



C.3. Community (e.g., El Rio, Piru, or Lake Sherwood):

**III.D. Primary Contact Information**

Please designate and provide the following information about the person who will serve as the primary point of contact on this project. All project-related correspondence will be directed to this person.

Name: Jensen Design & Survey, Inc. (Attn: Lisa Woodburn/Tanner Shelton) Phone Number: (805) 633-2251

Mailing Address: 1672 Donlon Street, Ventura, CA 93003

Email Address: LisaW@jds civil.com

Fax Number:

**III.E. Applicant, Property Owner, and Consultant Information**

Please provide the following information about the applicant, property owner, and all consultants (e.g., architects, civil engineers, surveyors, and permit expeditors) who prepared the application materials (e.g., plans, reports, and studies). For the person designated as the primary contact (Item D, above), please state: "Same as Primary Contact." If the item does not apply to your project, please check the "N/A" box and proceed to the following item.

**E.1. Applicant**

The applicant is: (Please check the appropriate box.)

Owner       Lessee       Has Power of Attorney       Authorized by Owner

If the applicant is not the property owner(s), **please submit a lease agreement, power of attorney document, or owner authorization document** with your application.

Name: Somis Ranch Partners, LLC (Attn: Dave White)

Phone Number: (805) 310-5070

Mailing Address: P.O. Box 6045 Oxnard, CA 93030

Email Address: dwhite@plazadevelopment.net

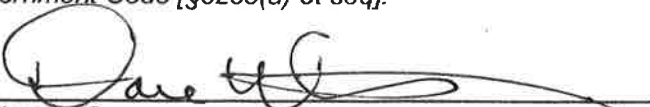
Fax Number:

I hereby submit an application for the land use entitlement(s) and/or zone change identified in this application questionnaire, and certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge.

I certify that I have read and understand all of the instructions and submittal requirements for my application package and have made a good faith effort to comply with these instructions and to provide all of the materials and information that are required for a complete application.

I hereby acknowledge that I have been informed of my right to make a written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.

I certify that I am aware that the information provided in my application package may be subject to public inspection that occurs as a result of any request made in accordance with the requirements of the California Government Code [§6253(a) et seq].

  
Applicant's Signature

5/7/2019  
Date

**E.2. Property Owner**

If the property owner is the same as the applicant (Item E.1, above), write "same." If there is more than one property owner, **please submit a consent letter for each additional property owner.** If the property owner refuses or is unable to sign, **please provide a copy of the lease, title report, or other documentation.**

Name: Meyerstein Trust

Phone Number: (818) 999-5888

Mailing Address: 2350 Long Valley Road. Hidden Hills, CA 91302

Email Address: ~~mainonmain@aol.com~~ mainonmain@gmail.com Fax Number: 818-883-8886

5/14/19

Property Owner's Signature Arnold H. Meyerstein, Trustee Date

**E.3. Architect**

Name: RRM Design Group (Attn: Detty Peikert)

Phone Number: (805) 963-8283

Mailing Address: 10 E. Figueroa St., Suite 1 Santa Barbara, CA 93101

Email Address: dhpeikert@rrmdesign.com Fax Number:

**E.4. Civil Engineer**

Name: Jensen Design & Survey, Inc. (Attn: Robert Harvey)

Phone Number: (805) 654-6977

Mailing Address: 1672 Donlon Street Ventura, CA 93003

Email Address: rharvey@jdescivil.com Fax Number:

**E.5. Licensed Land Surveyor**

Name: Jensen Design & Survey, Inc. (attn: Bill Hurdle)

Phone Number: (805) 654-6977

Mailing Address: 1672 Donlon Street Ventura, CA 93003

Email Address: bhurdle@jdescivil.com Fax Number:

**E.6. Land Use Consultant**

Name: Jensen Design & Survey, Inc. (Attn: Lisa Woodburn)

Phone Number: (805) 633-2251

Mailing Address: 1672 Donlon Street Ventura, CA 93003

Email Address: LisaW@jdescivil.com Fax Number:

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: Somis Ranch Farmworker Housing Complex

(Include Permit # if available)

Project Location: APN: 156-0-180-285

2789 Somis Road, Somis, CA 93066

(Address, APN and other property identification as needed)

Name of Authorized Agent: Jensen Design & Survey, Inc. (Attn: Lisa Woodburn/Tanner Shelton)  
(Please Print)

Address of Authorized Agent: 1672 Donlon Street Ventura, CA 93003

Phone Number of Authorized Agent: (805) 633-2251

E-Mail Address of Authorized Agent: lisaw@jds civil.com

**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: Meyerstein Trust  
(Please Print)

Property Owner's Signature: \_\_\_\_\_ Date: 5/14/19

Arnold H. Meyerstein

Property Owner's E-Mail Address: mainonmainsmr@gmail.com

Property Owner's Phone Number: 818-999-5888

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 \_\_\_\_\_

COUNTY OF VENTURA

**AUTHORIZATION OF AGENT  
TO ACT ON PERMITTEE'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. My agent shall receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: Somis Ranch Farmworker Housing Complex

(Brief Summary to Include Permit No., If Available)

Project Location: APN: 156-0-180-285

2789 Somis Road . Somis, CA 93066

(Address, APN and other property identification as needed)

Name of Authorized Agent: Jensen Design & Survey, Inc. (Attn: Lisa Woodburn/Tanner Shelton)

(Please Print)

Address of Authorized Agent: 1672 Donlon Street Ventura, CA 93003

Phone Number of Authorized Agent: (805) 633-2251


E-Mail Address of Authorized Agent: lisaw@jdsccivil.com

**PERMITTEE ACKNOWLEDGEMENT**

I declare under penalty of perjury that I am the permittee for the project at 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.

Permittee's Name: DAVE O. WHITE, MANAGING MEMBER

(Please Print)

Permittee's Signature:  Date: 5/7/2019

Permittee's E-Mail Address: DWHITE@PLAZADEVELOPMENT.NET

Permittee's Phone Number: (805) 981-3877, EXT. 317

\* A notarized letter from the permittee may be submitted in lieu of this form.

### III.F. Project Description

To ensure County staff understands your project and to avoid delays in processing your application, it is very important to provide as much information as possible on all aspects of the proposed project. In order to present a detailed project description, please answer all of the following questions and provide the requested materials (as applicable) to supplement the project information that must be shown on the project plans and/or map.<sup>1</sup>

#### F.1. Entitlements, Zone Change, and/or Approvals

- a. Existing Permits: List all Federal, State, or Ventura County permits which currently are in effect for the buildings, structures, and uses that currently exist on the project site. If Zoning and Building Permits are unavailable for a building or structure, please contact the Tax Assessor’s Office to determine when the building or structure was constructed and provide the date. If there are no permits currently in effect on the project site, please check the “N/A” box and proceed to Item F.1.b. **N/A**

Agency	Permit Case Number	Description of Permitted Use/Development	Permit Issuance Date	Permit Expiration Date

- b. Requested Permits, Actions, and Approvals: Please identify all of the Planning Division, other County Agencies, responsible agencies, and trustee agencies permits, actions, and approvals that you are requesting in order to implement the proposed project.<sup>2</sup> If the project involves a modification to any previously approved permit (e.g., local, State, or Federal permit), please describe the previously approved permit (e.g., type of permit and permit number).

c. Zoning Violations:

- (1) Is the project site currently subject to any Federal, State, or Ventura County violations?    **Yes**    **No**  
 If so, please provide the following information:

<sup>1</sup> See the “Requirements for Discretionary Entitlement Application Plans, Subdivision Maps, and Parcel Map Waiver Sketch Maps” checklist for the information that must be shown on project plans and/or the map. Please note that a detailed, narrative project description may be submitted with—but not in lieu of—a completed application questionnaire.

<sup>2</sup> For a definition of “responsible” and “trustee” agencies, please see the *State CEQA Guidelines* [California Code of Regulations, Title 14, Chapter 3, §15381 and §15386].

