



# New Project Referral Form

County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

## **Purpose:**

Pursuant to the Guidelines for Orderly Development (G.O.D.)<sup>1</sup> and the Ventura County General Plan,<sup>2</sup> applicants for land use permits or entitlements for urban development on property that is located within a City's sphere of influence shall be: (1) encouraged to apply to the City to achieve their development goals; and (2) discouraged from applying to the County. In addition, certain policies<sup>3</sup> of the Ventura Local Agency Formation Commission (LAFCo) require the annexation of property prior to receiving municipal services for development of the property. The purpose of this form is to facilitate communication between the applicant, City staff, LAFCo staff, and County staff to determine whether the applicant should apply to the City to achieve the applicant's development goals for the Subject Property (described below), pursuant to the G.O.D., Ventura County General Plan, and LAFCo requirements.

## **Instructions to Applicant:**

Please contact City contact and LAFCo staff, in order to schedule appointments at which to discuss your proposed project. At the meeting, please: (1) present this form to City and LAFCo staff; (2) have City and LAFCo staff complete their respective sections of this form (below); and (3) return the completed form to Mr. Winston Wright, the Discretionary Permit Coordinator for the Ventura County Planning Division, prior to submitting an application to the County for development of the Subject Property.

If County staff processes the application for the land use permits or entitlements for the proposed project, County staff will notify and request any comments or recommendations from City and LAFCo staff regarding the proposed project. Notification will occur after County staff accepts the application for processing, and will include (but will not be limited to) California Environmental Quality Act and public hearing notices.

If you have any questions about the information to be presented in this form, please contact Mr. Winston Wright, Discretionary Permit Coordinator, at (805) 654-2468 or [winston.wright@ventura.org](mailto:winston.wright@ventura.org).

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<sup>1</sup> For information regarding the G.O.D., see the brochure that is available on-line at: [http://docs.vcrma.org/images/pdf/planning/brochures/Guidelines\\_for\\_Orderly\\_Development.pdf](http://docs.vcrma.org/images/pdf/planning/brochures/Guidelines_for_Orderly_Development.pdf)

<sup>2</sup> See Land Use Policy 3.1.2-11 of the Ventura County General Plan *Goals, Policies and Programs* (2015, page 55), which is available on-line at: <http://docs.vcrma.org/images/pdf/planning/plans/Goals-Policies-and-Programs.pdf>

<sup>3</sup> See the Ventura LAFCo Commissioner's Handbook Policies of the Ventura LAFCo, which is available on-line at: <http://www.ventura.lafco.ca.gov/wp-content/uploads/Ventura-LAFCo-Commissioners-Handbook-Revised-4.20.2016.pdf>.

**Subject Property:**

The Subject Property consists of the following:

1. Tax Assessor's Parcel Number(s) (APNs):
2. Street Address(es):
3. Lot size (in square feet/acreage):
4. Subject Property Owner Name/Applicant:

**Proposed Project Description:**

Please provide a brief description of the proposed project (e.g., proposed use and description of the proposed physical development of the Subject Property). Please describe the proposed method of sewage disposal (e.g., private septic system or public sewer system) and water provision (e.g., private water well or public water system).

**LAFCo Staff Response:** *(This section for LAFCo staff use only.)*

LAFCo review and approval may be required if the proposed development involves a new or extended municipal service(s), including, but not limited to, water and/or sewer service.

Based on the project description provided above, the proposed project:

- Will** require LAFCo approval for the provision of the following service(s): \_\_\_\_\_ .  
Therefore:
  - Because annexation to the City of \_\_\_\_\_ appears feasible, the project proponent should seek project approval from, and annexation to, the City of \_\_\_\_\_ .
  - Because annexation to the City of \_\_\_\_\_ does not appear feasible, the applicant and/or City should seek LAFCo approval of an Out of Agency Service Agreement.
- Will not** require LAFCo approval because:

\_\_\_\_\_  
LAFCo Staff Signature

\_\_\_\_\_  
Date

**City Staff Response:** *(This section for City staff use only.)*

1. The proposed project will involve the following urban development (check all that apply):

- The proposed project will require the expansion of water service.
- The proposed project will require the establishment of a new community sewer system.
- The proposed project will require the significant expansion of an existing community sewer system.

The existing community sewer system is \_\_\_\_\_.

The expansion of the sewer system will be significant because:

- The proposed project will result in the creation of residential lots less than two acres in size.
- The proposed project will result in the establishment of commercial or industrial uses which are neither agriculturally-related nor related to the production of mineral resources.
- The proposed use  is /  is not consistent with the City's general plan land use designation.

2. The Subject Property  is /  is not contiguous to an existing City boundary.

3. The Subject Property is located approximately \_\_\_\_\_ feet from an existing sewer system.

4. The applicant  should /  should not apply to the (a) City for the land use permits or entitlements, and (b) LAFco to annex the Subject Property into the City, in order to allow the proposed project. The reason(s) for this determination is/are as follows:

5. The applicant  should  should not apply to the City for an Out of Agency Service Agreement (OASA) to obtain water service. A recorded OASA is required to provide water service to properties outside the City limits, meeting current City ordinances and regulations. Ventura Water's signature on the form does not guarantee water service.

\_\_\_\_\_  
City Staff Signature

\_\_\_\_\_  
Date

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Ventura Water Staff Signature (when applicable)

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Date