



# Zoning Clearance Application

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

## Applicant Contact Information

Applicant Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_  
Applicant Phone No. \_\_\_\_\_ e-mail: \_\_\_\_\_

## Property Owner Contact Information

Property Owner Name: \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
Property Owner Phone No. \_\_\_\_\_ e-mail: \_\_\_\_\_

## Agent Contact Information

Agent Name (if different than Applicant): \_\_\_\_\_  
Agent Address: \_\_\_\_\_  
Agent Phone No. \_\_\_\_\_ e-mail: \_\_\_\_\_

## Property Information

Property Address: \_\_\_\_\_  
Assessor Parcel Number(s): \_\_\_\_\_ Cross Streets: \_\_\_\_\_  
Zoning Designation: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_

Proof of Legal Lot Status (Check one that applies):

Certificate of Compliance # \_\_\_\_\_  Parcel Map or Tract Map # \_\_\_\_\_  Conditional Certificate of Compliance # \_\_\_\_\_  Voluntary Merger/Lot Line Adj  Other (provide explanation): \_\_\_\_\_

Present use of property: \_\_\_\_\_  
\_\_\_\_\_

Number of Protected Trees (see Non-Coastal Zoning Ordinance § 8107-25 and Coastal Zoning Ordinance § 8178-7) within 20 feet of the limits of the construction area: \_\_\_\_\_

Written Homeowner's Association or Property Owner's Association approval (attach if applicable):  YES  NO  N/A

Certificate of Appropriateness or Certificate of Review for Cultural Heritage Sites (attach if applicable):  YES  NO  N/A

Is there an active Planned Development Permit (PD) or Conditional Use Permit (CUP) on the property?  YES  NO

If yes, what is the permit number: \_\_\_\_\_ A copy of the conditions of approval of the land use entitlement must be submitted with this application. Contact the Planning Division at 805-654-2478 for a copy of the conditions of approval. Is the property and current uses on the property compliant with the applicable terms and conditions of that land use entitlement?  YES  NO

Is there an active violation case associated with the subject property?  YES  NO If yes, what is the violation case number: \_\_\_\_\_ Describe the violation? \_\_\_\_\_

Please be advised that no applications for a new entitlement will be accepted if a violation of the Zoning Ordinances or the Subdivision Ordinance exists on the subject property unless acceptance of the application is necessary to abate the existing violation.

**Project Information**

Check type of Zoning Clearance applied for (more than one may be checked):

- New Principal/Accessory Agricultural Structure(s)
- New Residential Units (e.g., single-family dwelling)
- Accessory Dwelling Unit (ADU) (attached or detached)
- Junior ADU
- Additions to Existing Buildings/Structures
- Accessory Residential Structure(s) (e.g., carports, decks, spas, sheds, animal shade structures, fireplaces, ground-mounted photovoltaic systems, non-commercial antenna, and the like)
- Demolition of Structure(s)
- Ministerial Oil and Gas Well(s)
- Emergency Shelter Zoning Clearance
- Residential High-Density Zoning Clearance

Proposed Use and/or Structure No. 1: \_\_\_\_\_

Proposed Use and/or Structure No. 2: \_\_\_\_\_

Proposed Use and/or Structure No. 3: \_\_\_\_\_

For dwellings, number of existing bedrooms: \_\_\_\_ Proposed number of additional bedrooms: \_\_\_\_

Number of existing covered parking spaces (i.e., carport, garage): \_\_\_\_ Number of existing uncovered marked parking spaces: \_\_\_\_

Total landscape area (sq. ft.): \_\_\_\_\_ Is the landscape area entirely new?  YES  NO  N/A Is the landscape area a retrofit?  YES  NO  N/A Include all proposed surface area of water features, including pools and spas.

Provide a full description of the proposed project: \_\_\_\_\_

\_\_\_\_\_

Detail any improvements to the premises and/or buildings/structures necessary to complete the proposed project. These improvements may include, but are not limited to, new electrical/electrical upgrades or plumbing, installation of outdoor lighting, installation of fencing, installation of landscaping or removal of trees:

\_\_\_\_\_

\_\_\_\_\_

Per HCD certified Housing Element Program Z- ADU Monitoring, please provide an estimated monthly rental rate if the project includes an ADU or JADU

Continue to Development Data Table on the next page.

