499.30(b)], the *Ventura County Non-Coastal Zoning Ordinance* (2008, §8101-3.4 and §8111-1.1.1.b (7)) a zoning clearance can be approved only for projects that would be located on a legal lot. For more information on how to determine if a project site would be located on a legal lot, please see <http://www.vcrma.org/planning/programs/legal-lots/index.html>.
- **Abandoned Water Wells:** Pursuant to the County of Ventura's Groundwater Conservation Ordinance No. 4184 (§4819.A), if an abandoned water well exists within the proposed project area, you must obtain a well destruction permit from the Ventura County Watershed Protection District and destroy the well, prior to submission of an application. In addition, an application for a ministerial or discretionary entitlement, subdivision, or legislative action shall not be accepted for processing if a Notice of Non-Compliance is in effect on the subject property—unless the

² The following list does not constitute an exhaustive list of the moratoria, policies, and regulations that could result in County denial of your application.

discretionary entitlement, subdivision, or legislative action is required in order to abate the violation that is the subject of the Notice of Non-Compliance.

- El Rio/Saticoy Areas - Oxnard Forebay Septic System Prohibition: The Los Angeles Regional Water Quality Control Board adopted an Order which prohibits the discharge of septic systems in the Oxnard Forebay (i.e., El Rio and Saticoy areas). The Environmental Health Division is precluded from approving new septic systems and expansions of existing systems. For more information, please contact the Environmental Health Division using the contact information provided below.
- NPDES Construction Activities Stormwater General Permit: Construction activity resulting in a land disturbance of one acre or more, or less than one acre but part of a larger common plan of development or sale, must obtain the Construction Activities Stormwater General Permit (2009-0009-DWQ Permit). Construction activity includes clearing, grading, excavation, stockpiling, and reconstruction of existing facilities involving removal and replacement. Construction activity does not include routine maintenance, such as maintenance of original line and grade, hydraulic capacity, or original purpose of the facility. For more information regarding the Permit contact State Water Resources Board at stormwater@waterboards.ca.gov or phone (916) 341-5537 or refer to website at http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml.
- Ventura County NPDES Stormwater Permit: Any applicable construction activity shall comply with requirements for construction projects including Best Management Practices (BMPs) listed under the Part IV.F “Development Construction Program” of the Ventura County NPDES Stormwater Permit. For more information regarding this Permit refer to www.vcstormwater.org or call (805) 650-4064 or (805) 645-1382.

I.C. County Staff Who Review Entitlement Applications³

Agency or District	Subject Matter	Contact	Contact Information
Watershed Protection District	Drainage	Zia Hosseinipour	(805) 654-2454 zia.hosseinipour@ventura.org
Watershed Protection District	Groundwater/Water Supply	Andrew Sheldon	(805) 650-4083 andrew.sheldon@ventura.org
Watershed Protection District	Surface Water Quality	Ewelina Mutkowska	(805) 645-1382 ewelina.mutkowska@ventura.org
Public Works Agency	Grading, Geology and Soils Engineering	Jim O'Tousa	(805) 654-2034 jim.o'tousa@ventura.org
Public Works Agency	Floodplain Management (FEMA)	Jim O'Tousa	(805) 654-2034 jim.o'tousa@ventura.org
Public Works Agency	Transportation, Circulation, Traffic, and Drainage	Kaamil Tayyab	(805) 477-7157 tayyab.kaamil@ventura.org
Public Works Agency	Subdivisions and Parcel Map Waivers	Wayne Battleson	(805) 654-2089 wayne.battleson@ventura.org
Public Works Agency	Solid Waste, Greenwaste, and Recycling	Tobie Mitchell	(805) 658-4315 pandee.leachman@ventura.org
Ventura County Air Pollution Control District	Air Quality and Climate Change	Alicia Stratton	(805) 645-1426 alicia@vcapcd.org
Resource Management Agency, Environmental Health Division	Water Supply, Sewage Disposal, Public Health, Hazardous Materials/Waste, and Solid Waste Operations	Rebecca Lustig	(805) 654-3520 rebecca.lustig@ventura.org
Ventura County Fire Protection District	Fire Protection	Fire Prevention Public Counter	(805) 389-9738 www.fire.countyofventura.org
Agricultural Commissioner's Office	Agricultural Resources	Korinne Bell	(805) 933-2926, Ext. 227 korinne.bell@ventura.org
Resource Management Agency, Planning Division	Land Use, Planning, and Permit and Environmental Review Processing	Winston Wright	(805) 654-2468 winston.wright@ventura.org
Public Works Agency	Water and Sanitation	Eric Keller	(805) 378-3015 eric.keller@ventura.org

³ All agencies and districts may not be required to review a particular application.



Section II - Checklist of Requirements

Residential High Density (RHD) Zoning Clearance Application Plans

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II.A. Site Plans/Preliminary Grading Plans

The following checklist outlines the submittal requirements for site/preliminary grading plans for Residential High Density (RHD) Zoning Clearance applications. Please refer to Section 8109-1.3 (Standards for the RHD Zone) for specific standards that shall be incorporated into the Site Plan / Preliminary Grading Plan.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required ¹
Submittal Requirements	
1. <i>Submit 15 hardcopies of the site/preliminary grading plan, folded to no larger than 8.5 in. x 14 in.</i>	<input checked="" type="checkbox"/>
2. <i>Submit a digital copy of the site/preliminary grading plans on a CD.</i> GIS or CAD files of the plans should be provided unless the plans were not prepared using AutoCAD, in which case a PDF or the hard copy of the plans will suffice. The accepted format of the plans is as follows (in order of preferred format): (1) GIS files; (2) CAD files; (3) Digital files (PDF, JPG, TIF); and, (4) Hard copy, at least 24 x 36 inches in size. If you submit GIS or CAD files, provide the files in the following format: <ul style="list-style-type: none"> • CAD files in DWG format; • CAD or GIS files in the Ventura County standard projection: NAD 1927 State Plane CA Zone V (feet); and, • CAD or GIS files with only grading limit lines (daylight lines) and proposed structures. 	<input checked="" type="checkbox"/>
Dimension/Orientation Requirements	
3. <i>Site plans must comply with the following dimensional and orientation requirements:</i>	
a. Site Plans must be a minimum of 24 x 36 inches in size.	<input checked="" type="checkbox"/>
b. Site plans must be oriented such that the northerly side of the project site is at the top of the site plan.	<input checked="" type="checkbox"/>
c. Site plans must be drawn such that they are legible, and must be drawn using an engineer's scale within the range of 1 inch = 10 feet to 1 inch = 200 feet.	<input checked="" type="checkbox"/>
Title Block Requirements	
4. <i>Site plans must include a title block that complies with, or includes, the following:</i>	
a. Title blocks should be located in the lower right-hand corner of the site plan, unless an alternative location exists that would make the title block more legible (e.g., the right-hand side of the site plan).	<input checked="" type="checkbox"/>
b. For plans that are submitted in digital format, all text within the title block must be large enough to be legible (e.g., 12 point font).	<input checked="" type="checkbox"/>
c. Name and mailing address of the:	
(1) Property owner.	<input checked="" type="checkbox"/>
(2) Engineer.	<input checked="" type="checkbox"/>

¹ Note that all requested information is required to be submitted with your applications.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required ¹
(3) Architect.	<input checked="" type="checkbox"/>
(4) Other consultants or representatives (e.g., land use consultant).	
d. Identify which individual listed in Items 4.c(1) through 4.c(4) (above) will serve as the contact person for the project.	<input checked="" type="checkbox"/>
e. Assessor's Parcel Numbers of all Tax Assessor Parcels on which the project site is located.	<input checked="" type="checkbox"/>
f. Project site address (if any).	<input checked="" type="checkbox"/>
g. Date that the site plan was prepared. ²	<input checked="" type="checkbox"/>
Vicinity Map Requirements	
5. <i>Site plans must include a legible vicinity map that identifies the location of the subject property within the community. The map shall include the following:</i>	
a. North arrow and a graphic and numeric scale.	<input checked="" type="checkbox"/>
b. Existing street pattern with names (from the property to the first public road) and the nearest cross-street. If the property is 0.5 mile or more from the nearest public road, an approximate distance must be shown.	<input checked="" type="checkbox"/>
c. The project site identified by cross-hatching.	<input checked="" type="checkbox"/>
Project Information List³	
6. <i>Site plans must include a list of the following project-related information:</i>	
a. General Plan, Area Plan, and zoning designations of the project site and adjacent properties. ⁴	<input checked="" type="checkbox"/>
b. Gross and net lot area. ⁵	<input checked="" type="checkbox"/>
(1) If the project site constitutes only a portion of the lot on which it is located, provide the size of the project site. ⁶	
c. List or table of all buildings and structures (including equipment for wireless communications facilities) that includes the following information about each:	
(1) Label as to whether or not the building or structure is existing or proposed.	<input checked="" type="checkbox"/>
(2) For existing buildings and structures, identify which buildings or structures will be modified (e.g., partially or fully demolished, ⁷ remodeled, or added onto).	<input checked="" type="checkbox"/>
(3) The existing or proposed use of each building or structure, as follows:	<input checked="" type="checkbox"/>

² Any future revisions made to the plans must include a revision schedule that lists the revisions that were made and the date of each revision.

³ All recyclable debris generated during construction projects must be recycled or reused per County Ordinance No. 4357, which may be viewed at www.wasteless.org. Select "Landfills, Disposal Facilities, Refuse Collection"/Ordinances.

⁴ The land use and zoning designations may be obtained from the Planning Division Public Information Counter. Alternatively, zoning designation information is available on-line at: <http://maps.countyofventura.org/website/zoninglookup.htm>. Land use designation information is available in the *Ventura County General Plan Goals, Policies and Programs* (2008, Figures 3.1a and 3.1b), which is available on-line at: <http://docs.vcrma.org/images/pdf/planning/plans/Goals-Policies-and-Programs.pdf>.

⁵ For the definition of "gross lot area" and "net lot area", see the *Ventura County Non-Coastal Zoning Ordinance* (2014, §8102-0).

