



Zoning Clearance Application Instructions

County of Ventura • Resources Management Agency • Planning Division
800 S. Victoria Avenue, Ventura, CA 93009 • (805)654-2488 • www.vcrma.org/divisions/planning

1. No application request shall be accepted unless it includes the required information and plans detailed below and is accompanied by the appropriate fee.
2. An application may be filed by the owner of the property or his/her authorized agent, or by a lessee who holds a lease with terms that permit the uses/structures applied for. Regardless of who is submitting the application, the property owner and the applicant shall sign the application.
3. Agents working on behalf of a property owner shall submit a signed Agent Authorization form with the application. This form can be accessed through the link at:
https://docs.vcrma.org/images/pdf/planning/permits/AUTHORIZATION_OF_AGENT_FORM-OWNER.pdf
4. No application request shall be accepted if a violation of Chapter 1 (Non-Coastal Zoning Ordinance or Coastal Zoning Ordinance) or Chapter 2 (Subdivision Ordinance) of the Ventura County Ordinance Code exists on the lot. This includes, but is not limited to, being in compliance with the terms of any underlying land use entitlement that runs with the subject property. An issued Zoning Clearance shall become null and void if a pre-existing violation is discovered on the lot which is the subject of the Zoning Clearance. A full, true, and correct account of the proposed project must be provided, or the Zoning Clearance will be subsequently nullified. No person obtains any right or privilege to use land or structures for any purpose or in any manner described in the application request merely by virtue of the County's acceptance of an application or approval of the subject request.
5. Zoning Clearances will only be issued on: legal lots; if there are no violations on the property unless the Zoning Clearance is requested to abate the violations; if the property owner has no outstanding bills with the Resource Management Agency; and, all other applicable standards are met.
6. Site plans, floor plans, and elevation plans are required to be prepared in compliance with the minimum required plans standards attached to this application. When over 500 square feet of landscape area is proposed, a full set of landscape plans shall also be submitted with the application, and the plans shall be prepared in compliance with the Model Water Efficiency Landscape Ordinance. See handout at: <https://vcrma.org/permit-application-information-and-handouts>. A full digital set of plans must be submitted as part of the application unless otherwise specified by the Planning Division.
7. A Tree Permit Application must also be submitted if the project involves the pruning (beyond specific limits), removal, trenching, excavation, or other encroachment into the protected zone (5 feet outside the canopy's edge and a minimum of 15 feet from the trunk) of protected trees. More information is available at: <https://vcrma.org/tree-permits-and-the-tree-protectionordinance>.
8. For your convenience, a checklist of required application materials is attached to this Zoning Clearance Application.
9. Applications that are deemed incomplete or include plans that do not meet the applicable standards attached to this application will be returned to the applicant and not accepted for processing.
10. Refunds are not provided after an application has been accepted for processing.
11. Issuance of a Zoning Clearance does not guarantee issuance of a Building Permit from the Building and Safety Division, or related permits and/or licenses from other local and state agencies, such as the County Executive Office, Public Works Agency, Air Pollution Control District, Cal GEM, and Environmental Health.
12. Property owners are encouraged to seek approval for the proposed project from the Homeowner's Association (HOA) or Property Owner's Association (POA) that may have jurisdiction over the subject property. Some HOA/POA standards may be stricter than zoning regulations. In some areas of the County, a Zoning Clearance will not be issued until written HOA/POA approval is provided. Check with the applicable HOA/POA prior to submitting a Zoning Clearance application.

13. Applications for Zoning Clearances shall be submitted online through Citizen Access at <https://vcca.ventura.org/vcca.aspx>. Create an account with Citizen Access. Citizen Access will be your access to pay Zoning Clearance Application fees, check permit status and upload the application and supporting documents. Please also see the website at <https://vcrma.org/remote-zoning-clearance-permit-processing> for more information.
14. The processing of Zoning Clearances may take up to 30 days depending on the number of applications in the queue. You may check the status of your application by logging into Citizen Access and checking your account.