### DEVELOPMENT DATA TABLE (Required)

Applicant completes the table below and provides it with the Zoning Clearance application.

Existing Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<b>TOTALS</b>		

Existing Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<b>TOTALS</b>		

Proposed Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<b>TOTALS</b>		

Proposed Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<b>TOTALS</b>		

**Acknowledgement and Signature of Applicant and Property owner**

**AFFIDAVIT OF APPLICANT**

I hereby certify, under penalty of perjury, that I have personal knowledge of the information stated in this application and that the information provided in this application and all required documentation to this application is true and correct. I further certify that this application has been prepared in compliance with the Ventura County Ordinance Code. I also understand and acknowledge that the information provided in this application may be public information and subject to disclosure under the California Public Records Act.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AFFIDAVIT OF PROPERTY OWNER**

I hereby certify, under penalty of perjury, that I am the property owner. I further certify that this application has been prepared in compliance of the Ventura County Ordinance Code, that the application materials are being submitted as a formal application for the request noted on this application and that the statements and information above and on other application documents referred to are, to the best of my knowledge and belief, in all respects true and correct. I hereby understand and acknowledge that I will be responsible for paying all applicable fees, and I understand that the payment of such fees does not entitle me to approval of this application and that no refunds will be made. I further certify that this application has been prepared in compliance of the Ventura County Ordinance Code.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Add more pages as necessary to accommodate signatures of all property owners.**

**AUTHORIZATION OF APPLICANT AND/OR AGENT**

I hereby authorize the person(s) identified below to apply for, sign, and file the documents necessary to obtain the permits required for my project. My authorized applicant and/or agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County. Check all that apply.

- APPLICANT
- AGENT

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.

**For Planning Staff Use Only**

Date Received/Paid: \_\_\_\_\_ Legal Lot Status: \_\_\_\_\_ Lot Size: \_\_\_\_\_ (sq. ft.) \_\_\_\_\_ (acres)

Zoning: \_\_\_\_\_ Overlay Zone: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_

Area Plan Land Use Designation: \_\_\_\_\_ Sq. ft. of Gross Floor Area Ministerially Allowed for Structure: \_\_\_\_\_



# Applicant Checklist

## Zoning Clearance Application Materials

The below checklist attests that you provided the following materials in your application.

Materials Provided		Required Application Materials and Additional Information
YES	NO	Description of Materials and Information to Be Provided
<b>GENERAL INFORMATION</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Zoning Clearance Application</b> filled out completely with required signatures?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Tree Permit Application</b> also submitted if the project involves the pruning (beyond specified 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?
<b>Does this application include:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and contact information? Applicant signed application?
<input type="checkbox"/>	<input type="checkbox"/>	Property owner name and contact information? Property owner signed application?
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Parcel Number(s) for the proposed site?
<input type="checkbox"/>	<input type="checkbox"/>	Property address for the proposed site?
<input type="checkbox"/>	<input type="checkbox"/>	Zone and General Plan land use designation?
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration of legal lot?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Development Data Table</b> filled out?
<input type="checkbox"/>	<input type="checkbox"/>	Copy of <b>Conditions of Approval</b> for any approved, active land use permit that runs with the subject property?
<input type="checkbox"/>	<input type="checkbox"/>	Full description of proposed project?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Zoning Clearance fees</b> have been paid in full?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Agent Authorization form</b> (if applicable)?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital Copies of Site Plan, Floor Plans</b> of all levels and floors, and <b>Elevations</b> of any new structures. Plan must include the information listed on the accompanying "Standards for Required Site Plans, Floor Plans and Elevations."
<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital Copies of Landscape Plans.</b> 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 <a href="https://vcrma.org/permit-application-information-and-handouts">https://vcrma.org/permit-application-information-and-handouts</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital photos of structure(s)</b> where exterior remodeling is proposed is helpful, but not required.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Digital copies</b> of all application materials? <b>A digital copy</b> of the application, plans, agent authorization form, and any supplemental materials shall be uploaded into Citizen's Access at the time of application submittal.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Have you provided supplemental materials?</b> If so, list the supplemental materials provided in the space below.
List of Additional Materials		