⁶ If the project site would occur on a leased portion of the subject property, **submit a copy of the lease.**

⁷ All recyclable debris generated from demolition projects (e.g., concrete, asphalt, wood, metal) must be recycled or reused per local, regional, and state laws and regulations. For regulations relating to the disposal, recycling, or reuse of inert materials (e.g. concrete, asphalt, dirt) contact the Ventura County, Resource Management Agency, Environmental Health Division and/or review www.CIWMB.ca.gov/Regulations/Title14/ch3a595a.htm and www.CIWMB.ca.gov/Regulations/Title14/ch3a595b.htm. To review Ordinance No. 4357, which outlines the County's requirement to divert recyclable materials, go to www.wasteless.org. Select "Landfills, Disposal Facilities, Refuse Collection"/Ordinances.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required ¹
(a) Describe the use of each building and structure using the descriptions provided in the: (a) <i>Ventura County Non-Coastal Zoning Ordinance</i> (2011, §8105-4 and §8105-5) for projects located within inland areas of the County.	<input checked="" type="checkbox"/>
(b) For multi-tenant buildings, provide the occupancy of each unit.	<input checked="" type="checkbox"/>
(4) The gross floor area of each building or structure.	<input checked="" type="checkbox"/>
(5) The building coverage size in square feet.	<input checked="" type="checkbox"/>
(6) For existing buildings or structures, indicate the approximate age of the building or structure.	<input checked="" type="checkbox"/>
d. The total gross floor area for all buildings and structures.	<input checked="" type="checkbox"/>
e. The total net building coverage for all buildings and structures. Building Coverage (%) = (Total Area of Building and Structural Coverage) / (Lot Size)	<input checked="" type="checkbox"/>
f. Delineate the required common Open Space Area (8109-1.3.4(b)(1))	<input checked="" type="checkbox"/>
g. Parking and loading statistics that include the following: ⁸	<input checked="" type="checkbox"/>
(1) Number of required parking spaces.	<input checked="" type="checkbox"/>
(2) Number of proposed parking spaces.	<input checked="" type="checkbox"/>
(3) Number of required loading spaces.	
(4) Number of proposed loading spaces.	
(5) Number of required accessible parking spaces pursuant to CCR Title 24 standards.	<input checked="" type="checkbox"/>
(6) Number of proposed accessible parking spaces pursuant to CCR Title 24 standards.	<input checked="" type="checkbox"/>
h. Existing and proposed outdoor uses, including the type of outdoor use (e.g., open storage, special event, vehicle maintenance, recreational areas, landscaping, and operations yards) and the size of the area dedicated to the outdoor use.	<input checked="" type="checkbox"/>
i. Statistics on the amount of impervious and pervious surfaces, including:	<input checked="" type="checkbox"/>
(1) Permanent and temporary buildings and structures.	<input checked="" type="checkbox"/>
(2) Paved surfaces (e.g., driveways, walkways, parking areas, and loading areas).	<input checked="" type="checkbox"/>
(3) Pervious surfaces and structures (e.g., landscaped areas, grasscrete, or bioswales).	<input checked="" type="checkbox"/>
j. Grading statistics (in cubic yards), including:	<input checked="" type="checkbox"/>
(1) Cut.	<input checked="" type="checkbox"/>
(2) Fill.	<input checked="" type="checkbox"/>
(3) Import.	<input checked="" type="checkbox"/>
(4) Export.	<input checked="" type="checkbox"/>
k. Type and amount (i.e., total surface area in square feet and/or acres) of vegetation removal including (but not limited to) what is required for fire clearance zones.	<input checked="" type="checkbox"/>
l. Information regarding affordable or age restricted residential units. ⁹	<input checked="" type="checkbox"/>
m. Information regarding density bonus or incentives for restricted affordable or senior units ¹⁰ .	
n. Information on the proposed project density (NCZO, Section 8109-1.3.3)	<input checked="" type="checkbox"/>
Graphic Illustration Requirements	
7. <i>The following must be graphically illustrated on the site plan and drawn to scale:</i>	
a. North arrow.	<input checked="" type="checkbox"/>

⁸ For information on the parking requirements, see the *Ventura County Non-Coastal Zoning Ordinance* (2014, Article 8). For project applicants requesting a density bonus, see Article 16 for parking requirements.

⁹ Project applicants who are requesting approval of projects within an RHD zone must identify the number of affordable or age restricted residential units. Please note, however, that project applicants processing an application for a rental project on land zoned RHD may not be required (per State law) to include restricted affordable or senior units.

¹⁰ Project applicants who are requesting a density bonus or incentives must provide the required information for such requests as delineated in Section III, RHD Zoning Clearance Questionnaire, Section E.1.d.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required ¹
b. The scale used in drawing the site plan.	☒
c. All lot lines with dimensions in feet.	☒
d. The footprint, as well as eaves that project into setback areas, of existing and proposed buildings and structures, including the following:	☒
(1) Label the existing and/or proposed use of buildings and structures and/or provide a clear cross-reference to the respective building or structure in the list of project-related information. ¹¹	☒
(2) The following property features must be shown (if applicable):	☒
(a) Sewage disposal systems (e.g., onsite wastewater treatment systems, “septic systems”, or grey water systems), including disposal fields and expansion areas.	☒
(b) Both on-site and off-site water wells, including municipal, industrial, or agricultural supply wells that supply water for the project, as well as abandoned wells.	
(c) Underground hazardous materials storage tanks.	
(d) Cisterns.	
(e) Underground water storage.	
e. Setback dimensions (from property lines to structures) and distances between buildings and structures measured in feet. (Sec. 8106-1)	
(1) If the project site is adjacent to an agricultural operation, please show the 300 foot setback between the agriculture and the proposed residential structures or a 150-foot setback if there is a vegetative barrier between the agriculture and the new residential structures. (Sec. 8109-1.3.4 (c))	
f. Delineation and label of the permit area, as well as all areas that would be subject to outdoor uses (e.g., wedding events, temporary or permanent storage yards, landscaping, assembly areas, farmland, and animal keeping activities) and/or restrictive covenants.	☒
(1) Label the proposed private outdoor open space. (NCZO, Sec. 8109-1.3.4(b)(2))	☒
(2) Delineate and label outdoor open space areas (NCZO, Sec. 8109-1.3.4(b)(1))	☒
g. Delineation and label of construction equipment maintenance and staging areas.	☒
h. Areas that will be subject to the use, storage, and/or handling of hazardous materials.	
i. Physical features of the site, including:	
(1) Protected trees whose tree protection zones are within 20 feet of the limits of the construction area (including access drives and utility easements) or within 10 feet of other trees proposed for removal. Include (approximate location of) trees on adjacent parcels that meet these criteria if the tree’s protected zone extends over the property line of the subject parcel. Include the following information:	
(a) Location.	
(b) Species.	
(c) Girth of trunk measured at 4.5 feet above natural grade. ¹²	
(d) Approximate delineation of the tree’s dripline.	
(e) Label if the tree is going to be altered or removed.	
(f) Any grade changes or trenching proposed within the tree’s protected zone.	
(g) Number the trees if more than one.	
(2) Approximate delineation of native vegetation on site.	

¹¹ See Item 6.c, above.

¹² The girth measuring position may vary depending upon where the waist of the tree is—the narrowest trunk point is typically the goal—and many other factors. If there are multiple trunks, measure each and add their measurements together; for heritage trees only the two largest trunks are measured.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required ¹
(3) Existing and proposed utilities (e.g., electrical, water, and sewer lines and/or poles), including the Point of Connection to the facilities that will serve the project.	<input checked="" type="checkbox"/>
(4) Existing and proposed topographic contours.	<input checked="" type="checkbox"/>
(5) Existing and proposed hydrological conditions/drainage patterns and infrastructure, including (but not limited to) the following:	<input checked="" type="checkbox"/>
(a) Drainage at a minimum 2% slope away from foundations.	<input checked="" type="checkbox"/>
(b) Watershed Protection District facilities.	<input checked="" type="checkbox"/>
(c) Connections to Watershed Protection District, Transportation Department facilities, and other facilities.	<input checked="" type="checkbox"/>
(d) Detention basins and/or other drainage facilities.	<input checked="" type="checkbox"/>
(e) Surface water quality treatment devices (e.g., bioswales or desiltation basins).	<input checked="" type="checkbox"/>
(f) Additional drainage to public road rights-of-way and road improvements.	<input checked="" type="checkbox"/>
(g) Red and blue line streams, ¹³ as well as any other known on-site drainage course.	
(6) Top of stable (hydrological) bank of creeks and drainages.	
(7) Areas with geologic formations that have undetermined, moderate, or high paleontological importance. ¹⁴	
(8) Delineation of the top and bottom (toe) of slopes.	
(9) Delineate and label Geologic Hazard Areas, ¹⁵ (including but not limited to):	
(a) Earthquake Fault Hazard Zones. (Fault Rupture)	
(b) Seismic Hazard Zones. (Liquefaction & Earthquake Landslides)	
(c) Landslides.	
j. Existing and proposed paved areas, including (but not limited to) the type of surfacing, whether it is pervious or impervious, and widths of all walkways.	<input checked="" type="checkbox"/>
k. Location, width, recorded document number, and recorded use of existing and proposed easements.	<input checked="" type="checkbox"/>
l. Existing fire hydrants, including the following:	<input checked="" type="checkbox"/>
(1) Location.	<input checked="" type="checkbox"/>
(2) Type of hydrant (e.g., wet, dry, or drafting).	<input checked="" type="checkbox"/>
(3) Number and size of outlets (i.e., one 4 inch and one 2-1/2 inch).	<input checked="" type="checkbox"/>
m. Location of railroad and distance to property line if railroad right of way is adjacent to the project (Sec 8109-1.3.4(d)).	
n. Location and height of:	
(1) Freestanding light fixtures, with labels indicating the proposed type and intensity of the lighting.	<input checked="" type="checkbox"/>
(2) Walls (including, but not limited to, retaining walls).	<input checked="" type="checkbox"/>
(3) Fences with a label of the proposed type of fencing (e.g., wood, chain link, CMU, or wire).	<input checked="" type="checkbox"/>
o. For the following types of projects, show the location of existing and proposed signs:	

¹³ Information on the location of red and blue line streams may be obtained from the Resource Management Agency GIS Department. Contact Mr. Jose Moreno, M.A., GISP, GIS Supervisor, at (805) 477-1585, or jose.moreno@ventura.org, to obtain this information.

¹⁴ See the *Ventura County Initial Study Assessment Guidelines* (2011, Chapter 7) for a list of the geologic formations that have undetermined, moderate, or high importance.