Agency	Violation Case Number	Description of the Violation

(2) If the project is being proposed in order to abate a Zoning Violation, please describe how the proposed project would abate the Zoning Violation. For projects that do not involve a Zoning Violation, please check the "N/A" box and proceed to Item F.1.d. **N/A**

d. Zone Changes: For projects involving a Zone Change, please provide the proposed changes in land use and/or zoning designations of the project site. For projects that do not involve a Zone Change, please check the "N/A" box and proceed to Item F.1.e. **N/A**

Assessor's Parcel Number	Existing Zoning Designation	Proposed Zoning Designation

e. Variations: If the project includes a request for approval of a variance, please provide the following information. For projects that do not involve a variance, please check the "N/A" box and proceed to Item F.2. **N/A**

The sole purpose of any variance is to relieve a property owner from an inability to make reasonable use of his or her property in the manner, and for the purpose, which other property of like character, and in the same vicinity and zone, can be used. A variance will not be granted which confers a special privilege inconsistent with the limitations upon other properties in the same vicinity and zone in which the property is situated. All four of the following standards for a variance must be met; please describe how each one pertains to your property (use additional sheets as necessary).

- (1) There are special circumstances or exceptional characteristics applicable to the property with regard to size, shape, topography, location, or surroundings which do not apply generally to comparable properties in the same vicinity and zone classification. You must demonstrate that extraordinary circumstances exist on the property itself, such as:
  - Uniqueness in size, shape, etc.

- That topography is the cause of a particular hardship.
- That the location is of a special nature.
- That there is a hardship unique to the property itself, and not a personal problem of the applicant.

- (2) Granting the requested variance will not confer a special privilege inconsistent with the limitations upon other properties in the same vicinity and zone.
- Show that there are related uses on other properties in the same zone.
  - Please be aware that similar variances granted for property elsewhere in the County are not grounds for granting a variance.

- (3) Strict application of the zoning regulations as they apply to the subject property will result in practical difficulties or unnecessary hardships inconsistent with the general purpose of such regulations.

- (4) Granting of the requested variance will not be detrimental to the public health, safety, or general welfare, nor to the use, enjoyment, or valuation of neighboring properties. Provide evidence that granting your request will not impose any hardship or damage on neighboring properties, nor be detrimental to the public welfare.



**F.2. Project Phasing/Duration**

- a. Development Phasing: Please describe the duration of each phase of the proposed project including, but not limited to, vegetation removal, grading, construction, and operational phases of the project.
  
- b. Conditional Use Permit Expiration Date: For projects that involve a Conditional Use Permit (“CUP”), please state the requested expiration date of the CUP (i.e., the termination of the operational phase of the CUP). For projects that do not involve a CUP, please check the “N/A” box and proceed to Item F.2.c. **N/A**
  
- c. Special Events: For projects involving special events (e.g., weddings, animal shows, and pumpkin patches), please provide the following information. For projects that do not involve special events, please check the “N/A” box and proceed to Item F.3. **N/A**

Type of Event:

Days and Hours of Operation:

Total Number of Events/Year:

**F.3. Self-Imposed Restrictions**

- a. Existing Restrictive Covenants: Is the property (or a portion thereof) subject to a Restrictive Covenant?  
**Yes      No**

If the answer is “Yes,” **please submit a copy of the Restrictive Covenant.**

- b. Please describe any features that have been incorporated into the project description to avoid any adverse environmental impacts and/or to achieve consistency with a policy or regulation that applies to the project (e.g., self-imposed prohibitions on future ministerial uses of the property). If the project includes a restrictive covenant, please describe the following features of the restrictive covenant:
  - The purpose of the restrictive covenant (e.g., avoidance of a significant impact to biological resources or geological hazards);
  - The type of areas that would be subject to the restrictive covenant (e.g., wildlife habitat areas located adjacent to the project site); and,
  - The amount of area that would be subject to the restrictive covenant.

**F.4. Dedications/Easements**

Please describe in detail the type, size, and purpose of all proposed dedications (e.g., road, utility, or habitat conservation easements). **N/A**

**F.5. Water Supply**

a. What is the existing source of water at the project site? Please check the item that applies and, if a water purveyor provides water, please provide the requested information about the water purveyor.<sup>3</sup>

(1) Water Purveyor

Water Purveyor’s Name:

Address:

Phone Number:

(2) Individual Water Well

(3) Shared Water Well

b. What is the size of the water tank/reservoir that serves the project site? gallons

c. Please provide the fire flow that is available to the project site: GPM @ 20 PSI Residual

d. Please identify the Groundwater Basin or State Designated Hydrologic Area in which the project site is located. Please indicate if the project site is located within the boundaries of any water management authority (e.g., the Ojai Basin Groundwater Management Agency, the Fox Canyon Groundwater Management Agency, or the Santa Paula Pumpers Association).

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<sup>3</sup> In order to identify the water purveyor that serves the project site, please see the Watershed Protection District’s “Inventory of Public and Private Water Purveyors in Ventura County” (March 2006) which is available at the Watershed Protection District, Groundwater Section.

e. Please list all known water wells onsite or offsite that would supply the project, including any municipal, industrial or agricultural supply wells.<sup>4</sup> If the project would not rely on a water well, please check the “N/A” box and proceed to Item F.5.E. **N/A**

f. For projects that are proposed to rely on public water, **please submit three copies of a water availability letter from the water company** indicating that existing/future domestic water service is available for the proposed project. The water availability letter must show that the water purveyor has additional groundwater to serve the total annual water supply that is required for the project. This letter is required when the water supply is to be provided by a city, water district, mutual water company, privately owned water company or with five or more service connections, or similar supplier.<sup>5</sup> If the project would not rely on public water, please check the “N/A” box and proceed to Item F.5.g. **N/A**

g. For projects that are proposed to rely on an individual or shared water well, please submit the following information. If the project would not rely on an individual or shared water well, please check the “N/A” box and proceed to Item F.5.h. **N/A**

(1) **Please submit three copies of a well water quality report which includes testing results obtained within the last year.**<sup>6</sup> This report is required when the domestic water supply is to be provided by an individual well or a well shared by four or fewer connections (including the proposed connection for the project).

(2) **Please submit three copies of a water well pump and recovery test (well test) of the proposed water supply.**<sup>7</sup>

h. Please provide a detailed description of the proposed water source for fire protection purposes, by answering the following questions and providing the following information:

(1) Is the source of water for fire protection purposes going to be provided by a private well or purveyor?  
Private Well                      Purveyor

If water is going to be provided by a purveyor, please provide the following information. If water is not going to be provided by a private well, please proceed to Item F.5.h(1)(b).

(a) Purveyor Name:

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<sup>4</sup> For projects that are located within the boundaries of the Fox Canyon Groundwater Management Agency (FCGMA), FCGMA Ordinance No. 8.1 requires that before drilling a new water well, a completed water well permit application must be submitted. The FCGMA “No Fee Water Well Permit Application” form is available on-line at: <http://www.fcgma.org>.

<sup>5</sup> A water bill may be used in lieu of a letter for existing service for some projects; however, please contact Rebecca Lustig at (805) 654-2830 and Kim Loeb at (805) 650-4083 to determine if a water bill may be used for the proposed project.

<sup>6</sup> Please see the County of Ventura, Resource Management Agency, Environmental Health Division’s “Certification of Water Quality” handout, which is available at the Environmental Health Division’s Public Information Counter.

<sup>7</sup> Please see the Watershed Protection District, Groundwater Section, for the methodology and reporting requirements for a water well pump and recovery test.

Address:

Phone Number:

(b) Size of the water tank/reservoir that serves the water system: \_\_\_\_\_ gallons

(c) Fire flow that is available at 20 PSI-R from the water system at the nearest fire hydrant to the project site: \_\_\_\_\_ gpm

**NOTE:** The size of the water tank/reservoir to be determined in consultation with Waterworks Dist. 19 during the engineering design process.

### F.6. Sewage Disposal

a. What is the existing source of sewage disposal? Please check the item that applies. If a sewer purveyor provides sewage disposal services, please provide the requested information about the sewer purveyor. If an on-site wastewater treatment system provides sewage disposal, please indicate the type of system by checking the appropriate box.

