



Certificate of Appropriateness Application

County of Ventura • Resource Management Agency • Planning Division

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

Sections 1364-12 and 1366 of Ventura County Ordinance No. 4225, require submission and approval of a Certificate of Review or a Certificate of Appropriateness application by the Cultural Heritage Board (CHB) prior to commencement of or receipt of necessary permits for maintenance, alterations, restoration rehabilitation, remodeling, addition, change of use, demolition, subdivision, or relocation of a designated or potentially eligible Cultural Heritage Site. This includes: additions, walls, fences, light fixtures, sidewalks, steps, solar collectors, roof changes, parking lots, trees or other associated features on the exterior of a property.

Please note that the issuance of the Certificate of Appropriateness (COA) or the Certificate of Review (COR) is not a permit to construct, remodel, or demolish. Rather, the COA/COR is an authorization issued by the CHB (or support staff) in accordance with criteria adopted by the CHB. This criteria indicate that those actions listed above will not adversely affect the designated Cultural Heritage Site's values or unduly compromise the eligibility of a potential site to become a designated Cultural Heritage Site. After approval of the COA/COR, the applicant is responsible for obtaining all required building or planning permits from the appropriate jurisdiction.

Please Print or Type

A. Applicant/Contact Person	B. Property Owner (If multiple owners, attach additional sheets as necessary)
Name:	Name:
Address:	Address:
City/ Zip:	City/ Zip:
Phone:	Phone:
Email:	Email:

C. Site Information	D. Landmark/District/Point of Interest/Site of Merit and Historic Resources Survey (if applicable)
Property Address:	Historic Designation and No.:

Community or City/ Zip:	Local <input type="checkbox"/> State <input type="checkbox"/> National <input type="checkbox"/>
Assessor's Parcel Number(s):	Date of Designation:
Historic Name:	Survey Name and Date:
Mills Act Contract: <input type="checkbox"/> Yes <input type="checkbox"/> No	National Register Status Code:

E. Project Description/Proposed Improvements in Detail:

F. Reason for Proposed Changes:

G. Submittal and Fee Requirements:

Attach Checklist for Filing COA (see next page)

H. Signature(s):

Applicant:	Date:
Property Owner (required if different from applicant):	Date:

CHECKLIST FOR FILING A CERTIFICATE OF APPROPRIATENESS OR CERTIFICATE OF REVIEW

Submittal of the following items shall be required for application to be deemed complete:

One (1) copy of the complete application form

One (1) 8.5" x 11" copy of each drawing sheet

One (1) set of color photographs

Photographs of all sides of the building(s) and surroundings, including neighborhood context. Include historic photographs if available.

Color and Materials Samples and Specifications

Attach samples to a file size illustration board (e.g. 8½" x 11" or 8½" x 14" size). Large samples will not be accepted.

One (1) set of plans (24" x 36"), drawn to scale, including:

A. Elevation Drawings

- a. Include all sides of the building that are part of the project.
- b. Elevations of the project as visible from the public-right-of-way.
- c. New construction or large additions should include one set of colored elevations.

B. Plot Plan Drawings

- a. All site improvements and major landscape features, including buildings, fences, patios, walkways, driveways, and major trees/shrubs, indicating if they are existing, proposed, or slated for removal.
- b. Assessor's parcel number(s) of the property included within the map.
- c. Lines and approximate dimensions of all lots; when there is more than one lot, please include the total number of lots, the approximate area of each lot and the approximate area of all of the lots (if applicable).
- d. Locations, widths, and purposes of all existing and proposed easement for utilities, drainage, and other public purposes. Show all easements on site plan with dashed lines (if applicable).
- e. Square footages of existing, proposed and to be demolished structures.

C. All Drawings

- a. All drawings should clearly indicate existing and proposed changes, as well as dimensions, of all proposed work.
- b. All drawings should clearly indicate existing and proposed materials to be used.
- c. If proposed project has details, materials or dimensions that match existing materials, indicate as such.

- Cut sheets for all new elements (including new windows, doors, etc.)
- A digital version of the full plan set (24" x 36" size) on a CD
- Submit Applicable Fee: _____ (make check payable to the County of Ventura)

Please submit all required documentation to:

Ashley Cook, Program Planner
Cultural Heritage Board
800 South Victoria Avenue, L # 1740
Ventura, CA 93009
<https://www.vcrma.org/cultural-heritage-board>
ashley.cook@ventura.org