



Materials Required for Application

Planning Division • Resource Management Agency • County of Ventura
800 S. Victoria Avenue, Ventura, CA 93009 • 805 654-2488 • <http://www.ventura.org/rma/planning>

The following list is used by the pre-submittal planner to specify the information and processing fees required by the Ventura County Planning Division and each County Agency you must contact in order for you to submit your application. Each Agency has a specified person in order to determine what specific information and fees will be required. Your application will not be accepted until all contact persons for the agencies checked have initialed the checklist and all information and/or fees as listed is included.

Pre-Submittal Planner	Phone	Date of Application Review
		<i>mm/dd/yyyy</i>
Pre-Submittal Letter Prepared?	No Yes	Date of Letter
		<i>mm/dd/yyyy</i>

Required No. of Copies Received

- Application Form (completed and signed)
- Application Fee deposit (payable to County of Ventura) per Fee Schedule \$
- Fee for Surrounding Property Owners List \$
- Reimbursement Agreement (original plus one copy)
- Legislative Amendment Questionnaire
- Assessor's Parcel Map with subject lot **outlined in bold lines**
- A Letter addressed to the Board of Supervisors explaining reason(s) and justification(s) for the requested change to the General plan, Zoning Ordinance or Zone Change
- Proof of Legal Lot (call Lori Windt at 805/654-2489)
- Lease Agreement/Power of Attorney/Owner Authorization

PUBLIC WORKS	Public Works Counter	Brian.Trushinski@ventura.org	Initial:
Required	No. of Copies	Received	

Fee Receipt

ENVIRONMENTAL HEALTH	Melinda Talent	805/654-2811	Initial:
Required	No. of Copies	Received	

Fee Receipt

AIR POLLUTION CONTROL DISTRICT	Alicia Stratton	805/645-1426	Initial:
Required	No. of Copies	Received	

FIRE PROTECTION DISTRICT	Michele Krieg	805/947-8524	Initial:
Required	No. of Copies	Received	

CULTURAL HERITAGE PROGRAM	Nicole Doner	805/654-5042	Initial:
Required	No. of Copies	Received	

OTHER	CONTACT	Phone	Initial:
Required	No. of Copies	Received	

Contact checked agencies for their specific application requirements