(1) Public Sewer                      Sewer Purveyor's Name:

Address:

Phone Number:

(2) On-site wastewater treatment system

(a) Septic System

(b) Treatment Plant

(c) Grey Water System

(d) Step (Septic Tank Effluent Pumping) Systems

**NOTE:** The existing agricultural office and farmworker dwellings use a septic system for sewage disposal. The proposed farmworker housing complex will use an onsite Package Treatment Plant (PTP) for sewage disposal. No changes are proposed to the existing septic system.

b. Subdivisions and other discretionary projects having a direct effect upon the volume of sewage are required to demonstrate conformance with the Ventura County Sewer Policy.<sup>8</sup> This policy does not apply to the construction of one single-family residence or second dwelling unit on a legal lot. If your project only involves the construction of one single-family residence or second dwelling unit on a legal lot, please check the "N/A" box and proceed to Item F.6.c. **N/A**

c. Public sewer: If the property is/will be served by public sewer, **provide three copies of a sewer availability letter** from the sanitation district, city, or other sewer agency, indicating that existing/future sewer service is available for the proposed project. A sewer bill may be used in lieu of a letter for existing service for some projects. If the property is not/will not be served by public sewer, please check the "N/A" box and proceed to Item F.6.d. **N/A**

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<sup>8</sup> Please see the Ventura County Sewer Policy (Adopted on June 6, 1995), which is available at the Environmental Health Division counter or on-line at <http://www.vcrma.org/envhealth/technical-services/land-use/index.html>.

d. On-site wastewater treatment system (e.g., “septic system” or “treatment plant”): If the project is/will be served by on-site sewage disposal, **provide the following information:**

(1) **Three copies of a Septic Tank Pumping Report** for all existing septic systems located on the project site.<sup>9</sup>

(2) **Three copies of a soils report** for septic system suitability for proposed septic systems.<sup>10</sup>

If the property is not/will not be served by on-site sewage disposal, please check the “N/A” box and proceed to Item F.6.e. **N/A**

e. For commercial projects and subdivisions involving three or more lots less than five acres in size, applicants must contact the Los Angeles Regional Water Quality Control Board to obtain the waste discharge requirements that will apply to the project. Please contact the Los Angeles Regional Water Quality Control Board at (213) 576-6600 for more information.

#### **F.7. Groundwater Resources**

a. If necessary,<sup>11</sup> please **provide a percolation plan and calculations** to demonstrate sufficient measures will be incorporated into the project design to assure that the proposed project would not result in a net reduction in aquifer recharge. Specific measures that may be incorporated into the project include, but are not limited to: reduction of impervious surface areas; construction of detention/percolation ponds; use of porous paving materials; diversion of runoff to sheet flow over landscaped areas; landscape drainage swales; and, soil amendment techniques to enhance percolation. All proposed impervious surfaces (e.g., parking areas, sidewalks, and buildings), must be itemized in the calculations. If a percolation plan and calculations are not required, please check the “N/A” box and proceed to Item F.7.b. **N/A**

b. If necessary,<sup>11</sup> please **submit data on the quantity of past groundwater use and proposed groundwater use**. Please be advised that you must show how any potential increase in water demand caused by the proposed project would be mitigated such that there would be no net increase in groundwater usage and no net detriment to the underlying aquifer volume, recharge capability, or quality. Securing another source of water (e.g., reclaimed water or providing “new water” such as imported water, or water from other sources) would be considered an acceptable mitigation measure to offset potential increases in the demand for groundwater. If data on groundwater use is not required, please check the “N/A” box and proceed to Item F.7.c. **N/A**

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<sup>9</sup> Please see the County of Ventura, Resource Management Agency, Environmental Health Division’s “Septic Tank Pumping Report” handout, which is available at the Environmental Health Division counter or on-line at <http://www.vcrma.org/envhealth/technical-services/land-use/index.html>.

<sup>10</sup> Please see the County of Ventura, Resource Management Agency, Environmental Health Division’s “Soils Report Requirements” handout, which is available at the Environmental Health Division counter or on-line at <http://www.vcrma.org/envhealth/technical-services/land-use/index.html>.

<sup>11</sup> Please contact the Watershed Protection District, Ground Water Section, to determine if a percolation plan and calculations, or data on groundwater use are required.

- c. Please contact the Watershed Protection District, Groundwater Section to determine if the project site overlies an overdrafted groundwater basin. If the project site overlies an overdrafted groundwater basin, please list the name of the groundwater basin. If the project site does not overlie an overdrafted groundwater basin, please check the "N/A" box and proceed to Item F.8. **N/A**

Groundwater Basin:

## F.8. Surface Water Quality

The following questionnaire will only determine if the proposed project is subject to Ventura Countywide NPDES Municipal Stormwater Permit Order No. R4-2010-0108, Part 4.E "Planning and Land Development Program" requirements to select, design, construct, and maintain Post-construction Stormwater (PCSW) controls. Additional evaluation of the proposed project will be conducted to determine any additional individual and cumulative impacts by the proposed project to surface water quality.

- a. Does this proposed project involve construction of street(s), road(s), highway(s), or freeway adding or creating 10,000 square feet or more of **impervious surface area** (refer to the Definition below)?
- Yes**, this project shall incorporate USEPA Guidance "Managing Wet Weather with Green Infrastructure: Green Streets" to the maximum extent practicable. For additional information refer to <http://onestoppermit.ventura.org> under Surface Water Quality Section's "Guidelines/Standards".
  - No**, proceed to item F.8.b
- b. Is this application for construction of a Single Family Hillside<sup>12</sup> Home?
- Yes**, this project shall include Post-Construction Requirements for Single-Family Hillside Homes. For additional information refer to <http://onestoppermit.ventura.org> under Surface Water Quality Section's "Guidelines/Standards".
  - No**, proceed to item F.8.c
- c. Is the proposed project located within the County Unincorporated Urban areas?
- Yes**, proceed to item F.8.d
  - No**, this proposed project is not subject to PCSW controls.
- d. Is this application for a New Development project that will result in creation or addition of **impervious surface area** (refer to the Definition below)?
- Yes**, proceed to item F.8.e
  - No**, proceed to item F.8.f
- e. Please check the appropriate box if the proposed New Development project involves any of the following activities:
- Yes**, New Development project equal to 1 acre or greater of disturbed area and adding more than 10,000 square feet of **impervious surface area** (refer to the Definition below);
  - Yes**, Industrial park 10,000 square feet or more of surface area;
  - Yes**, Commercial strip mall 10,000 square feet or more of **impervious surface area** (refer to the Definition below);

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<sup>12</sup> "Hillside" is defined as average slope of 20% or greater.

- Yes**, Retail gasoline outlet 5,000 square feet or more of surface area;
- Yes**, Restaurant 5,000 square feet or more of surface area;
- Yes**, Parking lot 5,000 square feet or more of **impervious surface area** (refer to the Definition below), or with 25 or more parking spaces;
- Yes**, Automotive service facility 5,000 square feet or more of surface area;
- Yes**, a project located in or directly adjacent to, or discharging directly to an Environmentally Sensitive Area<sup>13</sup> (ESA), where the development will:
  - A) Discharge storm water runoff that is likely to impact a sensitive biological species or habitat; and
  - B) Create 2,500 square feet or more of **impervious surface area** (refer to the Definition below).
- No**, none of the above; this proposed New Development project is not subject to PCSW Controls.

If you check “**Yes**” in at least one box above (item F.8.e), proceed to item F.8.h for required project submittal information.