¹⁵ For a definition and maps identifying the location of Geologic Hazard Areas, see the *Ventura County General Plan Hazards Appendix* (2005), available at: http://docs.vcrma.org/images/pdf/planning/plans/General_Plan_Hazards_Appendix.pdf.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required ¹
(1) Projects located on lots located adjacent to U.S. 101, Ventura Boulevard, State Route 118, State Route 232, Rose Avenue, Santa Clara Avenue, and Central Avenue (within the El Rio/Del Norte Area Plan boundary).	
(2) Projects located within view of State Highway 126, Main Street, Center Street, Piru Canyon Road, Guiberson Road, and Torrey Road (within the Piru Area Plan boundary).	
p. Roadway and parking features including:	
(1) Adjacent and on-site public and private streets with the following information shown for both the existing streets and proposed roadway improvements:	<input checked="" type="checkbox"/>
(a) Delineation of the right-of-way for public streets and easement line with the recorded document number for private streets (map citation).	<input checked="" type="checkbox"/>
(b) Street name.	<input checked="" type="checkbox"/>
(c) Cross section of the existing road and proposed road improvements.	<input checked="" type="checkbox"/>
(d) Edge of pavement and/or concrete.	<input checked="" type="checkbox"/>
(e) Street frontage features (e.g., curbs, gutters, and sidewalks).	<input checked="" type="checkbox"/>
(f) Lane configurations.	<input checked="" type="checkbox"/>
(g) Signage, including on-site and adjacent roadway traffic signs.	<input checked="" type="checkbox"/>
(h) Traffic signals.	<input checked="" type="checkbox"/>
(i) Street lights.	<input checked="" type="checkbox"/>
(j) Utility poles.	<input checked="" type="checkbox"/>
(k) Bicycle lanes.	<input checked="" type="checkbox"/>
(l) Pedestrian crossings.	<input checked="" type="checkbox"/>
(m) Islands and medians.	<input checked="" type="checkbox"/>
(n) Areas to be dedicated for road-widening purposes.	<input checked="" type="checkbox"/>
(o) Existing and proposed curb cuts (e.g., driveway and private roadway entrances from the road to the project site).	
(p) Identify the Ventura County Roadway Plate that was used to design the roadway, in order to achieve consistency with the Ventura County's Roadway Standards and the Ventura County Fire Protection District's access standards.	
(q) Any improvements that would require an Encroachment Permit from the Transportation Department (e.g., trenching for the placement of utilities or pipelines).	
(2) Access road(s)/driveway(s) features including: ¹⁶	
(a) Location.	<input checked="" type="checkbox"/>
(b) Width.	<input checked="" type="checkbox"/>
(c) Surface type.	<input checked="" type="checkbox"/>
(d) Proposed grades.	<input checked="" type="checkbox"/>
(e) Ventura County Fire Protection District turnarounds.	<input checked="" type="checkbox"/>
(f) Existing and proposed access road gate locations.	<input checked="" type="checkbox"/>
(g) If the project involves the use of off-site access roads/driveways, show the public right-of-way or recorded ingress/egress easement locations. Copies of easements may be required prior to project approval.	
(h) Sight triangle and sight distance. ¹⁷	<input checked="" type="checkbox"/>

¹⁶ For all projects in which the project site is not located adjacent to a public road right-of-way, **submit documentation (e.g., a recorded access easement/title report)** that demonstrates legal access to the property from the nearest public road.

¹⁷ For information on the sight distance requirements, see the Transportation Department's "Sight Distance" brochure, which is available on-line at: http://portal.countyofventura.org/pls/portal/docs/PAGE/PUBLIC_WORKS/TRANSPORTATION/CITIZEN_BROCHURES/DOCUMENTS/SIGHT%20DISTANCE.PDF.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required ¹
(3) Layout and dimensions of the parking area, including: motor vehicle, motorcycle, carpool, and bicycle parking spaces; drive aisles and direction of travel; stacking areas; loading spaces; and, required landscaping.	☒
(4) Number the parking spaces and provide the total number of parking spaces.	☒
(5) Identify parking spaces for:	☒
(a) Accessible parking spaces, pursuant to CCR Title 24 requirements.	☒
(b) Compact vehicles.	☒
(c) Bicycles.	☒
(d) Motorcycles.	☒
(e) Guest parking.	
(6) Arrows to show the direction of traffic flows.	☒
(7) Off-street loading spaces and facilities.	☒
(8) Concrete curbing.	☒
q. Show existing and proposed accessible path(s) of travel from public ways to all buildings, pursuant to CCR Title 24 requirements.	☒
r. Areas of vegetation removal including (but not limited to) what is required for:	
(1) Fire protection purposes. Delineate the 100 foot brush clearance limit line around all buildings if there is natural brush within 100 feet of any building. Delineate the limit line on adjacent lots if the 100 foot zone crosses a lot line.	
(2) Buildings and structures.	
(3) Landscaping.	
8. <i>For projects located within a FEMA-designated Special Flood Hazard Area (100-year floodplain), submit 2 copies of a floodplain site plan, folded to no larger than 8.5 x 14 inches, which includes the following information:</i> ¹⁸	
a. List the National Flood Insurance Program (NFIP) FIRM number, panel, suffix, and dates of the Effective (current approved) and any Preliminary Map.	
b. Accurately delineate the FEMA floodplain boundary, and Regulatory Floodway boundary as determined on the current-approved "Effective" Flood Insurance Rate Map (FIRM), and most recently released Preliminary FIRM to be completed by either a California licensed civil engineer or architect.	
c. Topography must be drawn at one-foot contour intervals, unless impractical.	
d. For projects located immediately outside of FEMA-designated floodplain areas (within 100 feet of a floodplain boundary), topographic contour lines must be drawn within a range of 1 to 10 foot contour intervals.	
e. Identify and label existing and proposed habitable and non-habitable structures above and below ground tanks, utilities, site grading, and temporary and permanent construction and non-construction storage areas.	
f. Identify and label any wetland areas, which are located on and immediately adjacent to the subject property, as identified on the County of Ventura's latest available Geographic Information System database.	
g. Label the appropriate FEMA flood zone(s) on the subject property.	
h. Identify the base flood (100-year) elevation using the NGVD 1929 datum.	

Also, see the *Ventura County Non-Coastal Zoning Ordinance* (2014, §8106-8.4 and §8106-8.5) for projects located within inland areas of the County, and the *Ventura County Coastal Zoning Ordinance* (2013, §8172-1, and §8175-3.8, and §8175-3.11) for projects located within the Coastal Zone.

¹⁸ County of Ventura Floodplain Management Ordinance; Title 44 Code of Federal Regulations Sections 59, 60, 65 and 70.

Site/Preliminary Grading Plan Requirement and/or Informational Item	Required ¹
9. For projects located within an RHD zone, but not located within an Area Plan boundary, provide the following information (NCZO, Section 8109-1.3.6(2))	
a. Walls, Fences and Screening (NCZO, Section 8109-1.3.6(2)(a))	<input checked="" type="checkbox"/>
(1) Fences and walls shall be constructed of natural materials or materials that look natural (natural woods, common brick, stone, river rock, etc.), rather than exposed concrete block or chain link, for example.	<input checked="" type="checkbox"/>
(2) Fences and walls shall be constructed as low as possible while still performing screening, noise attenuation, and security functions.	<input checked="" type="checkbox"/>
(3) Non-transparent perimeter walls shall be architecturally treated on sides that are visible to the public and incorporate landscaping to prevent or discourage graffiti.	<input checked="" type="checkbox"/>
(4) Fences and walls shall be of solid material and screened with landscaping.	<input checked="" type="checkbox"/>
b. Trash Enclosures (NCZO, Section 8109-1.3.6(2)(b))	
(1) Enclosures shall be of sufficient size to accommodate equal size containers for both trash and recyclables.	<input checked="" type="checkbox"/>
(2) Enclosures shall not be visible from primary entry drives.	<input checked="" type="checkbox"/>

II.B. Conceptual Landscape Plan Submittal Requirements

The following checklist outlines the submittal requirements for conceptual landscape plans. Conceptual landscape plans must be submitted with the project application. Final landscape plans will be required prior to issuance of building permits.

Conceptual Landscape Plan Requirement (NCZO, Sec. 8109.0.6.5)	Required
Format	
1. Copies: Submit 2 hardcopies of the plan.	<input checked="" type="checkbox"/>
2. Size: Minimum of 24 x 36 inches, folded to no larger than 8.5 x 14 inches. Also include one set of 8.5 x 11 inch reductions.	<input checked="" type="checkbox"/>
3. Orientation: Include north arrow shown on each sheet, except detail.	<input checked="" type="checkbox"/>
4. Scale: Plans must be at a scale of 1 inch = 30 feet or larger. For large projects with simple landscapes the scale can be reduced to 1 inch = 40 feet if all symbols are legible, or multiple sheets can be used. Provide bar scale on the plan.	<input checked="" type="checkbox"/>
5. Lettering: All lettering must be legible and 1/8 inch or larger.	<input checked="" type="checkbox"/>
6. Page numbering: Number sheets consecutively: "Sheet ___ of ___"	<input checked="" type="checkbox"/>
7. Simulations: Color photo simulations of the landscape must be provided for projects which could have a visual impact, including cell towers and projects located adjacent to designated or eligible Scenic Highways. Photo simulations must show the landscape's conceptual design including types, sizes and textures of plants; screening; and massing. The photos should be taken from various locations and/or angles from which the public would typically view the site. Before and after photo exhibits should be presented.	<input checked="" type="checkbox"/>
8. Screening elevations: Where screening will be provided by a fence, wall or vegetation, provide scaled elevations, or photo simulations, of the screening.	<input checked="" type="checkbox"/>
9. Note: Symbols/illustrations/simulations representing new plants should convey plant size at approximately 5 years growth.	<input checked="" type="checkbox"/>
10. Title block: Locate on the right-hand edge of each sheet, unless an alternative location would make it more legible. Include:	<input checked="" type="checkbox"/>
a. Plan title.	<input checked="" type="checkbox"/>

