

# ATTENTION APPLICANTS

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Planning staff will not accept applications that do not include the minimum Submittal Requirements.

Submittals shall include the following items:

- Property owner signature on Planning Application or letter of authorization for applicant
  - Plans
    - Complete, legible plans
    - Identification of all utility easements on the site plan
    - All plan sets need to be folded
  - Title Report
  - MS4 submittal – see Application Requirements Detail handout for details
  - Fees
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## **DISCRETIONARY PLANNING PERMITS APPLICATION REQUIREMENTS DETAIL**

The Planning Division of the Community Development Department reviews proposals for new developments, as well as changes to existing uses and development. Generally, the review is to ensure conformance with the City's General Plan and compliance with the City's Zoning Ordinance. Developments that require discretionary permits (ie., Planned Development Permit, Use Permit, Administrative Variance, Design Review, Coastal Development Permit, etc.) are subject to a public hearing process.

**PROCESS** - The review process and the submission of materials, plans, and number of copies required varies depending on the type of discretionary planning permit(s) applied for. Information regarding the various permits is available from the Planning Division.

**FEES** are made payable to the City of Ventura. Fees are established by City Council Resolution. A list is available from the Planning Division.

### **APPLICATION SUBMITTAL STANDARDS**

- Projects that require multiple discretionary permits (including Tentative Parcel and Tract Maps) shall be filed concurrently.
- Incomplete applications or poor quality graphics will not be accepted.
- 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.
- When a PowerPoint Presentation is required, it shall be submitted once the application has been deemed complete.

### **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:**

- 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.
- All existing and proposed parking spaces, loading areas and bicycle parking and their dimensions
- All existing and proposed landscaped areas
- All trash enclosures and recycling facility locations
- All existing and proposed ground mounted (monument) signs and their dimensions
- Location of nearest building on abutting lots illustrated with edge line and use type identified
- All existing and proposed pad, ground, or wall mounted equipment, utility vaults, transformers, backflow preventers, gas meters, free standing mailboxes, and type/location of lighting
- 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

- A summary table that includes total number of parking spaces and includes a breakdown of the number of standard, compact and handicapped parking spaces
- A summary table of the total net floor area and proposed or existing use thereof
- 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

**Elevations that include:**

(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
- Screening and dimensions of all existing and proposed roof-mounted and ground mounted equipment
- All trash and recycling enclosures
- All wall-mounted equipment, gutters, and down spouts
- Roof plans depicting all roof-top equipment and screening

**Floor Plans that include:**

- 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

**Landscape Plans that include:**

- Title Block
- Required site plan shall be used as base map
- All existing and proposed landscape material including trees, shrubs, and ground cover, with names (common and scientific), quantities, sizes, and location
- Required and/or proposed City street trees including name, quantity, size, and location
- Any storm water detention ponds or filtration devices
- Any MS4 permit related items (i.e. grassy swales)

**Solar Shading Study that includes:**

(All new development greater than one story)

- Solar shading study shall be required along the northern property line interface between commercial or mixed-use and residential uses and between residential uses
- Solar fence height of 12 feet for single family residential adjacent to any non single family residential uses.
- Solar fence height of 18 feet for all other instances
- Analysis shall use a solar angle of 27 degrees on December 21 at 1 pm
- Plans shall indicate method of analysis, including software type if used

**3-D Computer Modeling**

(All new non-residential projects or where existing building mass is altered)

- Plans shall include a 3-D model indicating building mass, building height, and number of stories
- 3-D model shall include existing adjacent buildings of a scale sufficient to evaluate neighborhood context
- Views shall include pedestrian level views and views from elevated roadways and properties

**Property Line/Height Survey that includes:**

- 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

**Hillside Height survey that includes:**

(for properties located in the hillside area per Code Section 24.405.050)

- Elevation points shown on the site plan in feet at the required five locations along the front and rear property line and at the rear setback line.
- Signature of licensed Civil Engineer, Land Surveyor or Architect
- Elevation in feet at base of new construction
- Elevation in feet to top, highest point of existing and/or proposed structure
- Calculations based on the City's Hillside Height Ordinance formula
- Measurement that clearly shows height between slab to ceiling top plate
- Roof plan clearly showing all ridges and valleys