- f. Is proposed project a Redevelopment and land-disturbing activity (not an interior remodel, not a roof replacement, or other maintenance-related activities) of an existing single-family dwelling and accessory structures that will result in creation, addition, or replacement of 10,000 square feet of **impervious surface area** (refer to the Definition below)?
  - Yes**, the PCSW controls are required; for project submittal information refer to item F.8.h
  - No**, proceed to item F.8.g
- g. Is proposed Redevelopment and land-disturbing activity (not maintenance) project other than existing single-family dwelling that will result in creation, addition, or replacement of 5,000 square feet of **impervious surface area** (refer to the Definition below) on already developed site<sup>14</sup>?
  - Yes**, the PCSW controls are required; for project submittal information refer to item F.8.h
  - No**, this Redevelopment project is not subject to PCSW controls.
- h. If you answered “**YES**” to questions in items F.8.f and F.8.g, the proposed project is subject to design, construction, and maintenance of the PCSW controls in accordance with the Ventura Countywide Technical Guidance Manual (TGM) for Stormwater Quality Control Measures (available at <http://www.vcstormwater.org/index.php/publications/manuals/tech-guide-manual>). The following items shall be included in your application package:
  - I. Identify proposed PCSW controls on your site/grading plan,
  - II. Provide the necessary analysis in your Drainage Study to demonstrate that the PCSW controls will function as proposed including any applicable stormwater quality design flow or volume calculations for proposed treatment device(s) using applicable “Design Procedure Form” (Appendix G of the Technical Guidance Manual), and
  - III. Submit a Post-Construction Stormwater Management Plan (PCSWMP)<sup>15</sup>.

<sup>13</sup> For complete ESA information, call County Stormwater Program staff at (805) 662-6737.

<sup>14</sup> To determine if proposed project meets definition of Redevelopment project, the already developed site shall meet at least one of the criteria listed in items F.8.a or F.8.e. For additional information, call County Stormwater Program staff at (805) 662-6737.

<sup>15</sup> County of Ventura PCSWMP form is available at <http://onestoppermit.ventura.org> under County Stormwater Program Section “Forms” tab. For additional information, call County Stormwater Program staff at (805) 662-6737.

**DEFINITION:**

**Impervious Surface Area** - A hard surface area which either prevents or retards the entry of water into the predevelopment soil mantle. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, impermeable concrete or asphalt paving, gravel roads, packed earthen materials, and oiled macadam or other surfaces which similarly impede the natural infiltration of stormwater. For complete definition refer to the 2011 Ventura Countywide Technical Guidance Manual for Stormwater Quality Control Measures available at <http://www.vcstormwater.org/index.php/publications/manuals/tech-guide-manual>.

For more information refer to <http://onestoppermit.ventura.org> under County Stormwater Program or call (805) 662-6737.

The copy of the Ventura Countywide Technical Guidance Manual (TGM) for Stormwater Quality Control Measures is available at <http://www.vcstormwater.org/index.php/publications/manuals/tech-guide-manual> .

**F.9. Floodplain Management<sup>16</sup>**

- a. If the project, including any site grading, is proposed to be located within a 100-year floodplain but the floodplain boundaries and 100-year base flood elevation on the property have not been determined by FEMA on the Flood Insurance Rate Map (i.e., referred to as an Unnumbered/Approximate 'A' flood zone), a California-licensed Civil Engineer will need to submit hydrologic and hydraulic analyses that determine the boundaries, base flood elevation, and velocity of the 100-year floodplain and, if applicable, the Regulatory Floodway. A California-licensed Land Surveyor can provide current topography of the property as part of the submitted engineering analyses. If the project is not located within an Unnumbered/Approximate 'A' flood zone, please check the "N/A" box and proceed to Item F.9.b. **N/A**
- b. If the project, including site grading, is proposed to be located in close proximity to a boundary of a Regulatory Floodway or a boundary of a 100-year floodplain, as delineated on the current ('Effective') or latest FEMA-issued ('Preliminary') Flood Insurance Rate Map, a California-licensed Civil Engineer, Architect, or Land Surveyor will need to submit a scaled site plan, using current topography, verifying the location of the proposed project in relation to the floodway/floodplain boundary. Please proceed to F.9.c; however, if the project is not located within a floodway/floodplain, please check the "N/A" box and proceed to Item F.9.d. **N/A**
- c. If the project is proposed to be located within a 100-year floodplain, please list all proposed structures (habitable and non-habitable, site grading, and any new or replacement utilities and services (electrical, mechanical, heating, ventilation, plumbing). Please proceed to F.9.d.
- d. If the project is proposed to be located within the Silver Strand or Hollywood Beach coastal communities, specifically, please provide the following elevation information.<sup>17</sup> If the project is not located within these communities, please check the "N/A" box. **N/A**

<sup>16</sup> County of Ventura Floodplain Management Ordinance, Title 44 Code of Federal Regulations Sections 59, 60, 65, and 70.

<sup>17</sup> Please see the Public Works Public Information Counter to obtain an instruction handout.



- (1) Elevation (Mean Sea Level) of the localized flooding spillpoint for the subject property: \_\_\_\_\_ msl.
- (2) Elevation (Mean Sea Level) of the crown of fronting street (measurement taken at mid-point of the property frontage): \_\_\_\_\_ msl.

**F.10. Geology, Site Grading, and Drainage**

a. If the project involves site grading activities, please provide the following information. For projects that do not involve grading activities, please check the “N/A” box and proceed to Item F.10.b. Please be advised that **all projects involving new construction require the submission of three copies of a soils report.**  
**N/A**

(1) Please provide the following statistics on the proposed site grading activities:

- (a) Area to be graded: \_\_\_\_\_ sq. ft. \_\_\_\_\_ acres
- (b) Slope ratio of steepest finished slope (horizontal feet/each vertical foot): \_\_\_\_\_
- (c) Height of highest finished slope (from top to bottom): \_\_\_\_\_ ft.
- (d) Please state whether or not the graded soil is proposed to be balanced on-site during construction, or proposed to be reused during the landscaping phase of the project.

(e) If the proposed project would result in the export of materials, please provide the following information. If the project does not involve the export of materials, please check the “N/A” box and proceed to Item F.10.a(1)(f). **N/A**

(i) Types of materials to be exported:

(ii) Location to which excess materials would be transported: \_\_\_\_\_

(iii) Proposed truck route to the location where the materials would be transported:

(f) If the proposed project would require the import of materials, please provide the following information. If the project does not involve the import of materials, please check the “N/A” box and proceed to Item F.10.a(1)(g). **N/A**

(i) Types of materials to be imported:

(ii) Location from which the materials would be imported:

(iii) Proposed truck route from the materials site to the proposed project site:

- (g) For all projects involving new construction or grading activities, **please submit three copies of a soils report**. If the project does not involve new construction or grading activities, please check the “N/A” box and proceed to Item F.10.a(1)(h). **N/A**
- (h) For all projects involving new construction or grading and that are located within a hillside or Geologic Hazard Area, **please submit three copies of a geology report**. If the project does not involve new construction or grading in any of these areas, please check the “N/A” box and proceed to Item F.10.a(1)(i). **N/A**
- (i) Please describe any features that have been included in the project description to control the creation of dust.

- b. **Please submit four copies of a drainage study**, if the project would result in: a change in the amount of impervious area within the project site; any change on local drainage patterns; a subdivision; and/or any additional storm water runoff onto adjacent property or public roads. If the project does not require a drainage study, please check the “N/A” box and proceed to Item F.11. **N/A**

The drainage study must conform to the following requirements and must include (but is not limited to) the following information:

- (1) The drainage study must be prepared, signed, and stamped by a California Registered Civil Engineer.
- (2) The drainage study must conform to the Ventura County Road Standards, as well as the Watershed Protection District’s standard, which is that there must not be an increase in peak runoff rate in any storm frequency.<sup>18</sup>

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<sup>18</sup> For a checklist of the requirements for drainage studies, please see the Watershed Protection District’s “Requirements for CEQA Hydrology Submittals,” which is available at [vcwatershed.org](http://vcwatershed.org) (select Resources/Hydrology Info), and the Ventura County Road Standards, which are available at the Transportation Department Public Counter.