Conceptual Landscape Plan Requirement (NCZO, Sec. 8109.0.6.5)	Required
b. Project title/name.	☒
c. County project number (if assigned yet).	☒
d. Assessor's parcel numbers (APNs) of all parcels on which the project is located.	☒
e. Project address (if any).	☒
f. Landscape architect's name, license or seal expiration, signature and date signed.	☒
g. Date of plan.	☒
Title Sheet	
<i>11. The first sheet of the plan must be a title sheet and include the following:</i>	
a. Name, address, email address, and phone number of: landscape architect; other professionals who worked on plans such as engineers, arborists or surveyors; and the owner/developer.	☒
b. Notation: "Conceptual Plans For Plan Check Only."	☒
c. Landscape plans must include <u>lists</u> of the following project-related information:	☒
(1) Total square footage of: project site, parking area, total landscaped area, parking area perimeter landscaping, parking area interior landscaping (see preferred table format following this table for providing the required information in #1-3 of this section).	☒
(2) Total Square Footage of Common Open Space area (Sec. 8109-1.3.4(b)(1)).	☒
(3) Total Square Footage of Common Open Space area on land sloped of ten percent or less (Sec. 8109-1.3.4(b)(1)).	☒
(4) Percentage of: the project site that will be landscaped and the parking area that will be landscaped (see §8108-5.14.5(a) of the NCZO). Indicate both the percentage that is required and the percentage that will be provided.	☒
(5) Number of motor vehicle and motorcycle parking spaces.	☒
(6) Number, type and approximate size of existing trees to be removed or retained in the irrigated landscape. Indicate those that have protected tree status.	☒
(7) Number, type and container size of proposed trees.	☒
Project Concept Notes	
a. It will expedite plan review if the landscape architect includes brief project notes which point out the features in the proposed landscape which achieve the following functions of landscaping. Not all functions of landscaping will be appropriate for all projects.	
(1) Screening.	☒
(2) Visual relief and/or visual integration.	☒
(3) Compatibility with community character.	☒
(4) Shade and improved aesthetics of paved areas.	☒
(5) Retention and treatment of stormwater.	☒
(6) Slope stabilization.	☒
(7) Restoration of disturbed land to its natural state.	☒
Graphic Illustrations	
<i>12. The following existing or proposed features must be graphically illustrated and called out.</i>	
a. Lot lines (with dimensions in feet), adjacent street names, use and zoning of adjacent properties.	☒
b. Buildings and structures, driveways, parking areas (stalls must be delineated) pedestrian pathways and other hardscape or nonplantable features. Include feature dimensions.	☒
c. Common and private open space areas. (NCZO, Sec. 8109-1.3.4(b))	☒
d. Features, such as trash enclosures (NCZO, Sec. 8109-1.3.6(2)(b)) or loading areas, that require landscape screening.	☒

Conceptual Landscape Plan Requirement (NCZO, Sec. 8109.0.6.5)	Required
e. Light poles.	<input checked="" type="checkbox"/>
f. Walls, retaining walls, fences. Provide a concept detail of fences, gates, walls, retaining walls and plantable walls showing layout and height.	<input checked="" type="checkbox"/>
g. Utility and access easements, and overhead lines.	<input checked="" type="checkbox"/>
h. Engineered slopes, walls and grades. Indicate the top and toe of all significant slopes.	<input checked="" type="checkbox"/>
i. Important natural features such as drainages and rock outcroppings.	<input checked="" type="checkbox"/>
j. Fuel modification zones.	<input checked="" type="checkbox"/>
k. Existing protected-status trees (including those on adjacent parcels if the tree's protected zone extends over the property line), to be removed or retained, including type and size.	<input checked="" type="checkbox"/>
l. Landscape planters/areas, including a general idea of the proposed plant palette including type and size. Include parking area planter inside dimensions. The plan should demonstrate compliance with specific parking area landscape planter layout and dimensions requirements (see Section 8108-5.14).	<input checked="" type="checkbox"/>
m. New trees, including proposed type and size.	<input checked="" type="checkbox"/>
n. Water harvesting or stormwater management landscape features (labeled). Include planter dimensions.	<input checked="" type="checkbox"/>
o. Landscape design elements (e.g., fountains, sculptures, mounds).	<input checked="" type="checkbox"/>
p. Sight distance triangles at street intersections.	<input checked="" type="checkbox"/>

Preferred table format for providing Title Sheet 11-e (1-3) required data.

Total project site (square feet)		
Total landscaped area (square feet)		
Total parking area, including driveways/aisles (square feet)		
	Required	Provided
Motor vehicle and motorcycle parking stalls (#)		
Trees in interior parking area landscaping (#)		
Trees in perimeter parking area landscaping (#)		
Parking area interior landscaping (square feet)		
Parking area interior landscaping (% of parking area)		
Parking area perimeter landscaping (square feet)		
Total landscaped area (% of project area)		

II.C. Building Elevations

The following checklist outlines the requirements for building elevations. Residential projects in the Residential High Density (RHD) zone must comply with site design standards delineated in the NCZO (§8109-1.3.6). Alternately, if the project is within the boundary of an area plan with design guidelines, please adhere to those development standards.

Building Elevations Requirements

Building elevations must comply with the following requirements:

Building Elevations Plans Requirement and/or Informational Item	Required
Submittal Requirements	
1. Submit 4 copies of the building elevations, folded to no larger than 8.5 x 14 inches in size.	<input checked="" type="checkbox"/>

Building Elevations Plans Requirement and/or Informational Item	Required
Dimensional Requirements	
2. <i>Building elevations must comply with the following dimensional requirements:</i>	
a. All sheets of the plans for building elevations must be a minimum of 24 x 36 inches in size.	☒
b. All sheets of the plans for building elevations must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot, unless an alternative scale is required in order to make the plans legible.	☒
Informational Requirements	
3. <i>Building elevations must include the following:</i>	
a. The title block information required on the site plan/preliminary grading plan. ¹⁹	☒
b. Graphic and numeric scale used in drawing the building elevations. ²⁰	☒
c. Buildings and structures must be labeled to indicate what building or structure is shown on the elevations.	☒
d. Four elevations of the exterior of buildings and structures labeled in terms of the direction the elevation faces (i.e., north, south, east, or west).	☒
e. Building dimensions—both height and width—for each elevation. The heights of buildings and structures must be measured according to the definitions and methodologies stated in the: <i>Ventura County Non-Coastal Zoning Ordinance</i> (2014, §8102-0 and §8106-1.3).	☒
f. A description and sample of the colors, massing, materials, and textures of the exterior surfaces of each elevation. [§8109-1.3.6(1)(f)]	☒
g. Architectural treatments (e.g., entrances, windows, lighting, exterior stairways and eaves) shown on each elevation. [§8109-1.3.6(1)(e)]	☒
h. For projects that are proposing signs, show the signage on each building elevation, as well as all freestanding (e.g., monument) signs, with size dimensions, copy, colors, and lighting details. In addition, a sign program is required for the following projects and, therefore, building elevations and plans for freestanding signs for the following projects also must show the signage on each elevation with size dimensions, copy, colors, and lighting details in conformance with the proposed sign program:	☒
(1) Projects located on lots located adjacent to U.S. 101, Ventura Boulevard, State Route 118, State Route 232, Rose Avenue, Santa Clara Avenue, and Central Avenue (within the El Rio/Del Norte Area Plan boundary).	☒
(2) Projects located within view of State Highway 126, Main Street, Center Street, Piru Canyon Road, Guiberson Road, and Torrey Road (within the Piru Area Plan boundary).	☒
i. For projects located within a FEMA-designated floodplain, show the base flood elevation plus one-foot freeboard above the base flood elevation on elevation drawings.	☒
j. Existing and proposed grades.	☒
k. Roof Plan showing design standards for RHD are being met. (Sec 8109–1.3.6 (1)(b))	☒
l. For projects that have carports and garage roofs that are visible from the street, Show type of roofing that has minimum visual impact. (Sec. 8109-1.3.6(1)(c)(ii))	☒
m. Identify location of entries for each unit and avoid use of long balconies and corridors. (Sec. 8109-1.3.6 (1)(d))	☒
n. Projects located within an Area Plan boundary that contains design guidelines (i.e. – Piru Area Plan) must adhere to the specified requirements.	☒

¹⁹ See Section II.A, Item No. 4 (above).

²⁰ See Section II.B, Item No. 2.b (above).

Building Elevations Plans Requirement and/or Informational Item	Required
o. For projects located in the RHD zone, and not located within an Area Plan Boundary, the following information shall be included on Building Elevations, as well as related Architectural Details, to demonstrate compliance with NCZO §8109-1.3.6:	☒
(1) Building Form: Articulate required variation in mass, structure and height as required by §8109-1.3.6(1)(a):	
(i) Multi-family structures shall clearly articulate individual units.	☒
(ii) Buildings shall be designed to create variation in mass and structure height by incorporation of combinations, such as one, one-and-one half, two, and three story units.	☒
(2) Roof Forms: Articulate variations in roof forms and roof lines, including eave details, as defined by §8109-1.3.6(1)(b):	
(i) Multi-family buildings shall be designed to create varying roof forms and break up the massing of the building by employing multi-form roofs (e.g., gabled, hipped, and shed roof combinations).	☒
(ii) Varying roof forms/changes in roof plane shall be used on all structure elevations visible from a public street or pedestrian right-of way, and adjacent properties.	☒
(iii) Where applicable to the architectural style, any roof eaves shall extend a minimum of 24 inches from the primary wall surface to enhance shadow lines and articulation of surfaces.	☒
(iv) Rooflines shall be broken at intervals no greater than 50 feet long by changes in height or step-backs.	☒
(v) Rooflines will be designed to screen roof mounted mechanical equipment.	☒
(vi) Ancillary structures shall incorporate similar or complementary roof pitch and materials to the main structure.	☒
(3) Garages and Carports: Vary garage door placement and layout, and utilize garage roof forms and materials to comply with §8109-1.3.6(1)(c).	
(i) Vary garage door placement and layout to minimize the dominance of garage doors on the street.	☒
(ii) Carport and garage roofs that are visible from the street shall incorporate roof slopes and materials to match adjacent structures. Flat roofs are allowed if not visible from public streets.	☒
(4) Entries (§8109-1.3.6(1)(d)):	
(i) Individual unit entries that are oriented to the street shall be easily identifiable and distinguishable by articulation or other architectural elements.	☒
(ii) Development projects shall cluster access points and avoid the use of long monotonous balconies and corridors.	☒
(5) Articulation (§8109-1.3.6(1)(e)):	
(i) Similar and complementary massing, materials, and details shall be incorporated into every structure elevation. Articulation shall be used on the front and side façades that are visible from public streets.	☒
(ii) In order to provide scale and character, architectural elements such as, recessed or projecting balconies, trellises, recessed windows, verandas, porches, etc shall be employed.	☒
(iii) Architectural elements (e.g., overhangs, trellises, projections, awnings, insets, material, texture, etc.) shall be used to create shadow patterns that contribute to a structure's character and to achieve a pedestrian scale.	☒
(iv) Exterior stairways shall be designed as an integral part of the overall architecture of the structure, complementing the structure's mass and form.	☒
(6) Materials and Colors (§8109-1.3.6(1)(f)):	☒