**Reduced Plan Copies as follows:**

- One copy of each full size plan sheet reduced to 11 x 17 inches in size
- Copies to be reproducible

**Digital Plan Copies:**

- Complete plan set in one Adobe Acrobat (.pdf) document
- PowerPoint presentation containing slides of each plan sheet (slides with animation and large borders are not acceptable)
- 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

**Colors/Materials Board as follows:**

- One board not to exceed 8.5 x 14 inches
- Maximum thickness of board, including materials samples, not to exceed 1/4 inch (A quality photo that accurately and correctly represents the project can be substituted)
- Samples of each proposed color including name and code number
- Sample of each proposed type and texture of materials
- Colors/materials keyed to indicate location on exterior building elevation plan

**Sign Design Plans as follows:**

- For ground mounted signs show location, orientation and distance from property line and nearest building
- For wall signs clearly show location on elevation in relation to windows, doors, roofline, fascia and other architectural elements
- Dimensions of overall sign area
- Dimensions of letters and type of font
- All sign plans shall include the exact style, size, colors and materials proposed
- All existing ground mounted and/or wall signs, including type and size
- For wall signs clearly show linear feet dimension of storefront for each proposed sign location
- Sign program shall describe and pictorially represent location, dimensions, colors, letter style, letter height, and sign type of all proposed and possible future signs for an entire site

**Color Rendering as follows:**

- Exterior artists' perspective that accurately represents the completed project not to exceed 11 x 17 inches

**Preliminary Title Report as follows:**

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

**Inclusionary Housing Plan as follows:**

- The location, type of structure (attached, semi-attached, or detached) and size of the proposed Market-rate and Inclusionary Units.
- A site plan depicting the location of the Inclusionary Units.
- A floor plan and elevations of the proposed Inclusionary Units.
- The income levels to which each Inclusionary Unit will be made affordable.
- For phased Development, a phasing plan that provides for the timely development of the number of Inclusionary Units proportionate to each proposed phase of development.
- A request for any incentives pursuant to Section 24R.250.510.

**Stormwater Compliance Study**

- Site design per 2011 Technical Guidance Manual (TGM)
- Achievement of Effective Impervious Area
- Applicable Treatment Control Measures
- See also attached page

\*Refer to the following City website link for the NPDES-MS4 Worksheet 2012:  
[www.cityofventura.net/cd/landdevelopment](http://www.cityofventura.net/cd/landdevelopment)

**Certification**

I (print name) \_\_\_\_\_, applicant or representative of the applicant, do hereby state that I have submitted plans containing all of the required information identified within the *Discretionary Planning Permits Application Requirement Details* form. I understand that planning staff may reject the submittal of my application (within 30 days of filing) for lacking any of the aforementioned information. In this case, the application is deemed incomplete, will not be processed, and will unnecessarily extend the application processing time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.***

**APPLICATION SUBMITTAL:** Shall be made to the City Planning Division by appointment only.

**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](http://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.

## STORMWATER COMPLIANCE STUDY

### SUBMITTAL REQUIREMENTS

#### (1) Conceptual Projects

- A letter report from a registered civil engineer summarizing the project's proposal to comply with the new MS4 requirements.

The letter report should include the following:

- project area;
  - total impervious area;
  - allowable effective impervious area;
  - volume to be retained;
  - size and type of retention BMPs selected to the maximum extent possible;
  - reasons for technical infeasibility, if applicable;
  - volume for biofiltration;
  - size and type of biofiltration BMPs selected;
  - whether 5% EIA is achieved;
  - need for alternate compliance;
  - mitigation volume, if applicable;
  - volume for treatment control measures;
  - size and type of onsite treatment control measures selected.
- The MS-4 spreadsheet is **not** required to be submitted.

#### (2) Formal Projects

- A letter report (see above) from a registered civil engineer summarizing the project's proposal to comply with the new MS4 requirements.
- MS-4 spreadsheet filled out with supporting information. Spreadsheet can be found at the following website: <http://www.cityofventura.net/cd/landdevelopment>
- Soils report
- Percolation test (as specified)

**Land Development Staff:**

**Chandra Chandrashaker – 805-654-7714**

**Revised 9-22-16**