- (3) The drainage study must:
- (a) Calculate and address the potential increase in the peak runoff rate that would be generated by the proposed project;
  - (b) Describe all proposed and existing drainage facilities;
  - (c) Identify if the project would generate additional storm water run-off onto adjacent private property or any public road right-of-way;
  - (d) Identify if the drainage from the project site would be directed or tie into the existing storm drain facilities/ditches;
  - (e) Identify if the project would result in any change on local drainage patterns; and,
  - (f) Identify if the capacity of the existing local drainage facility is adequate to accept the peak runoff created by the project.
- (4) The drainage study must include all hydrology and hydraulic calculations used in preparing the drainage plan. The hydrology and hydraulic calculations must be prepared according to the Ventura County Flood Control District Hydrology Manual and the Ventura County Public Works Agency, Transportation Department's, Road Standards.<sup>19</sup>

#### F.11. Trip Generation

- a. Traffic Studies: **A traffic study is required** for projects that have the potential to create impacts to:
- The State Route (SR) 118/SR 34 intersection, SR 34, SR 118 in the Somis Area, Santa Rosa Road, Moorpark Road, and SR 33 in the Casitas Springs Area; and/or,
  - County thoroughfares, state highways, and intersections that are operating below level of service D.
- A traffic study may also be required** for:
- Any project that is estimated to generate 10 or more peak-hour trips. Examples of projects that would generate 10 or more peak-hour trips include:
    - Residential development of 10 units or more;
    - Commercial office projects of 4,400 square feet or more;
    - Other commercial projects or medical office projects of 2,400 square feet or more;
    - Any fast food restaurant project; and,
    - Manufacturing or industrial projects of 6,000 square feet or more.
  - With unclear project descriptions, and on land uses that are not represented in the ITE Trip Generation Manual or the SANDAG Brief Guide of Vehicular Traffic Generation Rates.

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<sup>19</sup> Please check the Transportation Department Requirements for drainage study submittals. A checklist of requirements may be obtained from the Public Counter.

- For temporary construction projects with construction periods exceeding six months generating more than 10 peak hour trips or 100 daily trips.<sup>20</sup>

If a traffic study is required for the proposed project, please complete a “Work Scope for Traffic Impact Analysis” form and submit it to the Transportation Department for review and approval—prior to preparing the Traffic Study. Please contact the Discretionary Permit Coordinator for the “Work Scope for Traffic Impact Analysis” form.

b. Was a traffic study prepared for the proposed project?                      Yes              No

If so, **please submit three copies of the traffic study.** If not, please summarize the trip generation estimates for the proposed project by completing the following table by using the trip generation information provided by the Discretionary Permit Coordinator:

**Trip Generation Estimates**

Land Use	Trip Generation Code <sup>21</sup>	Size/Number of Units	Average Daily Trips (ADT)		Peak Hour Trips			
			Rate	Trips	A.M.		P.M.	
					Rate	Trips	Rate	Trips
<b>Existing Trip Generation Estimates</b>								
<b>TOTAL</b>			---		---		---	
<b>Proposed Project Trip Generation Estimates</b>								
<b>TOTAL</b>			---		---		---	

c. If the proposed project involves the legalization of a lot or a currently unpermitted land use, please answer the following question. If not, please check the “N/A” box and proceed to Item F.11.d. **N/A**

Does the proposed project involve the renewal of an entitlement for, and an expansion of, a land use that existed prior to 1985?                      Yes              No  
 If the answer is “yes,” **please provide documentation that indicates the land use existed prior to 1985.**

d. For agricultural, commercial, institutional, and industrial projects, please state the number, type (e.g.,

<sup>20</sup> For more information, please see the Transportation Department’s Traffic Impact Study and SR 118 and SR 34 Procedures for Initial Screening brochures, which are located at the Public Works Agency, Engineering Services Department, Development and Inspection Services Division’s Public Counter. Also, please be advised that if a project has the potential to generate traffic that would affect a city’s roadway network, the traffic study will need to address the city’s requirements for traffic studies.

<sup>21</sup> Trip generation estimates should be based on the SANDAG Vehicular Traffic Generation Rates which can be found on line at: [http://www.sandag.org/uploads/publicationid/publicationid\\_1140\\_5044.pdf](http://www.sandag.org/uploads/publicationid/publicationid_1140_5044.pdf). To convert Truck trips to Passenger Car Equivalent (PCE), it should be multiplied by three.

deliveries), and frequency of vehicle trips that will result from the proposed project. For all other projects, please check the “N/A” box and proceed to Item F.11.e. **N/A**

Vehicle Type	Number	Frequency (per day)
<b>TOTAL</b>		---

e. **Traffic Control Plan:** For projects that involve special events (e.g., weddings, festivals, animal shows, and pumpkin patches), or any detour, road closures, or partial road closures on County Roads, **please submit a Traffic Control Plan** written by a traffic control professional, which includes the following information.

- (1) The use of trained and qualified traffic control officers (off-duty safety officers);
- (2) Advance warning and changeable message boards; and,
- (3) Any other measures as appropriate.

If the project does not require a Traffic Control Plan, please check the “N/A” box and proceed to Item F.12. **N/A**

**F.12. Hazardous Materials/Waste and Fire Protection**

a. With the exception of applications that only involve Zone Changes (i.e., applications that do not include an accompanying discretionary entitlement or subdivision application), **please submit a completed “Certification Statement of Hazardous Waste/Substance Site”** which is included with this application packet. If the application only involves a Zone Change, please check the “N/A” box and proceed to Item F.12.b. **N/A**

b. For non-residential projects, please describe the type and quantity of hazardous materials (e.g., motor oil, oil filters, paints, solvents, fertilizers, or chemicals) and wastes utilized and/or stored on-site, by providing the following information. For residential projects, please check the “N/A” box and proceed to Item F.12.c. **N/A**

Hazardous Material or Waste	DOT Hazard Classification	IBC/IFC Hazard Class	Largest Container/ Tank (ft <sup>3</sup> , lbs., or gal.)	Total Amount (ft <sup>3</sup> , lbs., or gal.)

c. Please describe any underground hazardous materials storage tank(s) that are proposed to be installed, removed, and/or used. If the project is located on an active Leaking Underground Fuel Tank (LUFT) site, please describe the status of the case. If the project site does not have an underground hazardous materials storage tank or involves a LUFT site, please check the “N/A” box and proceed to Item F.13. **N/A**

**F.13. Noise**

a. Existing Noise Environment: Please describe the sources of noise surrounding the project site by completing the following table. A noise study may be submitted in lieu of providing the information requested below.<sup>22</sup>

Noise Source (e.g., Railway or Roadway)	Approximate Distance Between the Source of the Noise and the Project Site (feet)

b. Please describe the noise that would be generated by the proposed project, as well as noise to which proposed uses would be subject, by providing the following information.<sup>23</sup>

(1) Noise Sensitive Uses:

(a) Does the project involve the use of dwellings, schools, hospitals, nursing homes, churches, or libraries?      **Yes**      **No**  
 If the answer is yes, please proceed to Item F.13.b(1)(b). If the answer is no, please proceed to Item F.13.b(2).

(b) Is the project site located:

(1) Within a noise contour that identifies areas with ambient noise levels that are 60 db(A) CNEL or greater, surrounding a roadway or airport?<sup>24</sup>      **Yes**      **No**  
 If the answer is yes, **please submit a noise study** that complies with the requirements of the *Ventura County Initial Study Assessment Guidelines*.

(2) Within 500 feet of a railroad, industrially designated area, or other relatively continuous noise source?<sup>25</sup>      **Yes**      **No**

<sup>22</sup> See Footnote 16 (above).

<sup>23</sup> For the definitions, measurement, and thresholds/standards relating to noise, please see the: Ventura County General Plan *Goals, Policies and Programs* (2016, §2.16), which is available on-line at <http://www.vcrma.org/planning/plans/general-plan/index.html>; Ventura County General Plan *Hazards Appendix* (2013, §2.16), which is available on-line at <http://www.vcrma.org/planning/plans/general-plan/index.html>; and/or, *Ventura County Initial Study Assessment Guidelines* (April 2011, Section 19, “Noise and Vibration”), which are available on-line at <http://www.vcrma.org/planning/ceqa/isag.html>

<sup>24</sup> See the Ventura County General Plan *Hazards Appendix* (2013, §2.16), or consult the Discretionary Permit Coordinator for maps that identify the locations of the noise contour lines that indicate areas around roadways and airports within Ventura County, which experience noise levels that are at least 60 dB(A) CNEL.

