
ADMINISTRATIVE COASTAL DEVELOPMENT PERMITS

INTRODUCTION

The purpose of this guide is to help you understand the City Coastal Development Permit process.

- What projects require Coastal Development Permits.
- How are these permits reviewed by the City.
- What information will you need to submit in requesting a Coastal Development Permit.

Please review this guide before you prepare your application. If you have further questions contact the Planning Division.

WHAT IS A COASTAL DEVELOPMENT PERMIT?

Following completion of the City's Local Coastal Program in 1984, the City assumed the authority from the State for reviewing all development projects within the City's Coastal Zone area, and for issuing Coastal Development Permits in this area. Any development which occurs within the City's Coastal Zone must be reviewed to determine whether it needs a Coastal Development Permit. Maps showing the Coastal Zone area are available at the Planning Division located in Room 117 of City Hall at 501 Poli Street.

If a development needs to obtain a Coastal Development Permit, it will be reviewed in order to ensure that the required findings listed in the City's Zoning Ordinance can be made for the proposed project. These findings are set up to ensure preservation and protection of coastal and coastal-related resources within the City.

TYPE OF COASTAL DEVELOPMENT PERMITS

There are two types of Coastal Development Permits: An Administrative Coastal Development Permit, which may be approved by the Community Development Department staff and a regular Coastal Development Permit reviewed by the Planning Commission or Administrative Hearing Officer with other required discretionary permits.

Administrative Coastal Development Permits

An Administrative Coastal Development Permit is required for any "development" in the City's Coastal Zone area which does not require authorization by the Planning Commission or Administrative Hearing Officer (if processed in conjunction with any other discretionary permit.)

As listed in the City Zoning Ordinance and State Coastal Act, the term "development" is defined broadly, and includes items such as new construction, demolition and alterations or reconstruction of existing structures. Please consult Planning staff if you are unsure whether your project is development which requires a Coastal Permit under this definition.

Hearings on these Administrative Permits are held the first and third Tuesday at 4:00 p.m., in the Santa Cruz Conference Room of City Hall. All property owners located within a 300-foot radius and all residents within a 100-foot radius of the proposed project, will be sent a notice of the public hearing. The applicant or his representative should attend the hearing and will be given an opportunity to speak, as will all other interested people. At the conclusion of the public hearing, the Hearing Officer may: 1) approve the request with or without conditions; 2) deny the request; 3) continue the hearing to another date; or 4) refer the application to the Planning Commission for further consideration.

Following action by the Hearing Officer on an Administrative Permit, there is an appeal period (maximum 10 calendar days from the date of the hearing) during which any action by the Hearing Officer may be appealed to the City Council. An additional 10-day appeal period for the California Coastal Commission will be required of certain properties located within the Appealable Development Area. No building permits may be issued during these appeal periods.

Coastal Development Permits

Coastal Development Permits are processed in conjunction with Discretionary Planning Permits. Refer to Applicant's Guide, either Planning Commission or Major Administrative Variance.

HOW DOES THE PROCESS WORK?

Step 1: Preliminary Historic Resource Clearance

A preliminary review by Planning Staff is required for any building demolition or alteration that could affect potential historic resources. Check with the Planning Division Public Counter for more information.

Step 2: Designing your Project

Early in the process of designing a project, you should meet with the Planning Division staff to find out what zoning regulations may affect you and whether a Coastal Development Permit is required. In addition, copies of the Zoning Ordinance, application forms and other information are available at the Planning Division public counter.

Step 3: Filing your Application

The complete application package should be submitted at the Planning Division public counter (see "submittal Requirements" below"). You will be given a *tentative* date for the hearing at this time.

Step 4: Environmental Review

Most projects only requiring Coastal Development Permits are found to be Categorically Exempt from environmental review requirements, and no further environmental review is necessary. If the project is not exempt, additional processing time and fees may be required.

Step 5: Staff Review of Project

After your application has been filed, the project will be reviewed in detail by the Planning Division. The project will be assigned to a staff planner, who will contact you if questions arise regarding your application and will also inspect the project site.

Step 6: Public Hearing

Following staff review of your project, the staff Hearing Officer will hold a public hearing. The decision of the Hearing Officer is final, unless it is appealed to the City Council.

Step 7: Appeals

An applicant or any other aggrieved party may file an appeal of any Coastal Development Permit action within 10 calendar days of the date of action. Appeal forms and appropriate fees should be filed with the City Clerk.

Step 8: Design Review Committee

Most commercial, industrial and multiple family residential projects are required to be reviewed by the City's Design Review Committee (DRC). The DRC reviews site plans, elevation plan, landscape plans and signs.

