



Section III – Entitlement/Zone Change/Subdivision Application Questionnaire

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • 805 654-2478 • <http://www.ventura.org/rma/planning>

Summary of Documents Required with Application

The following items should accompany your application upon submittal. For those noted as “When Applicable”, please consult the pertinent section of the Questionnaire to determine if the items are required for your application.

SUBMIT WITH EVERY APPLICATION	No. of Copies
Project Plans (Confirm No. with Permit Administration Section)	20 or ____
Lease Agreement, Power of Attorney, or Owner Authorization document	1
Consent Letter from each property owner involved in the project or a copy of the lease, title report, or other documentation that demonstrates the legal right to file the application for the proposed project.	1
SUBMIT WHEN APPLICABLE	
Digital Copy of Each of the Documents/Studies Below	1
Water Availability Letter from water company	3
Well Water Quality Report	3
Water Well Pump and Recovery Test	3
Sewer Availability Letter	3
Septic Tank Pumping Report	3
Soils Report	3
Percolation Plan & Calculations	3
Quantity data of past and proposed groundwater use	1
Stormwater Quality Impact Mitigation Plan (SQUIMP)	1



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Geology Report	3
Drainage Study	4
Traffic Study	3
Documentation of existence of land use prior to 1985	1
Traffic Control Plan	1
Certification Statement of Hazardous Waste/Substance Site	1
Noise Study	1
Manure Management Plan	2
Dust Control Plan and Odor Impact and Minimization Plan	3
Wave Runup Study with Sea Level Rise Analysis (Beachfront Projects)	1 original & 2 copies
Preliminary Title Report	2
New Legal Description	21
Unsigned, draft documents to modify deeds of trust	2
Unsigned, draft grant deeds	2
Owner's certificate	1 original & 2 signed copies
Copy of Agreement	1
Articles of Incorporation	1
Lender's Acknowledgment form	1 signed & notarized original
Archaeological, historical, and/or paleontological resource survey report	1



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Questionnaire completed copies (Confirm No. with Discretionary Permit Coordinator)	15 or X No.
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