<sup>25</sup> See the Ventura County General Plan Land Use, Existing Community, and Area Plan Maps (as appropriate) to determine the project site’s proximity to industrially-designated areas. Links to the Ventura County General Plan Land Use, Existing Community, and Area Plan Maps are available on-line at <http://www.vcrma.org/planning/plans/general-plan/index.html>

If the answer is yes, **please submit a noise study** that complies with the requirements of the *Ventura County Initial Study Assessment Guidelines*.

(2) Noise-Generating Activities: **Note:** Please see the attached 'Supplemental Information' document for further information and discussion.

Noise-Sensitive Use	Typical Noise-Sensitive Time Period	Does the project involve the use of noise-generating equipment, vehicles, or machinery within 500' of the noise sensitive use during the typical noise-sensitive time period(s)?*
Hospital or Nursing Home	24 hours	<input type="checkbox"/> Yes <input type="checkbox"/> No
Single-Family or Multi-Family Dwelling	7:00 PM to 7:00 AM, Monday through Friday; and, 7:00 PM to 9:00 AM, Saturday, Sunday, and Local Holidays	<input type="checkbox"/> Yes <input type="checkbox"/> No
School, Church, or Library	Anytime when in operation.	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* When answering this question, please consider all phases of the project (e.g., vegetation removal, grading, construction, and long-term operational phases of the project).

If the answer is yes to any of the items above, please submit a noise study that complies with the requirements of the *Ventura County Initial Study Assessment Guidelines* and/or *County of Ventura Construction Noise Threshold Criteria and Control Measures* (as applicable).

Alternatively, you may forego the preparation of a noise study, if you are willing to accept a condition on the entitlement that will prohibit the noise-generating activities during the typical noise-sensitive time period(s) for the noise-sensitive use(s). If you would like to forego the preparation of a noise study by accepting the condition that will limit the time periods when the noise-generating activities may occur, please check the following box.

**F.14. Lighting**

For projects located within the Ojai Valley Dark Sky (DKS) Overlay Zone (i.e., within the Ojai Valley Municipal Advisory Council (MAC) Boundary), Scenic Resource Protection (SRP) Overlay Zone, projects near wildlife habitat, or projects that have significant visual or community character impacts, please provide the following information. For all other projects, please check the "N/A" box and proceed to Item F.15. **N/A**

- a. Existing outdoor lighting on site: Please graphically depict on the site plan and elevations, include a list of all existing outdoor light fixtures located on the project site. A lighting plan indicating all outdoor lights may be submitted in lieu of this list.
  
- b. Proposed outdoor lighting on site: Please list and describe the outdoor lighting that would be generated by the proposed project.<sup>26</sup> A lighting plan indicating all outdoor lights may be submitted in lieu of this list.

<sup>26</sup> For the definitions and standards relating to outdoor lighting in the Dark Sky Overlay Zone, please see the: *Ventura County Non-Coastal Zoning Ordinance* (2018, §8109-4.7.4), which is available online at [https://docs.vcrma.org/images/pdf/planning/ordinances/VCNCZO\\_Current.pdf](https://docs.vcrma.org/images/pdf/planning/ordinances/VCNCZO_Current.pdf);

Please note that if the parcels lie within the DKS Overlay Zone, all proposed outdoor lighting shall comply with standards identified in Sec. 8109-4.7 of the *Non-Coastal Zoning Ordinance (2018)*. These include compliance of each outdoor light fixture with shielding, lighting intensity (lumens), color temperature, light trespass levels, height of fixtures, security lighting, etc.

Please note that depending on nature of the project, you may be required to prepare a lighting plan as a condition of approval for the entitlement to ensure that the proposed outdoor lighting will minimize glare, minimize energy consumption, avoid interference with reasonable use of adjoining properties, light pollution, and other objectives as identified in the appropriate section of the *Non-Coastal Zoning Ordinance*.

**F.15. Utilities**

a. Utilities: Please identify all of the utilities that would provide service to the project site, by completing the following:

Utility	Name	Address	Phone Number	Email Address
Gas				
Electricity				
Phone				
Cable				

b. Electricity:

(1) What is the projected amount of electrical usage (peak KW/Hours/Day)?

(2) Do existing lines have to be increased in number or size? **Yes** **No**  
 If yes, please describe:

(3) Do overhead electrical facilities require relocation or under grounding? **Yes** **No**  
 If yes, please describe:

(4) Please indicate the length of new offsite electrical transmission and distribution facilities that are required to serve project. If the project does not involve the installation of new offsite electrical transmission and distribution facilities, please check the "N/A" check box. **N/A**





- d. Is the property subject to an LCA Contract?      **Yes**      **No**

If the answer is “No,” please proceed to Item F.16 e. If the answer is “Yes,” please provide the LCA Contract Number:

- e. Animal Keeping and Husbandry/Vector Control: For projects that involve animal keeping or boarding activities, please provide the following information. For projects that do not involve animal keeping or boarding activities, please check the “N/A” box and proceed to Item F.17. **N/A**

(1) The number and species of animals that are proposed to be kept or boarded on-site.

(2) The proposed animal waste handling activities (e.g., the frequency of collection, storage and disposal).

(3) For projects involving animal husbandry uses and which require a Tract Map or Conditional Use Permit (“CUP”), **please submit two copies of a Manure Management Plan.**<sup>28</sup> For all other projects, please check the “N/A” box and proceed to Item F.17. **N/A**

#### **F.17.      Solid Waste, Recycling, Greenwaste, and Composting Operations**

For projects involving solid waste, recycling, greenwaste processing, or composting operations, please complete F.17.a through F.17.c.<sup>29</sup> For projects not involving these types of facilities or uses, please check the “N/A” box and proceed to Item F.18. **N/A**

- a. Composting Operations: If the project involves composting operations, **please complete the Environmental Health Division’s “Supplemental Questionnaire for Proposed Compost Projects,”** which is available at

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<sup>28</sup> For the requirements of a Manure Management Plan, please see the Watershed Protection District’s “Guidelines for Preparing a Manure Management Plan (MMP)” which is available at the Watershed Protection District, Groundwater Section.

<sup>29</sup> County Ordinance No. 4308 requires facilities engaging in commercial composting, or facilities that chip, grind, and process green material and sell products derived from these operations, to enter into a contract with the County. (To review Ordinance No. 4308, go to [www.wasteless.org](http://www.wasteless.org). Select “Landfills, Disposal, Refuse Collection”/Ordinances.)

the Environmental Health Division Public Information Counter. For projects that do not involve composting operations, please check the "N/A" box and proceed to Item F.17.b. **N/A**

b. For other solid waste, recycling, or greenwaste processing operations, please describe the:

(1) Type of material to be processed, stored or disposed:

(2) Type of equipment that will be utilized:

(3) The amount of material stored on-site:

(4) The storage time of materials on-site:

c. Solid Waste Dust Control: Does the project involve any solid waste operations? **Yes** **No**  
If the answer is "yes," **please submit three copies of a dust control plan and odor impact and minimization plan.**<sup>30</sup>

#### **F.18. Air Quality**

a. Air Emissions: Please provide the following information on known sources of air emissions surrounding the project site (e.g. manufacturing, industrial, herbicide applications, and roadways).

(1) Air Emission Source(s):

(2) Approximate distance between the emissions source and the project site: \_\_\_\_\_ feet

b. Air Pollution Emitting Devices: Please indicate if any equipment or devices associated with the project will release air emissions that may require an Air Pollution Control District ("APCD") Permit to Operate or an

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<sup>30</sup> Please contact the Resource Management Agency, Environmental Health Division, or the Air Pollution Control District for additional information on the requirements for a dust control plan and odor impact and minimization plan.

