



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:

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
TOTALS		

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

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

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

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 or am authorized by the property owner(s) to submit this application (by submitting a signed Agent Authorization Form). 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.

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
GENERAL INFORMATION		
<input type="checkbox"/>	<input type="checkbox"/>	Zoning Clearance Application filled out completely with required signatures?
<input type="checkbox"/>	<input type="checkbox"/>	Tree Permit Application 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?
Does this application include:		
<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"/>	Development Data Table filled out?
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Conditions of Approval 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"/>	Zoning Clearance fees have been paid in full?
<input type="checkbox"/>	<input type="checkbox"/>	Agent Authorization form (if applicable)?
<input type="checkbox"/>	<input type="checkbox"/>	Digital Copies of Site Plan, Floor Plans of all levels and floors, and Elevations 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"/>	Digital Copies of Landscape Plans. 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 https://vcrma.org/permit-application-information-and-handouts .
<input type="checkbox"/>	<input type="checkbox"/>	Digital photos of structure(s) where exterior remodeling is proposed is helpful, but not required.
<input type="checkbox"/>	<input type="checkbox"/>	Digital copies of all application materials? A digital copy 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"/>	Have you provided supplemental materials? If so, list the supplemental materials provided in the space below.
List of Additional Materials		

COUNTY OF VENTURA

**AUTHORIZATION OF AGENT
TO ACT ON PROPERTY OWNER'S BEHALF**

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project (excluding the *Notice to Property Owner*, the execution of which I understand is my personal responsibility). My agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: _____

(Include Permit # if available)

Project Location: _____

(Address, APN and other property identification as needed)

Name of Authorized Agent: _____
(Please Print)

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

E-Mail Address of Authorized Agent: _____

PROPERTY OWNER ACKNOWLEDGEMENT

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Property Owner's Name: _____
(Please Print)

Property Owner's Signature: _____ Date: _____

Property Owner's E-Mail Address: _____

Property Owner's Phone Number: _____

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.

Verification of Property Owner Signature: Driver License Notarized Letter Other

Staff Signature

Date