Standards for Required Site Plans, Floor Plans, and Elevations

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General Requirements for Site Plans, Floor Plans, and Elevation Plans

1. **Digital Plans** – A digital copy of all plans shall be submitted to the Planning Division.
2. **Preferred Scale:**
 - a. Site Plan – Use engineering scale, 1" = 10' for lots less than 1 acre; 1" = 40' for larger lots; show scale.
 - b. Floor Plan and Elevation Plans – Use architectural scale, 1/4" = 1'.
3. **North Arrow** – Show with chosen scale beneath the north arrow.
4. **Title Block** – Each page in a set of plans shall include the following:
 - a. Assessor's Parcel No. – Obtain from tax bill or Assessor's Office.
 - b. Site Address – If no address assigned, use nearest cross streets.
 - c. Property Owner(s) Name, Address(es), and Phone Number(s).
 - d. Architect/designer/engineer Name, Address and Phone Numbers.
 - e. Sheet number – 1 of 6, 2 of 6, etc.
5. **Location Map** – On the Site Plan sheet that includes the following:
 - a. North arrow and scale.
 - b. Existing street pattern with names (from the first public road). If the property is more than 1/2 mile to the nearest public road, note approximate distance.
 - c. Highlight parcel, e.g. with cross-hatching.
 - d. Show general location of existing and proposed structures and delineate any outdoor storage areas.
6. **Building Identification and Proposed Improvements** - Each building and structure shall be labeled and referenced on the required plan set. The plans must show the location of existing and new equipment to be used as part of the proposed project, including but not limited to, lighting, plumbing, heating and cooling devices, etc., and identify the source of permanent electrical power.

Specific Requirements for Site Plans (see attached example Site Plan)

1. **Property Lines and Setbacks** – Show property lines and their legal dimensions; required setback lines around property; and distances to existing and proposed structures. (Building and Safety staff will generally require surveyed property lines on small residential lots.)
2. **Adjacent Streets** – Name and specify right-of-way width and distance from center line to property line. See Tax Assessor's Map for road widths or Public Works Agency "Road Inventory."
3. **Access/travel easements to and through the site and alleys servicing the parcel** – Show configuration and dimensions. See property deed for such items.
4. **Location of:**
 - a. Protected trees (e.g. oaks, sycamores, historic trees, any tree 90"+ in girth) (size and type) within 20 feet of the limits of the construction area (including above and below ground construction, and in access roads and storage areas), including canopies growing on adjacent parcels. Show the precise trunk location and approximate outline of all protected tree canopies. Illustrate all tree protection measures recommended by the project arborist, if applicable.
 - b. Easements/Deed Restrictions, e.g., utility, equestrian, archeological, biological, flowage

- c. Waste disposal systems (tanks, leach fields).
 - d. Existing and proposed water wells on the parcel.
 - e. Lakes, ponds, streams, springs, wetlands (whether intermittent or continually wet).
 - f. Oil wells when closer than 500 feet to a proposed or existing dwelling.
 - g. Landscaping areas as required pursuant to the Model Water Efficient Landscape Ordinance handout at: <https://vcrma.org/permit-application-information-and-handouts>. See item 5, below.
 - h. Geologic Impacts: faults, "Special Study Fault Zones", edge of slopes, landslides, (hazard information is available from the "GIS" section at (805) 477-1585).
 - i. Existing and proposed drainage facilities, including surface drainage patterns.
 - j. Existing and proposed outdoor lighting fixtures (required for project sites within the Dark Sky (DKS) Overlay Zone).
5. **Landscape Plans.** When over 500 square feet of landscape area is proposed, it must be identified on the site plan. "Landscape area" means the total horizontal surface area dedicated to plant installation (including adjacent ground that provides space for the plants' establishment), plus the horizontal surface of any water features, that includes surface area of pool and spa. For more information, please see the Model Water Efficient Landscape Ordinance handout at <https://vcrma.org/permit-application-information-and-handouts>.
 6. **Covered parking structures** (garages and carports) and uncovered parking spaces.
 7. **Signs**, existing and proposed. Show the dimensions, the color, the material, and the location of each of the existing and proposed signs.
 8. **Proposed grading** – Show location and indicate amounts of grading and fill in cubic yard, and heights cuts, etc. Show existing and proposed contours at appropriate scale.
 9. **Vegetation removal** – Show location, type, and square footage of vegetation to be removed and for what purpose (e.g. roads/drives, structures, flat-work, landscaping).
 10. **Tree trimming and removal** – Show location of trunk, outline of "drip line" (range of tree canopy), type of tree, if it is to be removed, if it is to be trimmed and to what degree.
 11. **Fire Clearance area** –100' required around all structures in wildfire areas.
 12. **Roof Coverage* of all existing and proposed structures** – Label the structure same as "Bldg. Sq. Ft. Data" entry. (*the horizontal area covered by roofs, less 2' eaves).
 13. **Show footprint of all existing and proposed "flatwork"** – Driveways, patios, decks, pools, spas, ponds, required uncovered parking spaces, etc.
 14. **Show miscellaneous improvements** – Fire hydrants; show the location and the dimensions of free-standing lights, retaining walls, planters, built-in barbeques, fences and walls, patio covers, and storage sheds.
 15. **Designate the use of all proposed and existing structures.**
 16. **Show distances between all existing and proposed buildings.**
 17. **Table of structures labeled as: existing vs. proposed; their purpose; roof area and gross floor area.**
 18. **Lighting Specifications** – If project site is within the Dark Sky (DKS) Overlay Zone, add a note on all plans and elevations to acknowledge that '*All new outdoor lighting will be consistent with Sec. 8109-4.7 of the Non-Coastal Zoning Ordinance.*'
 19. **Indicate use of open areas** – Including recreational facilities, landscaping, storage and operations yards, etc.
 20. **Show location and dimensions of trash and recycling areas.**
 21. **On-site Parking and circulation:**
 - a. Show layout and dimensions of parking area and spaces, including those for the handicapped; number of parking spaces and circle the highest number.
 - b. Show direction and flows (shown with arrows).