APCD Permit to Construct.<sup>31</sup> If the project does not require either of these APCD Permits, please check the “N/A” box and proceed to Item F.19. **N/A**

### **F.19. Commercial, Agricultural, Institutional, and Industrial Projects Operational Characteristics**

For commercial, agricultural, institutional, or industrial projects, please answer the following questions. For all other projects, please check the “N/A” box and proceed to Item F.20. **N/A**

a. Materials: For commercial, agricultural, and industrial projects, please describe in detail the type of materials used, stored, sold and/or processed, and the processes that are proposed. If the project only involves an institutional use, please check the “N/A” box and proceed to Item F.19.b. **N/A**

b. Existing Operations: For project sites that are currently developed with commercial, agricultural, institutional, and/or industrial uses, please provide the following information. For all other projects, please check the “N/A” box and proceed to Item F.19.c. **N/A**

(1) How many employees work on the property? Please indicate the days and hours that they work, as well as the number of employees/shift.

(2) For multi-tenant buildings and structures, please provide the number of tenants that exist on the subject property. For project sites that do not have multi-tenant buildings and structures, please check the “N/A” box and proceed to Item F.19.c. **N/A**

Tenants

(3) Please provide the days and hours of operation of each business located on the property.

c. Proposed Operations: For commercial, agricultural, institutional, or industrial projects, please provide the following information. For all other projects, please check the “N/A” box and proceed to Item F.20. **N/A**

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<sup>31</sup> Please see APCD Rule 10, Permits Required, which is available on-line at: <http://www.arb.ca.gov/DRDB/VEN/CURHTML/R10.PDF>.

**NOTE:** The information and statistics contained in this section apply to the proposed on-site wastewater treatment plant ONLY.

(1) Please list the proposed daily number of:

Employees:

Customers:

Guests:

Visitors of the Facilities:

Employees that will Reside on the Subject Property:

(2) Please list the days and hours of operation of the facilities, and the total number of days of operation/year.

Days and Hours:

Total Number of Days/Year:

(3) Please describe how security will be provided.

(4) For projects that involve gas stations, please indicate the proposed number of fuel pumps. For projects that do not involve gas stations, please check the "N/A" box and proceed to Item F.19.c(5). **N/A**

Fuel pumps

(5) For projects that involve car washes, please indicate the proposed number of stalls. For projects that do not involve car washes, please check the "N/A" box and proceed to Item F.19.c(6). **N/A**

Stalls

(6) For projects that involve hotels, schools, hospitals, or care facilities, please indicate the proposed number of each of the following. For projects that do not involve these types of uses/facilities, please check the "N/A" box and proceed to Item F.19.c(7). **N/A**

Rooms of the building

Guests

Clients

(7) Please describe any uses, operations, or structures that would produce light, glare, or heat, as well as any methods that would be used to shield, enclose, or otherwise control the light, glare, or heat. If the project would not produce light, glare, or heat, please check the "N/A" box and proceed to Item F.19.d. **N/A**

- d. Wireless Communications Facilities: For projects involving wireless communications facilities, please provide the Federal Communications Commission Lease Agreement number or FRN number. For all other projects, please check the “N/A” box and proceed to Item F.19.e. **N/A**

Lease Agreement Number:

FRN Number:

- e. Mining Projects: For all projects involving mineral resource extraction projects, please submit a Mining Reclamation Plan that meets the requirements of the Surface Mining and Reclamation Act (“SMARA”). Please see the following website for the requirements of a Mining Reclamation Plan: <http://www.conservation.ca.gov/omr/Pages/index.aspx>. If after reviewing the SMARA requirements you have additional questions, please contact Brian McCarthy at (805) 654-5037 or [brian.mccarthy@ventura.org](mailto:brian.mccarthy@ventura.org). For all other projects, please check the “N/A” box and proceed to Item F.20. **N/A**

- f. Oil and Gas Exploration and Production: For all projects involving oil and gas exploration and production, please answer the following questions: For projects that do not involve oil and gas exploration, please check the “N/A” box and proceed to Item F.20. **N/A**

(1) Will hydraulic fracturing, acid well stimulation treatment, or other well stimulation treatments be performed? (per Public Resources Code §3150 seq.) For projects that do not involve well stimulation treatments please check “No” box and proceed to Item F.20

**Yes**

**No**

(2) What hazardous materials will be used as part of the well stimulation treatment and in what quantities? (per Public Resources Code §3160)

(3) How much water will be used for the well stimulation and where will it come from (supply source)? (per Public Resources Code §3160(b)(2)(D) and §3160(d)(1)(C))

(4) How much liquid waste will be generated from the well stimulation treatments and where will it be disposed of? (per Public Resources Code §3160 seq.)

## F.20. Tract Map, Parcel Map, Conditional Certificates of Compliance, and Parcel Map Waiver Supplemental Information

For Tract Map, Parcel Map, and Parcel Map Waiver applications, please submit the following information that is required for your application. For all other projects, please check the “N/A” box and proceed to Item F.21.

**N/A**

- a. For all Tract Map, Parcel Map, Conditional Certificates of Compliance, and large lot subdivision applications, **please submit an original and one copy of a signed Public Easement Certification Form.**<sup>32</sup> For all other projects, please check the “N/A” box and proceed to Item F.20.b. **N/A**
- b. For all Tract Map, Parcel Map, Conditional Certificates of Compliance and Parcel Map Waiver applications, **please submit two copies of a Preliminary Title Report and title policy that are less than one year old and current**, showing evidence of insurability for all parcels involved in the project.<sup>33</sup> For all other projects, please check the “N/A” box and proceed to Item F.20.c. **N/A**
- c. For Parcel Map Waivers, **please submit the following additional items.** For all other projects, please check the “N/A” box and proceed to Section F.21. **N/A**
  - (1) **Seven to 21 copies of new legal descriptions**<sup>34</sup>—prepared by a person who is licensed to practice land surveying—that are acceptable for recordation.
  - (2) **Two copies of the draft, unsigned documents to modify the deeds of trust** between all financial institutions having interest in the properties and the property owners.
  - (3) For lot line adjustments involving multiple property owners, **two copies of draft, unsigned grant deeds** proposed to effectuate the title transfer between the property owners with a legal description for the portion being transferred.
  - (4) **One original and two copies of a signed owner's certificate**<sup>35</sup> (as shown in the title report) and notarized. Each property owner must sign and have their signature notarized on the appropriate certificate (exactly as shown in the vesting title report), as follows:
    - Individual - For use by individual property owners (up to four property owners may be listed on this form).
    - Partnership - For persons signing on behalf of a partnership that owns the property. **Please submit a copy of the agreement** to verify the partnership signatures.
    - Corporate - For persons signing on behalf of a corporation that owns the property. **Please submit a copy of the articles of incorporation** to verify the signatures.
    - Attorney in Fact - If someone is signing as attorney in fact for the owner verifying documents.
    - Trustee- If the property is held in trust, all trustees are required to sign as trustees of that trust.

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<sup>32</sup> A Public Easement Certification Form is available at the Planning Division Public Information Counter.

<sup>33</sup> For Parcel Map Waiver applications, do not change ownership or lenders during the processing of the Parcel Map Waiver application as it may void processing and delay your project.

<sup>34</sup> Please contact the Discretionary Permit Coordinator using the information provided in the instructions to this application packet, to determine the exact number of copies that will be required for your project.

<sup>35</sup> An owner's certificate is available at the Planning Division Public Information Counter.

- (5) One original of the **Lender's Acknowledgment form**,<sup>36</sup> signed and notarized by all lenders wherein the subject parcels are used as collateral for a loan, if financed.