Building Elevations Plans Requirement and/or Informational Item	Required
(i) The building façade shall be enhanced by use of varying material and complimentary colors.	<input checked="" type="checkbox"/>
(ii) Heavier materials shall be used lower on the structure elevation to form the base of the structure.	<input checked="" type="checkbox"/>
(iii) Contrasting, but complementary colors shall be used for trim, windows, doors, and key architectural elements.	<input checked="" type="checkbox"/>
(7) Architectural details of all walls, fences, and gateposts, including the height dimensions, materials, and colors. (§8109-1.3.6(2)(a))	<input checked="" type="checkbox"/>
(i) Fences and walls shall be constructed of natural materials or materials that look natural (natural woods, common brick, stone, river rock, etc.), rather than exposed concrete block or chain link, for example.	<input checked="" type="checkbox"/>
(ii) Fences and walls shall be constructed as low as possible while still performing screening, noise attenuation, and security functions.	<input checked="" type="checkbox"/>
(iii) Non-transparent perimeter walls shall be architecturally treated on sides that are visible to the public and incorporate landscaping to prevent or discourage graffiti.	<input checked="" type="checkbox"/>
(iv) Fences and walls shall be of solid material and screened with landscaping.	<input checked="" type="checkbox"/>
(8) Trash Enclosures (§8109-1.3.6(2)(b)):	
(i) Enclosures shall have a concrete apron for trash/recycling containers to be rolled onto for collection.	<input checked="" type="checkbox"/>
(ii) Enclosures shall be separated from adjacent parking stalls with landscape planters and paved surfaces behind the curb to ensure adequate space is available for individuals to access vehicles.	<input checked="" type="checkbox"/>
(iii) Enclosures shall be designed with similar finishes, materials, and details as the primary structures within the project and screened with landscaping.	<input checked="" type="checkbox"/>
(iv) Enclosures shall provide a pedestrian access in addition to large access doors.	<input checked="" type="checkbox"/>

II.D. Floor Plans

The following checklist outlines the requirements for floor plans.

Floor Plan Submittal Requirements

Floor plans must comply with the following requirements:

Floor Plans Requirement and/or Informational Item	Required
Submittal Requirements	
1. <i>Submit 4 copies of the floor plans, folded to no larger than 8.5 x 14 inches in size.</i>	<input checked="" type="checkbox"/>
Dimensional Requirements	
2. <i>Floor plans must comply with the following dimensional requirements:</i>	<input checked="" type="checkbox"/>
a. All sheets of the floor plans must be a minimum of 24 x 36 inches in size.	<input checked="" type="checkbox"/>
b. All sheets of the floor plans must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot.	<input checked="" type="checkbox"/>

Floor Plans Requirement and/or Informational Item	Required
Informational Requirements	
3. <i>Identify floors, levels, attics, lofts, outdoor open space (see §8109-1.3.4(b)(2)), and basements of the buildings or structures, with labels indicating the building or structure and the proposed use, square footage, occupant load factor and occupant load of each room.</i>	<input checked="" type="checkbox"/>
4. <i>Identify cooking facilities, plumbing fixtures (including sizes of sinks), and other built-in fixtures.</i>	<input checked="" type="checkbox"/>
5. <i>For projects located in the RHD zone, and not located within an Area Plan Boundary, the following information shall be included on all Floor Plans (and Roof Plans), as well as related Architectural Details (see Building Elevations Plan Requirements above), to demonstrate compliance with NCZO §8109-1.3.6:</i>	<input checked="" type="checkbox"/>
(1) Building Form: Articulate individual units on Building Plans, as defined by §8109-1.3.6(1)(a).	<input checked="" type="checkbox"/>
(2) Roof Forms: Articulate roof form variations on Roof Plans (or Site Plan), as defined by §8109-1.3.6(1)(b).	<input checked="" type="checkbox"/>
(3) Garages and Carports: Articulate garage door placement and layout on Building Plans, and demonstrate roof slope requirements on Roof Plans (or Site Plan), as defined by §8109-1.3.6(1)(c).	<input checked="" type="checkbox"/>
(4) Entries: Show clustering of access points, and avoidance of long, monotonous balconies and corridors, on Floor Plans, as defined by §8109-1.3.6(1)(d).	<input checked="" type="checkbox"/>
(5) Articulation: as defined by §8109-1.3.6(1)(e).	<input checked="" type="checkbox"/>
(6) Materials and Colors: as defined by §8109-1.3.6(1)(f).	<input checked="" type="checkbox"/>

II.E. All Plans/ Maps

Reductions	Required
Reduction Requirement	
1. <i>Submit a reduced set of all plans and maps in an 8.5 x 11 inch format.</i>	<input checked="" type="checkbox"/>
2. <i>Provide a digital copy or a CD of all plans and supporting documents.</i>	<input checked="" type="checkbox"/>



Section III – Residential High Density Zoning Clearance Questionnaire

County of Ventura • Resource Management Agency • Planning Division
800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2478 • www.vcrma.org/divisions/planning

III.A. Project Description Summary

Please provide a brief summary of the proposed project.

III.B. Assessor Parcel Numbers (“APNs”) and Project Site Location

B.1. Please list all of the APNs that constitute the project site:

B.2. Street Address (if any):

B.3. Community (e.g., El Rio, Piru, or Lake Sherwood):

III.C. Primary Contact Information

Please designate and provide the following information about the person who will serve as the primary point of contact on this project. All project-related correspondence will be directed to this person.

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

STAFF USE ONLY

CASE FILE NUMBER: _____

Date Received: _____

Land Use Designation(s): _____

Zoning Designation(s): _____

Receipt Number: _____

Deposit Fee Paid: _____

Previous Permit Numbers: _____

Violation Numbers: _____

Pre-Submittal Planner: _____

Date of Application Submittal: _____

Pre-Submittal Letter Date: _____

Legal Lot Reference: _____

Proposed Use as Listed in the Use Matrix: _____

III.D. Applicant, Property Owner, and Consultant Information

Please provide the following information about the applicant, property owner, and all consultants (e.g., architects, civil engineers, surveyors, and permit expeditors) who prepared the application materials (e.g., plans, reports, and studies). For the person designated as the primary contact (Item C, above), please state: "Same as Primary Contact." If the item does not apply to your project, please check the "N/A" box and proceed to the following item. **N/A**

D.1. Applicant

The applicant is: (Please check the appropriate box.)

Owner Lessee Has Power of Attorney Authorized by Owner N/A

If the applicant is not the property owner(s), **please submit a lease agreement, power of attorney document, or owner authorization document** with your application.

Name: _____ Phone Number: _____

Mailing Address: _____

Email Address: _____ Fax Number: _____

I hereby submit an application for the Residential High Density (RHD) Zoning Clearance identified in this application questionnaire, and certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge.

I certify that I have read and understand all of the instructions and submittal requirements for my application package and have made a good faith effort to comply with these instructions and to provide all of the materials and information that are required for a complete application.

I hereby acknowledge that I have been informed of my right to make a written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.

I certify that I am aware that the information provided in my application package may be subject to public inspection that occurs as a result of any request made in accordance with the requirements of the California Government Code [§6253(a) et seq].

Applicant's Signature

Date

D.2. Property Owner

If the property owner is the same as the applicant (Item D.1, above), write "same." If there is more than one property owner, **please submit a consent letter for each additional property owner.** If the property owner refuses or is unable to sign, **please provide a copy of the lease, title report, or other documentation.**

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

Property Owner's Signature

Date

D.3. Architect

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

D.4. Civil Engineer

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

D.5. Licensed Land Surveyor

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

D.6. Land Use Consultant

Name:

Phone Number:

Mailing Address:

Email Address:

Fax Number:

COUNTY OF VENTURA

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

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project (excluding the *Notice to Property Owner*, the execution of which I understand is my personal responsibility). My agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: _____

(Include Permit # if available)

Project Location: _____

(Address, APN and other property identification as needed)

Name of Authorized Agent: _____

(Please Print)

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

E-Mail Address of Authorized Agent: _____

PROPERTY OWNER ACKNOWLEDGEMENT

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. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Property Owner's Name: _____

(Please Print)

Property Owner's Signature: _____ Date: _____

Property Owner's E-Mail Address: _____

Property Owner's Phone Number: _____

Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner must be as shown on the latest Assessor records.

Verification of Property Owner Signature: Driver License Notarized Letter Other

Staff Signature

Date

COUNTY OF VENTURA

**AUTHORIZATION OF AGENT
TO ACT ON PERMITTEE'S BEHALF***

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project. My agent shall receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: _____

(Brief Summary to Include Permit No., If Available)

Project Location: _____

(Address, APN and other property identification as needed)

Name of Authorized Agent: _____

(Please Print)

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

E-Mail Address of Authorized Agent: _____

PERMITTEE ACKNOWLEDGEMENT

I declare under penalty of perjury that I am the permittee for the project at the address listed above, and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Permittee's Name: _____

(Please Print)

Permittee's Signature: _____ Date: _____

Permittee's E-Mail Address: _____

Permittee's Phone Number: _____

* A notarized letter from the permittee may be submitted in lieu of this form.

III.E. Project Description

To ensure County staff understands your project and to avoid delays in processing your application, it is very important to provide as much information as possible on all aspects of the proposed project. In order to present a detailed project description, please answer all of the following questions and provide the requested materials (as applicable) to supplement the project information that must be shown on the project plans and/or map.¹

E.1. Residential High Density (RHD) Zoning Clearance

- a. Existing Permits: List all Federal, State, or Ventura County permits which currently are in effect for the buildings, structures, and uses that currently exist on the project site. If Zoning and Building Permits are unavailable for a building or structure, please contact the Tax Assessor’s Office to determine when the building or structure was constructed and provide the date. If there are no permits currently in effect on the project site, please check the “N/A” box and proceed to Item F.1.b. **N/A**

Agency	Permit Case Number	Description of Permitted Use/Development	Permit Issuance Date	Permit Expiration Date

- b. Requested Permits, Actions, and Approvals: Please identify all of the Planning Division, other County Agencies, responsible agencies, and trustee agencies permits, actions, and approvals that you are requesting in order to implement the proposed project.² If the project involves a modification to any previously approved permit (e.g., local, State, or Federal permit), please describe the previously approved permit (e.g., type of permit and permit number).

