



# Temporary Housing After a Disaster (THAD) Zoning Clearance Application Instructions

County of Ventura • Resources Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009 • (805)654-2488

[www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning) OR <http://venturacountyrecovers.org>

1. A recreation vehicle (RV) may be used as temporary housing unit after a disaster. The RV must have an area to sleep, a kitchen, contain an adequate source of potable water, have a connection to an approved source of electrical power, and have a bathroom with bathing facilities and a toilet. The RV must be connected to sewer, septic, or have a wastewater tank that is located within or outside the RV. All wastewater must be discharged at a wastewater disposal facility licensed by the Environmental Health Division. Please understand composting toilets do not substitute for toilets connected to sewer or septic.
2. To apply for a temporary housing unit, please submit this form and the required site plan of the property. A hand-drawn site plan is permissible.
3. Issuance of a THAD permit does not guarantee issuance of a Building Permit from the Building & Safety Division, or related permits from other divisions such as Public Works and Environmental Health.
4. The temporary housing unit cannot be brought onto the property until the debris from the fire has been removed and the California Department of Toxic Substances (DTSC) has cleared the property for use. Exceptions to this rule may be made on a case-by-case basis after consultation with the Environmental Health Division.
5. Temporary housing units are permitted for one year, during which time, a permit for reconstruction of your home must be submitted. For victims of the Thomas Fire, temporary housing units are permitted for an initial period of 18 months. A subsequent 18-month extension may be permitted, but no later than January 1, 2023, if the temporary housing unit is: (1) connected to a permanent source of potable water (e.g., public water purveyor, water well); (2) connected to an approved source of electrical power; and, (3) continues to comply with the wastewater disposal requirements previously permitted.
6. After a building permit has been issued, the THAD permit will be converted to a *Temporary Housing during Construction* permit and you will be given an additional 12 months to reconstruct your home. A Zoning Clearance is required to convert the THAD permit to a *Temporary Housing during Construction* permit.
7. Prior to final approval (e.g., Certificate of Occupancy) given by the Building and Safety Division for your reconstructed home, the temporary housing unit (e.g., RV) must: (1) cease being used for temporary housing; (2) be disconnected from all of the utilities; and, (3) either be removed from the lot or properly stored on the lot in conformance with the Zoning Ordinance.

8. If protected trees have to be removed to accommodate placement of the temporary housing unit, a tree permit may be required. For more information please use this link:

<https://www.vcrma.org/tree-permits-and-the-tree-protection-ordinance>

## **Provide the Following Materials with the Zoning Clearance Application**

1. Please provide a drawing for the temporary housing unit which graphically depicts the following:
  - a. The property lines
  - b. The easements
  - c. The trees that will be removed to accommodate the placement of your temporary housing unit
  - d. The location of the Temporary Unit
  - e. The location of the wastewater facility (i.e.: septic tank and lines or sanitary sewer connection and lines)
  - f. The location of water approved water source. If it is a well show the well and tank sites. If it is public water show the lines.
  - g. The FEMA floodway
2. **THAD Application Fee** may be paid using cash, credit card, or check payable to the County of Ventura, Planning Division. The fee from the Planning Division for a THAD permit is currently \$167. The Ventura County Board of Supervisors adopted a fee waiver for the THAD permit for victims of the Thomas Fire. Similar fee waivers for victims of the Woolsey and Hill Fires are being considered by the Board of Supervisors on December 4, 2018.
3. **Application Form** filled out completely.



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## Applicant Provided Information

Owner's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Zip \_\_\_\_\_

Site Address: \_\_\_\_\_

Cross Streets: \_\_\_\_\_ & \_\_\_\_\_

Assessor Parcel No(s): \_\_\_\_\_

Are you removing trees to accommodate the temporary housing unit? Yes \_\_\_ No \_\_\_

Do you have debris on the property that has to be removed to allow for the temporary housing unit?  Yes  No

Has DTSC inspected your property?  Yes  No

Has DTSC cleared your property for construction?  Yes  No

### Please tell us about the temporary housing unit:

- Was your house severely destroyed or damaged in the Thomas Fire?  Yes  No
- Will your temporary housing unit be located on the same lot as the house you are reconstructing?  Yes  No
- Were you living in the house before it was destroyed?  Yes  No

d. What kind of temporary housing unit are you proposing to occupy?

- Recreational Vehicle       Trailer       Manufactured Home
- Tiny House on Wheels       Tiny House on the Ground

Will your temporary housing unit have the follow (please check all that apply)?

- Kitchen       Bath/Shower       Composting Toilet       Flushing Toilet
- Sleeping Area

Will your toilet be connected to sewer, septic, or a wastewater tank?

- Sanitary Sewer       Septic       Internal/External Wastewater Tank

How will potable water be provided?

- Connection to Public Water Utility       Private Well       Internal Tank

How will electrical power be provided?       Public Utility       Private Utility

e. Your temporary housing unit is permitted for one year, after which, a building permit is required for reconstruction of your home destroyed during the disaster. For victims of the Thomas Fire, your temporary housing unit is permitted for an initial period of 18 months. A subsequent 18-month extension may be permitted if the temporary housing unit is connected to a permanent supply of potable water, connected to an approved electrical source, and is either connected to sewer, septic, or through a wastewater tank.       I understand

f. How was your lot created?  Subdivision Tract Map       Deed       Other, please explain below

g. Once you obtain a building permit, the temporary housing unit will be converted to a permit (i.e.: “temporary housing during construction” permit) that will allow the temporary housing unit to remain for 12 additional months while you reconstruct your home.       I understand

**Page 2, THAD Application Form**

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For Office Use

Applicant Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Lot Size: \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres

Violation: \_\_\_\_\_ Legal Lot Status: \_\_\_\_\_

Zoning: \_\_\_\_\_

General Plan Land Use Designation: \_\_\_\_\_

Area Plan Land Use Designation: \_\_\_\_\_

LCA contract: \_\_\_\_\_

Previous permits on site: \_\_\_\_\_

Sq. ft. of Gross Floor Area Ministerially Allowed for Structure: \_\_\_\_\_

On site hazards: \_\_\_\_\_