### F.21. Legal Lot Requirement

Has the Planning Division issued a Preliminary Legal Lot Determination for the property? **Yes** **No**

- a. If the answer is “no,” please proceed to Item F.21.b. If the answer is “yes,” what was the finding of the Preliminary Legal Lot Determination?
- b. If the Planning Division has not issued a Preliminary Legal Lot Determination for the property, please describe by what means (e.g, Tract Map, Parcel Map, Parcel Map Waiver, or Certificate of Compliance) the property gained its current configuration, making sure to include the map citation (e.g., “8 MR 14 36 PM 4”) or project case number (e.g., “PMW 1046” or “SD06-0031”). However, if the Planning Division has not issued a Preliminary Legal Lot Determination for the property, and you do not have information on the means by which the property gained its configuration, please submit an application for a Preliminary Legal Lot Determination prior to submitting an application for your project.<sup>37</sup> If the project does not require a Preliminary Legal Lot Determination, please check the “N/A” box. **N/A**

### F.22. Existing Physical Features and Development on, and Surrounding, the Project Site

- a. Please describe the physical features of the project site. Physical features that should be described include, but are not limited to:
- Creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands.
  - Distinctive topographical and/or scenic features, such as the Pacific Ocean, mountain ranges, hillsides, and Geologic Hazards Areas.<sup>38</sup>
  - Wildlife habitat (e.g., woodlands or chaparral habitat).

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<sup>36</sup> A Lender's Acknowledgement Form is available at the Planning Division Public Information Counter.

<sup>37</sup> For more information on how to determine if a project site would be located on a legal lot, and for Preliminary Legal Lot Determination applications, please see <http://www.vcrma.org/planning/programs/legal-lots/index.html>.

<sup>38</sup> To determine if the project site is located within a Geologic Hazards Area, please see the Ventura County General Plan Hazards Appendix (Last Amended on October 22, 2013, Chapters 2.2 through 2.5), which is available on-line at: <http://www.vcrma.org/planning/plans/general-plan/index.html>



b. For project sites that are located within rural-, agricultural-, or open space-designated areas, please describe the agricultural activities that exist on-site (e.g., types of crops that are cultivated and/or animal keeping or husbandry activities that occur). For projects that are not located within these areas, please check the “N/A” box and proceed to Item F.22.c. **N/A**

c. Please describe the physical features surrounding the project site. Please include the following physical features and indicate where they are located in relation to the project site [e.g., direction (north, south, east, or west) in relation to, and distance from, the project site]:

- Creeks, streams, drainage facilities, drainage patterns, and all other types of wetlands.
- Distinctive topographical and/or scenic features, such as the Pacific Ocean, mountain ranges, and hillsides.
- Wildlife habitat (e.g., woodlands or chaparral habitat).
- Local access to the project site including (but not limited to) County and city roadways, as well as private roadways or driveways.
- Regional access to the project site, which typically consists of State and Federal freeways and highways.
- If agricultural activities occur on properties that are located adjacent to the project site, please describe the types of crops that are cultivated.

d. Please describe the existing development on adjacent properties surrounding the project site by completing the following table. Please describe the types of uses (e.g., agriculture, residential, recreation, open space/vacant, retail sales, wholesale, multi-tenant office space, or manufacturing and assembly plant), buildings, and structures on properties that are adjacent to, or across a roadway from, the subject property.

Direction	Building, Structure, or Outdoor Use	Use(s)	Approximate Height or Number of Stories	Proximity to Project Site
North				
South				
East				
West				

e. Please answer the following questions related to Military Operation Areas.<sup>39</sup>

(1) Is your project within 1,000 feet of a military installation?

**Yes**            **No**

(2) Is your project beneath a low-level “military training route” flight path?

**Yes**            **No**

(3) Is your project within a special use “restricted” airspace?

**Yes**            **No**

### F.23. Cultural Resources

a. Has the project site been subject to any archaeological, historical, and/or paleontological resource surveys?

**Yes**            **No**            **Unknown**

b. Is there a building or structure that is 50 years old or older that will be demolished or otherwise impacted by the proposed development?

**Yes**            **No**            **Unknown**

If the project has been subject to an archaeological, historical, and/or paleontological resource survey, **please submit a copy of the report or any documentation regarding the survey** as part of your application. Please be advised that:

- If it is found that the project site is located on, or within the vicinity of, known archaeological, historical, and/or paleontological resources, or has not been previously surveyed for the presence of these resources, an analysis of potential impacts to the resources might be required as part of the environmental review of your project;
- Typically all project sites that are Designated Cultural Heritage Sites<sup>39</sup> will require an analysis of potential impacts to the cultural resources as part of the environmental review of your project; and,
- Buildings or structures that are at least 50 years old might qualify as historical resources, the impacts to which are required to be analyzed as part of the environmental review of the project.

**NOTE:** Please see the attached "Supplemental Information" and "DRC Comment Response Letter" for further details as to why an historical assessment is not needed for the subject project.

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<sup>39</sup> Please contact the Planning Division Counter or the Discretionary Permit Coordinator to determine if the project site qualifies as a Designated Cultural Heritage Site. You will need to present the Assessor's Parcel Number (APN) to the Planning Counter staff or the Discretionary Permit Coordinator to obtain this information.

<sup>39</sup> In accordance with State Senate Bill 1462, please respond to these questions by visiting the County of Ventura's public mapping tool "County View," located at <http://gis.ventura.org/countyview>. Once you have located your project's appropriate parcel, click "Parcel Report." Once the Parcel Report opens, scroll down to "Hazards" to find the subsection titled "Military Operations Area." The information presented in the Parcel Report will assist you in answering the questions.

**F.24. Biological Resources**

Has an Initial Study Biological Assessment been conducted by a Qualified Biologist for this project?  
**Yes**                      **No**

If No, be advised that all projects that could impact sensitive biological resources must provide an Initial Study Biological Assessment (ISBA) with the project application. This includes projects located-on or adjacent-to land with native vegetation, on land within 300 feet of watercourses or wetlands, on land used by animals for movement between habitats, or on land that provides other habitat for sensitive species. Discuss your specific project with the Planning Division staff to determine if an ISBA will be required.

**F. 25. Protected Trees**

Will any trees protected by the Ventura County Tree Protection Ordinance be potentially impacted by this project?  
**Yes**                      **No**

Note: Potentially impacted trees include not only the protected trees that are directly part of this request, but also any other protected trees whose tree protection zones (TPZs) are within 20 feet the limits of the construction area (including access drives and utility easements). This includes trees growing on adjacent parcels if their TPZ extends onto the subject parcel. The TPZ extends out from the trunk to 5 feet beyond the dripline, or a minimum of 15 feet from the trunk, whichever is greater.

If Yes, provide the following information.

- a. Has an Arborist Report, prepared in compliance with the Content Requirements for Arborists Reports, been submitted?                      **Yes**                      **No** (If No, please consult with the Planning Division.)
- b. Has all other required documentation per the *Submittal Requirements for Tree Permits & Authorizations* been submitted?                      **Yes**                      **No**                      **Unsure**
- c. Number of prior protected trees removed from the parcel for reasonable access to or use of property:  
                     No. of oaks:                      No. of sycamores:                      No. of other protected trees:                      Unknown
- d. Number of prior protected trees removed from the parcel for agriculture within the last 12 months?  
                     No. of trees:                      Unknown
- e. Provide the following information about any potentially impacted protected trees. Complete one row for each tree or stand of trees of the same species, heritage status, action and general location.

<b>ID #</b>	<b>No. of Trees</b>	<b>Tree Species</b>	<b>Heritage</b> (90+ inches girth*)	<b>Action</b> (remove, alter, encroach)	<b>Tree Location</b> (include reference to a fixed landmark)
<i>Ex.</i>	5	Oak	No	Remove	<i>Back of lot; near SE corner of proposed building.</i>
<b>1</b>					
<b>2</b>					
<b>3</b>					

ID #	No. of Trees	Tree Species	Heritage (90+ inches girth*)	Action (remove, alter, encroach)	Tree Location (include reference to a fixed landmark)
4					
5					

\*Girth is the circumference of the trunk, generally measured at 4.5 feet above the ground. (This position may vary depending upon where the waist of the tree is—the narrowest trunk point is typically the goal—and many other factors.) If there are multiple trunks, measure each and add their measurements together; for heritage trees only the two largest trunks are measured.

f. Have any of the above actions (removal, alteration, encroachment) already occurred?  
**Yes      No**

If Yes, explain (include tree or tree stand ID#):

Date work was performed:

g. Reason for the above request (indicate if more than one reason, e.g., one oak tree (ID# 1) is hazardous per Arborist Report and 4 oak trees (ID# 2-4) need to be removed to construct building):