¹ See the “Requirements for Residential High Density (RHD) Zoning Clearance Application Plans checklist for the information that must be shown on project plans and/or the map. Please note that a detailed, narrative project description may be submitted with—but not in lieu of—a completed application questionnaire.

² For a definition of “responsible” and “trustee” agencies, please see the *State CEQA Guidelines* [California Code of Regulations, Title 14, Chapter 3, §15381 and §15386].

c. Zoning Violations:

- (1) Is the project site currently subject to any Federal, State, or Ventura County violations? **Yes** **No**
 If so, please provide the following information:

Agency	Violation Case Number	Description of the Violation

- (2) If the project is being proposed in order to abate a Zoning Violation, please describe how the proposed project would abate the Zoning Violation. For projects that do not involve a Zoning Violation, please check the "N/A" box and proceed to Item E.1.d. **N/A**

d. Density Bonus: If the project includes a request for affordable housing, density bonus or incentives (NCZO, Article 16), please provide the following information:

- (1) Describe the proposed income level and number of units that qualify your project for density bonus or incentives. Fill in the proposed income level and the number of units in each category below.

Household Income Category	No. of Units	Percent of Project
Very low income (at least 5% of total project units)		
Low Income (at least 10% of total project units):		
Moderate Income (at least 10% of total project units):		
Market-Rate Units		
Total Project		100%

- (2) Projects that include requests for density bonus or incentives through the County's Density Bonus Ordinance (Article 16 of the NCZO), will be required to ensure affordability of the specified number of affordable units for 30 years (or longer if required by the financing mechanism). Please specify if your affordable units will be receiving public financing assistance. **Yes** **No**

If the answer is "yes", please indicate the source of your funds and what public or non-profit agency will be administering the affordable housing agreement. Please provide a copy of the draft agreement if available. If the agreement (or draft agreement) is not available, you will be required to submit it prior to final occupancy approval. **Submitted: Yes No**

If the answer is “no”, you will be required to enter into an Affordable Housing Agreement with the Area Housing Authority of the County of Ventura to ensure the 30 year affordability requirement. Please provide proof that you have contacted the Housing Authority and intend to enter into such an agreement.

Submitted: Yes No

(3) For projects that do not involve a density bonus or incentives request, please check the “N/A” box and proceed to Item E.2. **N/A**

E.2. Projects with Affordability and Age Restriction Components not using Density Bonus

a. Projects with Affordable Component:

- For projects that include residential units that are restricted for lower-income households but the applicant is not requesting density bonus or other incentives in accordance with Article 16 of the NCZO, please identify the number, location and income-level of affordable units.

- Please indicate how you will ensure the affordability of the lower-income units and who will be responsible for monitoring these units.

b. Projects with Age-restricted Component:

- For projects that include residential units that are restricted for senior citizen occupancy but the applicant is not requesting density bonus or other incentives in accordance with Article 16 of the NCZO, please identify the number and location of age-restricted units.

- Please indicate how you will ensure occupancy of the restricted units for senior citizens and who will be responsible for monitoring these units.

E.3 Project Phasing/Duration

- ### a. Development Phasing: Please describe the phasing and duration of each phase of the proposed project including, but not limited to, vegetation removal, grading, construction, and operational phases of the project.

- b. Phasing of Affordable Units: Please describe the proposed construction phasing of the affordable units. For projects that do not involve affordable units, please check the "N/A" box and proceed to Item E.4. **N/A**

E.4. Dedications/Easements

Please describe in detail the type, size, and purpose of all proposed dedications (e.g., road, utility, or habitat conservation easements). If there are no proposed dedications or easements, please check the box and proceed to E.5. **N/A**

E.5. Water Supply (Section 8109-1.3.4 (e))

- a. What is the existing source of water at the project site? Please check the item that applies and, if a water purveyor provides water, please provide the requested information about the water purveyor:³

- (1) Water Purveyor

Water Purveyor's Name:

Address:

Phone Number:

- (2) Individual Water Well

- (3) Shared Water Well

- b. What is the size of the water tank/reservoir that serves the project site? gallons
- c. Please provide the fire flow that is available to the project site: GPM @ 20 PSI Residual
- d. Please identify the Groundwater Basin or State Designated Hydrologic Area in which the project site is located. Please indicate if the project site is located within the boundaries of any water management authority (e.g., the Ojai Basin Groundwater Management Agency, the Fox Canyon Groundwater Management Agency, or the Santa Paula Pumpers Association).

³ In order to identify the water purveyor that serves the project site, please see the Watershed Protection District's "Inventory of Public and Private Water Purveyors in Ventura County" (March 2006) which is available at the Watershed Protection District, Groundwater Section.

e. Please list all known water wells onsite or offsite that would supply the project, including any municipal, industrial or agricultural supply wells.⁴ If the project would not rely on a water well, please check the “N/A” box and proceed to Item E.5.f. **N/A**

f. For projects that are proposed to rely on public water, **please submit three copies of a water availability letter from the water purveyor** indicating that existing/future domestic water service is available for the proposed project. The water availability letter must show that the water purveyor has additional groundwater to serve the total annual water supply that is required for the project. This letter is required when the water supply is to be provided by a city, water district, mutual water company, privately owned water company or with five or more service connections, or similar supplier.⁵ **N/A**

E.6. Sewage Disposal

a. What is the proposed source of sewage disposal? Please provide the following information:

Public Sewer Provider:

Address:

Phone Number:

Contact Name:

b. **Provide three copies of a sewer availability letter** from the sanitation district, city, or other sewer agency, indicating that existing/future sewer service is available for the proposed project. A sewer bill may be used in lieu of a letter for existing service for some projects.

E.7. Groundwater Resources (Section 8109-1.3.4 (e))

a. If necessary,⁶ please **provide a percolation plan and calculations** to demonstrate sufficient measures will be incorporated into the project design to assure that the proposed project would not result in a net reduction in aquifer recharge. Specific measures that may be incorporated into the project include, but are not limited to: reduction of impervious surface areas; construction of detention/percolation ponds; use of porous paving materials; diversion of runoff to sheet flow over landscaped areas; landscape drainage swales; and, soil

⁴ For projects that are located within the boundaries of the Fox Canyon Groundwater Management Agency (FCGMA), FCGMA Ordinance No. 8.1 requires that before drilling a new water well, a completed water well permit application must be submitted. The FCGMA “No Fee Water Well Permit Application” form is available on-line at: <http://www.fcgma.org/downloads>.

⁵ A water bill may be used in lieu of a letter for existing service for some projects; however, please contact Environmental Health at (805) 654-3520 and the Watershed Protection Dist. at (805) 654-4083 to determine if a water bill may be used for the proposed project.

⁶ Please contact the Watershed Protection District, Ground Water Section, to determine if a percolation plan and calculations, or data on groundwater use are required.

amendment techniques to enhance percolation. All proposed impervious surfaces (e.g., parking areas, sidewalks, and buildings), must be itemized in the calculations. If a percolation plan and calculations are not required, please check the “N/A” box and proceed to Item E.7.b. **N/A**

- b. Please contact the Watershed Protection District, Groundwater Section to determine if the project site overlies an overdrafted groundwater basin. If the project site overlies an overdrafted groundwater basin, please list the name of the groundwater basin. If the project site does not overlie an overdrafted groundwater basin, please check the “N/A” box and proceed to Item E.8. **N/A**

Groundwater Basin:

E.8. Surface Water Quality

The proposed project is subject to Ventura Countywide NPDES Municipal Stormwater Permit Order No. R4-2010-0108, Part 4.E “Planning and Land Development Program” requirements to select, design, construct, and maintain Post-construction Stormwater (PCSW) controls. Additional evaluation of the proposed project will be conducted to determine any additional individual and cumulative impacts by the proposed project to surface water quality.

The proposed project is subject to design, construction, and maintenance of the PCSW controls in accordance with the Ventura Countywide Technical Guidance Manual (TGM) for Stormwater Quality Control Measures (available at <http://www.vcstormwater.org/technicalguidancemanual.html>). The following items shall be included in your application package:

- a. Identify proposed PCSW controls on your site/grading plan,
- b. Provide the necessary analysis in your Drainage Study to demonstrate that the PCSW controls will function as proposed including any applicable stormwater quality design flow or volume calculations for proposed treatment device(s) using applicable “Design Procedure Form” (Appendix G of the Technical Guidance Manual), and
- c. Submit a Post-Construction Stormwater Management Plan (PCSWMP)⁷.

For more information refer to <http://onestoppermit.ventura.org> under Surface Water Quality Section or call Water Quality Engineer at (805) 662-6737.

The copy of the Ventura Countywide Technical Guidance Manual (TGM) for Stormwater Quality Control Measures is available at <http://www.vcstormwater.org/technicalguidancemanual.html>.

E.9. Floodplain Management⁸

- a. If the project, including any site grading, is proposed to be located within a 100-year floodplain but the floodplain boundaries and 100-year base flood elevation on the property have not been determined by FEMA on the Flood Insurance Rate Map (i.e., referred to as an Unnumbered/Approximate ‘A’ flood zone), a California-licensed Civil Engineer will need to submit hydrologic and hydraulic analyses that determine the

⁷ County of Ventura PCSWMP form is available at <http://onestoppermit.ventura.org> under Surface Water Quality Section’s “Forms” tab. For additional information, call the Water Quality Engineer at (805) 662-6737.