- c. Show off-street loading spaces and facilities (commercial & industrial only).
- d. Show bicycle and motorcycle parking.
- e. Show concrete curbing and retaining wall details.
- f. Landscaping areas pursuant to the Model Water Efficient Landscape Ordinance handout at: <https://vcrma.org/permit-application-information-and-handouts>.

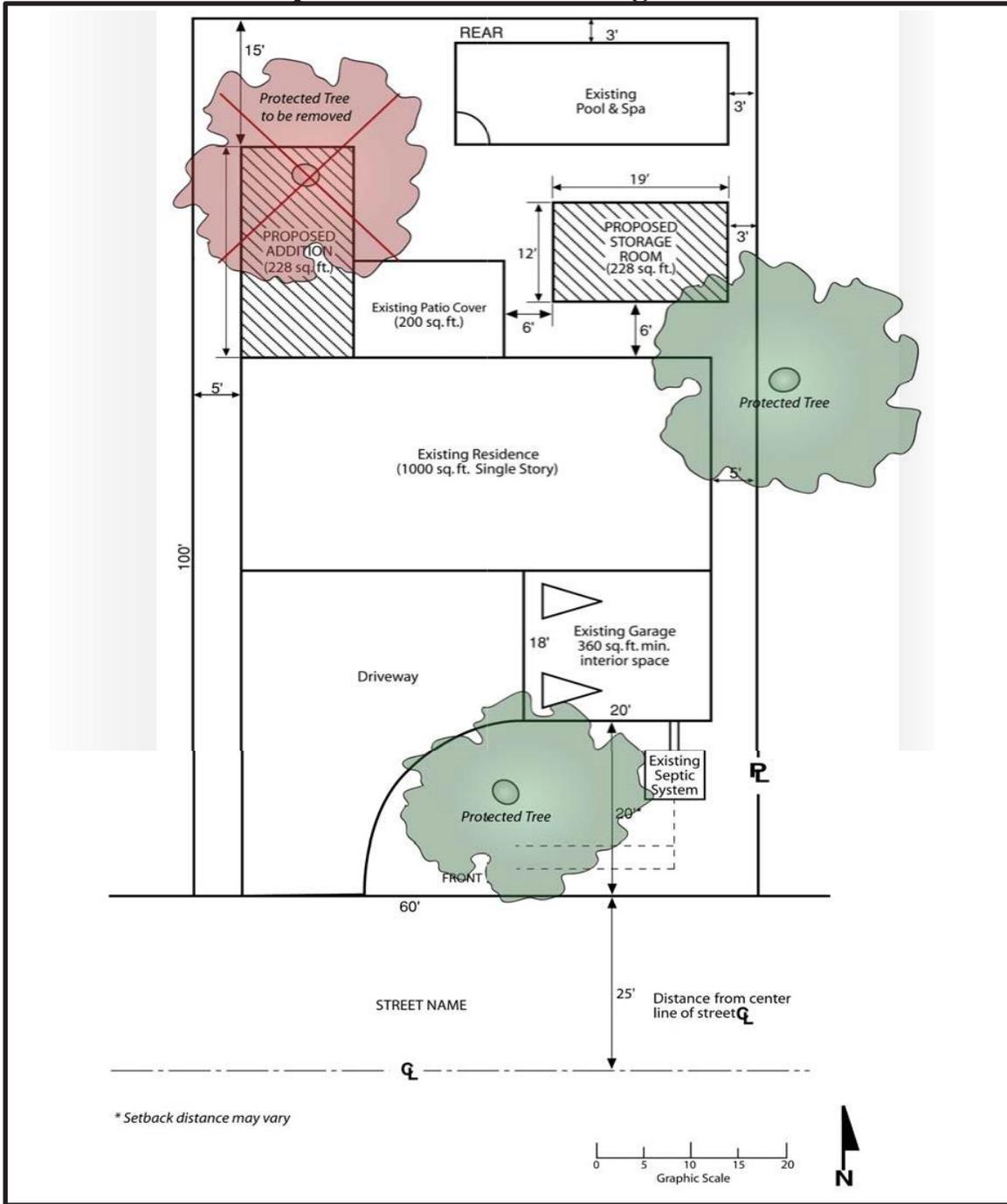
Specific Requirements for Floor Plans

1. **Show measured dimensions of all structures.**
2. **Show floor plans for all floors and levels, e.g., attics, lofts, and basements.**
3. **Show fixtures and dimensions of bathrooms in detached accessory structures** (36 sq. ft. is the general size limit).
4. **Show property lines** to existing and proposed structures if the property line is within 25' of the proposed structure.
5. **Show storage areas** for pesticides, fertilizers, chemicals, CO₂, propane, or other hazardous or combustible materials.

Specific Requirements for Elevations

1. **Show measured dimensions of the structure** – Width, heights at peaks and mid-points of pitched roofs. The lower face of a Gambrel roof must pitch inwards $\geq 45^\circ$ from vertical.
2. **Show property lines** to existing and proposed structures if the property line is within 20' of the proposed structure.
3. **Show original grade profile.**
4. **Show final grade profile of lot 5' from proposed structure.**
5. **Show Datum Point** – Flood Control surveyed elevation.
