Discretionary Permit Process

Discretionary Permits
Discretionary permits require:

- Approval from a decision-making authority (Board of Supervisors, Planning Commission, Planning Director)
- Environmental review for potential impacts
- A public hearing

Public hearings allow the applicant and all interested parties to present their testimony and position on the requested use. Such permits can be approved, denied, or approved with conditions, and the decision can be appealed (10 days following date and decision).

Permit adjustments don’t require a public hearing. For more information about: any individual type of discretionary permit; the materials and information required for application submittal; processing time, filing fees, etc., please review on-line materials at www.vcrma.org/divisions/planning or call 805-654-2488.

Ministerial Permits
Ministerial permits are granted if a project meets all established standards set forth in the County Non-Coastal or Coastal Zoning Ordinance.

Conversely, such permits are automatically denied if all statutes cannot be met. No public hearing is required for ministerial permits.

A Zoning Clearance for a second dwelling unit is an example of a ministerial permit.

Permits Involving Discretionary Decisions
The following types of applications are subject to discretionary decisions:

- General Plan Amendments
- Ordinance Amendments
- Zone Changes
- Variances
- Conditional Use Permits
- Planned Development Permits
- Tract Maps
- Parcel Maps
- Parcel Map Waivers (some exceptions)
- Conditional Certificates of Compliance
- Modifications to above Entitlements
- Appeals
- Revocations of Land Use Permits
- Permit Adjustments

Other Agencies Reviewing Discretionary Permits
Planning staff will distribute your application to other County agencies (Public Works, Watershed Protection District, Environmental Health, APCD, Fire Department, Sheriff, General Services, etc.) and may request input from neighboring cities, LAFCO, special districts, Local Municipal Advisory Councils (MACs) and homeowners associations.

It is requested that you contact these agencies prior to submitting your application to obtain their requirements and/or comments.

How Long Will it Take to Process a Discretionary Permit?

Once an application has been determined to be complete, State law requires that a decision be made within either 6 months or 1 year depending on the type of environmental document prepared for the project.

In Ventura County, most discretionary permits take 5-8 months to process from the date the application is deemed complete.

Coastal Permits
Coastal permits generally follow the typical path as other discretionary applications. However, for some applications prior to becoming final, County decisions are sent to the California Coastal Commission for their review and required appeal period.
The Discretionary Permit Process

Application submittal

Distribution for 30 day review

Application Complete

Application Incomplete

Applicant Submits Additional Information

Planning staff determines appropriate environmental document within 30 days of application completeness.

Exempt/ND/MND/EIR

Application incomplete

Incompleteness letter sent to applicant

No Appeal

Administrative Public Hearing

Decision

Permit Types
- Parcel Maps
- Some Parcel Map Waivers
- Coastal Planned Developments
- Some Conditional Use Permits and Planned Development Permits
- Conditional Certificates of Compliance
- Modifications to the above permits
- Minor modifications to Tentative Tract Maps

Appeal

Condition Compliance
- Applicant meets all permit conditions, prior to issuance of a Zoning Clearance.
- Pays all processing fees.
- Obtains a Zoning Clearance.

OR

Planning Commission Public Hearing

Permit Types
- Conditional Use Permits (CUP) not approved by Director
- Coastal CUPs
- Residential Planned Developments
- Modifications to the above permits
- Appeals of Planning Director decisions
- P/C makes recommendations on all permits approved by Board of Supervisors

Decision

OR

Board of Supervisors Public Hearing

Permit Types
- Tract Maps and major modifications thereto
- Zone Changes
- General Plan Amendments
- Appeals of Planning Commission decisions
- Certain types of Land Use Permits

Decision

Appeal