⁸ County of Ventura Floodplain Management Ordinance, Title 44 Code of Federal Regulations Sections 59, 60, 65, and 70.

boundaries, base flood elevation, and velocity of the 100-year floodplain and, if applicable, the Regulatory Floodway. A California-licensed Land Surveyor can provide current topography of the property as part of the submitted engineering analyses. If the project is not located within an Unnumbered/Approximate 'A' flood zone, please check the "N/A" box and proceed to Item E.9.b. **N/A**

- b. If the project, including site grading, is proposed to be located in close proximity to a boundary of a Regulatory Floodway or a boundary of a 100-year floodplain, as delineated on the current ('Effective') or latest FEMA-issued ('Preliminary') Flood Insurance Rate Map, a California-licensed Civil Engineer, Architect, or Land Surveyor will need to submit a scaled site plan, using current topography, verifying the location of the proposed project in relation to the floodway/floodplain boundary. If the project is not located within a floodway/floodplain, please check the "N/A" box and proceed to Item E.10. **N/A**
- c. If the project is proposed to be located within a 100-year floodplain, please list all proposed structures (habitable and non-habitable, site grading, and any new or replacement utilities and services (electrical, mechanical, heating, ventilation, plumbing). Please proceed to E.10. **N/A**

E.10. Geology, Site Grading, and Drainage

- a. If the project involves site grading activities, please provide the following information. For projects that do not involve grading activities, please check the "N/A" box and proceed to Item E.10.b. **N/A**

(1) Please provide the following statistics on the proposed site grading activities:

- (a) Area to be graded: sq. ft. acres
- (b) Slope ratio of steepest finished slope (horizontal feet/each vertical foot):
- (c) Height of highest finished slope (from top to bottom): ft.
- (d) Please state whether or not the graded soil is proposed to be balanced on-site during construction, or proposed to be reused during the landscaping phase of the project.

- (e) If the proposed project would result in the export of materials, please provide the following information. If the project does not involve the export of materials, please check the "N/A" box and proceed to Item E.10.a(1)(f). **N/A**

(i) Types of materials to be exported:

(ii) Location to which excess materials would be transported:

(iii) Proposed truck route to the location where the materials would be transported:

(f) If the proposed project would require the import of materials, please provide the following information. If the project does not involve the import of materials, please check the “N/A” box and proceed to Item E.10.a(1)(g). **N/A**

(i) Types of materials to be imported:

(ii) Location from which the materials would be imported:

(iii) Proposed truck route from the materials site to the proposed project site:

(g) For all projects involving new construction or grading activities, **please submit three copies of a soils report. N/A**

(h) For all projects involving new construction or grading and that are located within a hillside or Geologic Hazard Area, **please submit three copies of a geology report.** If the project does not involve new construction or grading in any of these areas, please check the “N/A” box and proceed to Item E.10.a(1)(i). **N/A**

(i) Please describe any features that have been included in the project description to control the creation of dust.

b. **Please submit four copies of a drainage study**, if the project would result in: a change in the amount of impervious area within the project site; any change on local drainage patterns; a subdivision; and/or any additional storm water runoff onto adjacent property or public roads. If the project does not require a drainage study, please check the “N/A” box and proceed to Item E.11. **N/A**

The drainage study must conform to the following requirements and must include (but is not limited to) the following information:

(1) The drainage study must be prepared, signed, and stamped by a California Registered Civil Engineer.

(2) The drainage study must conform to the Ventura County Road Standards, as well as the Watershed Protection District’s standard, which is that there must not be an increase in peak runoff rate in any storm frequency.⁹

⁹ For a checklist of the requirements for drainage studies, please see the Watershed Protection District’s “Requirements for CEQA Hydrology Submittals,” which is available at vcwatershed.org (select Resources/Hydrology Info), and the Ventura County Road Standards, which are available at the Transportation Department Public Counter.

- (3) The drainage study must:
- (a) Calculate and address the potential increase in the peak runoff rate that would be generated by the proposed project;
 - (b) Describe all proposed and existing drainage facilities;
 - (c) Identify if the project would generate additional storm water run-off onto adjacent private property or any public road right-of-way;
 - (d) Identify if the drainage from the project site would be directed or tie into the existing storm drain facilities/ditches;
 - (e) Identify if the project would result in any change on local drainage patterns; and,
 - (f) Identify if the capacity of the existing local drainage facility is adequate to accept the peak runoff created by the project.
- (4) The drainage study must include all hydrology and hydraulic calculations used in preparing the drainage plan. The hydrology and hydraulic calculations must be prepared according to the Ventura County Flood Control District Hydrology Manual and the Ventura County Public Works Agency, Transportation Department's, Road Standards.¹⁰

E.11. Hazardous Materials/Waste and Fire Protection

- a. **Please submit a completed "Certification Statement of Hazardous Waste/Substance Site"** which is included with this application packet.
- b. Please describe any underground hazardous materials storage tank(s) that are proposed to be installed, removed, and/or used. If the project is located on an active Leaking Underground Fuel Tank (LUFT) site, please describe the status of the case. If the project site does not have an underground hazardous materials storage tank or involves a LUFT site, please check the "N/A" box and proceed to Item E.13.
N/A

¹⁰ Please check the Transportation Department Requirements for drainage study submittals. A checklist of requirements may be obtained from the Public Counter.

E.12. Utilities

a. Utilities: Please identify all of the utilities that would provide service to the project site, by completing the following:

Utility	Name	Address	Phone Number	Email Address
Gas				
Electricity				
Phone				
Cable				

b. Electricity:

(1) What is the projected amount of electrical usage (peak KW/Hours/Day)?

(2) Do existing lines have to be increased in number or size? **Yes** **No**
 If yes, please describe:

(3) Do overhead electrical facilities require relocation or under grounding? **Yes** **No**
 If yes, please describe:

(4) Please indicate the length of new offsite electrical transmission and distribution facilities that are required to serve project. If the project does not involve the installation of new offsite electrical transmission and distribution facilities, please check the "N/A" check box. **N/A**

c. Natural Gas:

(1) Please indicate the expected amount of gas usage:

(2) Do existing gas lines have to be increased in size? **Yes** **No**
 If yes, please describe:

(3) Do existing gas lines require relocation? **Yes** **No**
 If yes, please describe:

- (4) Please indicate the length and size of new offsite gas mains that are required to serve the project. If the project does not involve the installation of new offsite gas mains, please check the “N/A” box and proceed to Item E.13. **N/A**

E.14. Legal Lot Requirement

Has the Planning Division issued a Preliminary Legal Lot Determination for the property? **Yes** **No**

- a. If the answer is “no,” please proceed to Item E.14.b. If the answer is “yes,” what was the finding of the Preliminary Legal Lot Determination?
- b. If the Planning Division has not issued a Preliminary Legal Lot Determination for the property, please describe by what means (e.g, Tract Map, Parcel Map, Parcel Map Waiver, or Certificate of Compliance) the property gained its current configuration, making sure to include the map citation (e.g., “8 MR 14 36 PM 4”) or project case number (e.g., “PMW 1046” or “SD06-0031”). However, if the Planning Division has not issued a Preliminary Legal Lot Determination for the property, and you do not have information on the means by which the property gained its configuration, please submit an application for a Preliminary Legal Lot Determination prior to submitting an application for your project.¹¹ If the project does not require a Preliminary Legal Lot Determination, please check the “N/A” box. **N/A**

E.16. Existing Physical Features and Development on, and Surrounding, the Project Site

- a. Please describe the physical features of the project site. Physical features that should be described include, but are not limited to:
- Creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands.
 - Distinctive topographical and/or scenic features, such as the Pacific Ocean, mountain ranges, hillsides, and Geologic Hazards Areas.¹²
 - Wildlife habitat (e.g., woodlands or chaparral habitat).

¹¹ For more information on how to determine if a project site would be located on a legal lot, and for Preliminary Legal Lot Determination applications, please see <https://www.vcrma.org/legal-lot-program>.

¹² To determine if the project site is located within a Geologic Hazards Area, please see the Ventura County General Plan Hazards Appendix (Last Amended on November 15, 2005, Chapters 2.2 through 2.5), which is available on-line at: <https://www.vcrma.org/ventura-county-general-plan>.

- b. Please describe the physical features surrounding the project site. Please include the following physical features and indicate where they are located in relation to the project site [e.g., direction (north, south, east, or west) in relation to, and distance from, the project site]:
- Creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands.
 - Distinctive topographical and/or scenic features, such as the Pacific Ocean, mountain ranges, and hillsides.
 - Wildlife habitat (e.g., woodlands or chaparral habitat).
 - Local access to the project site including (but not limited to) County and city roadways, as well as private roadways or driveways.
 - Regional access to the project site, which typically consists of State and Federal freeways and highways.
 - If agricultural activities occur on properties that are located adjacent to the project site, please describe the types of crops that are cultivated.
- c. Please describe the existing development on adjacent properties surrounding the project site by completing the following table. Please describe the types of uses (e.g., agriculture, residential, recreation, open space/vacant, retail sales, wholesale, multi-tenant office space, or manufacturing and assembly plant), buildings, and structures on properties that are adjacent to, or across a roadway from, the subject property.

Direction	Building, Structure, or Outdoor Use	Use(s)	Approximate Height or Number of Stories	Proximity to Project Site
North				
South				
East				
West				

III.F. Environmental Compliance Information and Requirements

In June 2011, the Ventura County Board of Supervisors adopted the Residential High Density (RHD) ordinance and re-zoned six parcels to RHD, the only parcels that currently have the RHD zoning assigned to them. At that time an Environmental Impact Report (EIR) that addressed potential impacts of development at 20 units/acre on the RHD sites was also certified. The 2011 Final Supplemental EIR for the 2006-2014 Housing Element Amendments identified specific mitigation measures that were incorporated into Section 8109-1.3 of the County’s

NCZO. However, some of the measures are applicable only to specific parcels. Site-specific measures are provided (by parcel) in Attachment A. In addition to addressing the parcel-specific measures found in Attachment A, please provide the following information.

F.1. Air Quality

a. Air Emissions: Please provide the following information on known sources of air emissions surrounding the project site (e.g. manufacturing, industrial, herbicide applications, and roadways).