6. **Cross-sections** for habitable structures in the Coastal Zones.
7. **Maximum heights** for all proposed outdoor lighting fixtures shall be indicated (both freestanding or attached to the structure or fence/wall) for project sites within the Dark Sky (DKS) Overlay Zone.

Sample Site Plan for Zoning Clearances



Assessor's Parcel No. - - -

Street Address (if assigned): _____

Locality (community): _____

SAMPLE DEVELOPMENT DATA TABLE

Applicant completes the Development Data Table in the application using the directions provided in this sample.

Existing Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<i>House</i>	<i>1500</i>	<i>2175</i>
<i>Orchard</i>	<i>43 ac</i>	<i>NA</i>
TOTALS	1500	2175

Existing Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<i>Garage, shed, covered patio</i>	<i>400</i>	<i>400</i>
<i>Shed</i>	<i>50</i>	<i>50</i>
<i>Covered Patio</i>	<i>200</i>	<i>200</i>
<i>Barn</i>	<i>2000</i>	<i>2600</i>
TOTALS	2650	3250

Proposed Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<i>Addition to house</i>	<i>250</i>	<i>250</i>
<i>Greenhouse</i>	<i>20,000</i>	<i>20,000</i>
TOTALS	20,250	20,250

Proposed Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<i>Second Dwelling</i>	<i>900</i>	<i>900</i>
<i>Home Occupation</i>	<i>NA</i>	<i>NA</i>
<i>Farmworker Dwelling</i>	<i>1400</i>	<i>1400</i>
<i>Ag Sales Facility</i>	<i>500</i>	<i>400</i>
TOTALS	2800	2700