Step 9: Building Permits

Following approval of a Coastal Development Permit (and Design Review Committee approval if required), an application can be filed for building permits with the Building and Safety Division. Please consult the Building and Safety Division for specific information on the building permit process. For further information regarding this process, the Building and Safety Division should be contacted at (805) 654-7894.

APPLICATION SUBMITTAL STANDARDS

- Plans shall be drawn at a standard architect or engineer scale and shall show the name, address, phone number and State license number of the design professional that prepared the plans.
- Plans shall be folded and assembled into the number of sets listed in the Submittal Requirements for the permit type and shall easily fit into an 8.5 X 14-inch envelope. Rolled plans will not be accepted except for the color rendering.
- Plans submitted with the initial application are distributed for review by other City departments. Once an application is deemed complete, you will be contacted to provide additional full size plans, as needed.

SUBMITTAL REQUIREMENTS

Planning staff will use the following list to check your application for completeness. The items required and the number thereof are identified in the Submittal Requirements. The minimum acceptable standards for the different types of materials and plans required are as follows:

Site Plan that includes: 1 copy

- Title block
- North arrow and scale of drawing
- Vicinity map showing property location within the City of Ventura
- Adjacent existing and proposed streets and name of each street, dimensioned to show width and distance from centerlines
- Points of access (vehicular and pedestrian from each street)
- All property lines and their dimensions
- All existing and proposed buildings and their dimensions and setbacks from property lines
- All existing and proposed paved surfaces, including walkways, driveways, patio slabs, etc.
- Location of nearest building on abutting lots illustrated with edge line and use type identified
- A summary table in square feet, acres and percentage that includes: 1) total land area; 2) building coverage; 3) paved area; and, 4) landscape areas
- Zoning Ordinance required setback illustrated by a dashed line with measurement labeled
- All existing and proposed fences including height and type
- Location of water and sewer connection to public system
- Easements

Elevations that include: 1 copy

(Applications for a site with existing structure(s) that will have NO exterior changes do not require elevations.)

- Title block
- Elevations labeled appropriately north, south, east and west of all existing and proposed buildings and structures
- Height from top of curb at front property line to highest point of structure
- Height from adjacent grade to highest point of structure
- General architectural features of buildings (window or door locations, trim, materials and colors)
- Proposed and existing roof pitches on the elevation
- Zoning Ordinance allowed height illustrated with a dashed line; with measurement labeled
- All wall-mounted equipment, gutters, and down spouts
- Roof plans depicting all roof-top equipment and screening

Floor Plans that include: 1 copy

- Use and dimensions of all existing and proposed areas, including living room, kitchens, baths, bedrooms, hallways, dens, etc.
- All entrance and exit points, including doors, windows, stairways, etc.
- All enclosed and/or covered parking areas

Property Line/Height Survey that includes: 1 copy

- Required elevation points shown on the site plan in feet (A separate sheet is not acceptable)
- Signature of licensed Civil Engineer, Land Surveyor or Architect
- Existing grade elevation, in feet, at all corners of the property
- Existing mid-point grade elevation of the front property line
- Existing elevation at the top of the curb
- Existing elevation of street level on each side and at mid-point adjacent to front property

- Finished grade at all corners of proposed or altered buildings
- Finished floor elevation of proposed or altered buildings
- Setbacks from existing/proposed building to the existing property lines

Reduced Plan Copies as follows:

- One copy of each full size plan sheet reduced to 8.5 x 11 inches in size
- Copies to be reproducible

Digital Plan Copies:

- Complete plan set in one Adobe Acrobat (.pdf) document
- Digital photographs with file names identifying content (e.g. "East of project site," "100 E. Main Street," etc.)
- All digital documents placed on a disk labeled with applicant's name and project title

Photographs as follows:

- Color photos of the site and adjacent sites within 100 feet along the same street showing existing conditions and/or buildings
- Color photos taken from subject site showing adjacent sites within 100 feet along the same street
- Photos labeled to identify content and date taken

Preliminary Title Report as follows:

- Covers all properties included in the application
- Submitted with and prepared within six months of the application submittal

Zoning Matrix: Email vledesma@cityofventura.net and emerino@cityofventura.net to request.

INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.

HOURS: Monday, Tuesday, Wednesday and Friday, 7:30 a.m. to 5:00 p.m.
Thursday 9:00 a.m. to 5:00 p.m. Closed alternate Fridays.
Check City website at www.cityofventura.net

LOCATION: Ventura City Hall, 501 Poli Street, Room 117

PHONE: (805) 654-7725

MAILING ADDRESS: P.O. Box 99, Ventura, CA 93002-0099

This document is available in alternate formats by calling the City of Ventura Community Development Department at 805/654-7894 or by contacting the California Relay Service.