(1) Air Emission Source(s):

(2) Approximate distance between the emissions source and the project site: _____ feet

b. Air Pollution Emitting Devices: Please indicate if any equipment or devices associated with the project will release air emissions that may require an Air Pollution Control District (“APCD”) Permit to Operate or an APCD Permit to Construct.¹³ If the project does not require either of these APCD Permits, please check the “N/A” box and proceed to Item F.2. **N/A**

All new development is required to comply with all applicable Ventura County Air Pollution Control District (APCD) Rules and Regulations, including those related to project construction and site preparation, (i.e., Rules 10, 50, 51, 55 and 55.1). Please check the box to verify that you have consulted APCD and agree to abide by these rules. **I agree**

F.2. Transportation (NCZO Sec. 8109-1.3.5(b))

a. All residential projects must comply with the Ventura County “Paveout Policy”, current County Road Standards and the Traffic Impact Mitigation Fee Ordinance. Please contact the Public Works Agency Transportation Division for information regarding these requirements. Please check the box to verify that you have consulted the Transportation Division and that all requested roadway improvements are shown on submitted plans. I have consulted with the Public Works Agency Transportation Division.
Name of person consulted: _____ Date: _____

b. All residential projects in the RHD zone must comply with NCZO, Section 8108 *Parking and Loading*. Section 8108 requires compliance with water use efficiency measures stated therein and the Ventura County *Landscape Design Criteria*, which specified how to incorporate water conservation measures into new developments. Please refer to the NCZO Parking requirements.

F.3. Noise (Section 8109-1.3.5 (a) and (c))

a. All RHD residential projects must comply with the Ventura County Construction Noise Threshold Criteria and Control Plan. Please review these requirements by locating the document on the Planning Division website

¹³ Please see APCD Rule 10, Permits Required, which is available on-line at:

<http://www.arb.ca.gov/DRDB/VEN/CURHTML/R10.PDF>.

at <http://www.vcrma.org/planning/ceqa/isag.html>. Once you have read and understand the Construction Noise Plan, please check the box verifying that construction activities will comply with this Plan.

Date:

- b. Multi-family residential projects shall be designed to ensure that outdoor living and recreation areas do not exceed a CNEL of 60 dB or an Leq (1h) or 65 dBA during any hour. Please submit a noise study that demonstrates compliance with these requirements.

F.4. Cultural Resources

- a. Has the project site been subject to any archaeological, historical, and/or paleontological resource surveys?

Yes No Unknown

- b. Is there a building or structure that is 50 years old or older that will be demolished or otherwise impacted by the proposed development?

Yes No Unknown

If the project has been subject to an archaeological, historical, and/or paleontological resource survey, **please submit a copy of the report or any documentation regarding the survey** as part of your application. Please be advised that:

In the event that paleontological, archeological, or cultural resources are found during grading or construction, such activities shall halt in the area of the find and the project developer shall notify the Planning Division. The project developer shall hire a qualified consultant approved by the Planning Division who shall prepare a work plan to address the disposition of the paleontological, archeological, or cultural resource encountered. The work plan must comply with the following minimum standards for resource disposition as determined by the Planning Director or designee:

- The work plan shall include a detailed description of the nature, extent, condition and significance of the sensitive resource.
- The work plan shall specify the available options for resource disposition such as avoidance, recovery and curation, photo-documentation, incorporation of the resource into project design, and other methods.
- The work plan shall include a recommendation of a course of action that is most protective of the resource while allowing the project objectives to be fulfilled.

Construction can only proceed in conformance with the approved work plan. Please check the box to verify that you agree with this measure. Date:

ATTACHMENT A

In addition to the information and measures delineated in the RHD application, the following summarizes site-specific measures that apply to specific RHD sites as indicated.

Assessor's Parcel Number (APN): 056-0-080-10 (Piru Community)

- Multi-family residential projects located on parcels adjacent to agricultural operations shall include a 300-foot setback between the agriculture and the new residential structures or a 150-foot setback if there is a vegetative barrier between the agriculture and the new residential structures. (NCZO, Sec. 8109-1.3.4(c))
- If the project is proposed to be located in an area that is subject to dam inundation as identified in the Hazards Appendix of the General Plan, then an emergency evacuation plan submitted by the applicant must be approved by the County Office of Emergency Services. (NCZO, Sec. 8109-1.3.4(f))
- The applicant must demonstrate that the Water and Environmental Resources Division of the Watershed Protection District has determined: (1) there is sufficient water supply to serve the proposed multi-family development; and (2) if the proposed multi-family development is located within the service area of a water purveyor that provides water from an overdrafted groundwater basin or provides water from a groundwater basin that is in hydrologic connection with an overdrafted groundwater basin, that the proposed multi-family development will not adversely impact the overdrafted groundwater basin. If the groundwater basin that will serve the development is located within the boundaries of the Fox Canyon Groundwater Management Agency then the Water and Environmental Resources Division of the Watershed Protection District must first consult with the Fox Canyon Groundwater Management Agency prior to making its determination.
- Applicants may be required to submit a water demand study prepared by a state-licensed Civil Engineer or Professional Geologist that demonstrates the project will not cause a net increase in average annual groundwater extraction. If a water demand study is required, it must consider the current consumptive water demand of existing land uses on the project site and the estimated consumptive water demand of the proposed project. The effects of changes in percolation rates due to development, water recycling and conservation measures such as low water use appliances and efficient irrigation must be considered in the analysis.
- Multi-family residential projects must comply with the design guidelines of the Piru Area Plan.

APN: 647-0-120-05 (Santa Susana Pass Road)

- Multi-family residential projects located adjacent to railroad right-of-way shall provide six foot high fencing or walls on-site to prevent project residents from accessing the railroad tracks.
- Multi-family residential projects that are not located within an Area Plan boundary or that are located within an Area Plan that does not have design guidelines, must be consistent with the site design standards specified in Sec. 8109-1.3.6 of the NCZO and demonstrated in the plans and elevations submitted with the application.
- Residential projects must comply with stopping and sight distance standards enumerated in the current Caltrans Highway Design Manual (NCZO, Sec. 8109-1.3.4(g)). This will likely involve the removal or trimming of trees in the right-of-way on Santa Susana Pass Road.

APN: 647-0-120-06 (Santa Susana Pass Road)

- Multi-family residential projects located adjacent to railroad right-of-way shall provide six foot high fencing or walls on-site to prevent project residents from accessing the railroad tracks.
- Multi-family residential projects that are not located within an Area Plan boundary or that are located within an Area Plan that does not have design guidelines, must be consistent with the site design standards specified in Sec. 8109-1.3.6 of the NCZO and demonstrated in the plans and elevations submitted with the application.
- Residential projects must comply with stopping and sight distance standards enumerated in the current Caltrans Highway Design Manual (NCZO, Sec. 8109-1.3.4(g)). This will likely involve the removal or trimming of trees in the right-of-way on Santa Susana Pass Road.

APN: 145-0-180-04 & -05 (El Rio Community)

- The applicant must demonstrate that the Water and Environmental Resources Division of the Watershed Protection District has determined: (1) there is sufficient water supply to serve the proposed multi-family development; and (2) if the proposed multi-family development is located within the service area of a water purveyor that provides water from an overdrafted groundwater basin or provides water from a groundwater basin that is in hydrologic connection with an overdrafted groundwater basin, that the proposed multi-family development will not adversely impact the overdrafted groundwater basin. If the groundwater basin that will serve the development is located within the boundaries of the Fox Canyon Groundwater Management Agency then the Water and Environmental Resources Division of the Watershed Protection District must first consult with the Fox Canyon Groundwater Management Agency prior to making its determination.
- Applicants may be required to submit a water demand study prepared by a state-licensed Civil Engineer or Professional Geologist that demonstrates the project will not cause a net increase in average annual groundwater extraction. If a water demand study is required, it must consider the current consumptive water demand of existing land uses on the project site and the estimated consumptive water demand of the proposed project. The effects of changes in percolation rates due to development, water recycling and conservation measures such as low water use appliances and efficient irrigation must be considered in the analysis.
- Multi-family residential projects that are not located within an Area Plan boundary or that are located within an Area Plan that does not have design guidelines, must be consistent with the site design standards specified in Sec. 8109-1.3.6 of the NCZO and demonstrated in the plans and elevations submitted with the application.

APN: 145-0-180-06 (El Rio Community)

- The applicant must demonstrate that the Water and Environmental Resources Division of the Watershed Protection District has determined: (1) there is sufficient water supply to serve the proposed multi-family development; and (2) if the proposed multi-family development is located within the service area of a water purveyor that provides water from an overdrafted groundwater basin or provides water from a groundwater basin that is in hydrologic connection with an overdrafted groundwater basin, that the proposed multi-family development will not adversely impact the overdrafted groundwater basin. If the groundwater basin that will serve the development is located within the boundaries of the Fox Canyon Groundwater Management Agency then the Water and Environmental Resources Division of the Watershed Protection District must first consult with the Fox Canyon Groundwater Management Agency prior to making its determination.

- Applicants may be required to submit a water demand study prepared by a state-licensed Civil Engineer or Professional Geologist that demonstrates the project will not cause a net increase in average annual groundwater extraction. If a water demand study is required, it must consider the current consumptive water demand of existing land uses on the project site and the estimated consumptive water demand of the proposed project. The effects of changes in percolation rates due to development, water recycling and conservation measures such as low water use appliances and efficient irrigation must be considered in the analysis.
- Multi-family residential projects that are not located within an Area Plan boundary or that are located within an Area Plan that does not have design guidelines, must be consistent with the site design standards specified in Sec. 8109-1.3.6 of the NCZO and demonstrated in the plans and elevations submitted with the application.

APN: 145-0-190-39 (El Rio Community)

- The applicant must demonstrate that the Water and Environmental Resources Division of the Watershed Protection District has determined: (1) there is sufficient water supply to serve the proposed multi-family development; and (2) if the proposed multi-family development is located within the service area of a water purveyor that provides water from an overdrafted groundwater basin or provides water from a groundwater basin that is in hydrologic connection with an overdrafted groundwater basin, that the proposed multi-family development will not adversely impact the overdrafted groundwater basin. If the groundwater basin that will serve the development is located within the boundaries of the Fox Canyon Groundwater Management Agency then the Water and Environmental Resources Division of the Watershed Protection District must first consult with the Fox Canyon Groundwater Management Agency prior to making its determination.
- Applicants may be required to submit a water demand study prepared by a state-licensed Civil Engineer or Professional Geologist that demonstrates the project will not cause a net increase in average annual groundwater extraction. If a water demand study is required, it must consider the current consumptive water demand of existing land uses on the project site and the estimated consumptive water demand of the proposed project. The effects of changes in percolation rates due to development, water recycling and conservation measures such as low water use appliances and efficient irrigation must be considered in the analysis.
- Multi-family residential projects that are not located within an Area Plan boundary or that are located within an Area Plan that does not have design guidelines, must be consistent with the site design standards specified in Sec. 8109-1.3.6 of the NCZO and demonstrated in the plans and elevations submitted with the application.