

## HOUSING APPROVAL PROGRAM SUBMITTAL REQUIREMENTS

The City's General Plan emphasizes Smart Growth in the physical design of the City. The major implication of Smart Growth for new residential development is all housing should be provided as an integral part of neighborhoods that are well connected to surrounding development, complex in use and diverse in housing opportunities, and where all public spaces are oriented to the pedestrian and all dwellings are oriented to the public realm. To evaluate the success of housing applications in meeting these central goals, it is necessary that the drawings being reviewed make the presence or absence of these connections and qualities very clear.

Applicant shall confer with Planning staff prior to submitting a HAP application to determine neighborhood boundaries for inclusion in the application. Planning staff will provide appropriate Planning documents to be incorporated into the submittal.

The minimum submittal requirements are listed on the following pages for small, medium and large housing project applications. Additional drawings and other information that clarify the qualities of a development proposal that are consistent with the principles, policies and design intentions of the General Plan may be helpful in discussing and approving the proposal.

**Applications that do not contain the required information, whether discovered at the time of application filing or within the first 30 days of review, will be returned with an abbreviated list of deficiencies.**

### SMALL AND MEDIUM PROJECTS

**Small Projects:** Proposals depicting development at the urban scale of a single lot and single building type.

**Medium Project:** Proposal depicting development at the urban scale of more than one lot with individual building types on each lot but which account for less than a block.

Each section below (i.e. Site Plan, Building Volume, Etc.) constitutes a separate plan sheet containing the prescribed information. These are minimum submittal requirements.

All drawings must be made according to an identified scale with cardinal directions identified, where applicable. Submittal format shall be as follows:

- Half-size plans sheets not exceeding 18" x 24."
- Reduced plan sheets measuring no larger than 8.5" x 11".
- Ten** half-size and **ten** reduced plan set copies.
- One digital copy of each plan sheet placed on a CD in pdf format.
- Separate digital file for each required building façade photograph. File shall be in pdf format and placed on the CD containing plan sheets.

#### Site Plan

Site plan of project site, all lots on the same block face, all lots on the opposing block face, and all lots on the block face behind the project site, of which shows:

- Project site proposed lot(s) dimension(s).
- Building placement with front, side and rear yard approximate setbacks measured.
- All abutting thoroughfare dimensions including curb-to-curb width, sidewalk/planter width and planter type.
- In graphic and text form, for site plan area described above, all existing local, state and national historic landmarks, whether below-or above-ground.

#### Photographs

- Photographs (in pdf format) of the front of each building located within the site plan area described above.

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### Building Volume

- Complete building volume including means of access (e.g., lobby/elevator/corridor, internal and/or external stairs) to and through each proposed dwelling. Elevation plans may be submitted to further explain building volume. Articulated floor plans are not required but will be accepted.

### Context

In graphic and text form identify the following including their approximate size and distance from the project site and their function(s):

- Civic buildings/site location
- Publicly usable open space areas
- Watercourses and thoroughfares

### Lot And Block Characteristics

Diagram identifying the lot and block characteristics for the site plan area described above including:

- Graphically, all existing and proposed lot width dimensions, as measured from their frontage on a public street or open space.

### Figure Ground Diagram

- Figure ground diagram of building placement attributed for site plan area described above.

### Building Heights

- Diagram identifying all existing estimated building heights and proposed project-building heights for the site plan area described above. Heights are to be measured in stories.

### Circulation

In graphic and text form, for the site plan areas described above, description of thoroughfare function(s) and physical characteristics as follows:

Cross-sectional information for abutting thoroughfare(s) that include:

- Photograph of thoroughfare(s).
- Diagram of cross-section(s) including identification and measurement of the right-of-way width, sidewalk/planting width, on street parking width, traffic lane width.
- Legend description of thoroughfare(s) that includes data on movement/speed, right-of-way width, pavement width, traffic lanes, on street parking situation, curb type, sidewalk width, planter type, planter width, planting materials.
- Overhead view diagram of abutting thoroughfare(s) that includes curb-to-curb width, sidewalk/planter width and locations of on street parking (red curb areas omitted).
- Nearest cross streets in both directions.
- Nearest Class I and II Bikeways.
- Proximity to neighborhood oriented services such as grocery store, retail and office.
- Public transit stop locations, route number(s) and destinations served.
- Pedestrian only pathways.

### Inclusionary Housing Plan (IHP)

An Inclusionary Housing Plan (IHP) if total project units are 15 or more, that includes:

- In graphic and text form 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.
- The income levels to which each Inclusionary Unit will be made affordable (very low, low and/or moderate).

## HOUSING APPROVAL PROGRAM SUBMITTAL REQUIREMENTS

### LARGE PROJECTS

**Large Projects:** Proposals depicting development at the urban scale of one or more city blocks and one or more building type but less than 20 gross acres in area.

Application submittal requirements for Large Project include all submittal requirements indicated under Small and Medium Projects as well as the following:

#### Site Plan

Site plan of project site, entire block(s) which site is located, and all lots on block in each cardinal direction, which shows:

- Project site proposed lot dimensions.
- Building placement with front, side and rear yard approximate setbacks measured; unit access/entrances identified.
- All abutting thoroughfare dimensions including curb-to-curb width, sidewalk/planter width and planter type.
- In graphic and text form, for site plan area described above, all existing local, state and national historic landmarks, whether below or above ground.

#### Parking

- Graphically, on street parking locations for site plan area described above. Additional situations such as no parking, parallel parking, diagonal parking, perpendicular parking, public parking lots and public parking garages shall be included.

#### Street Trees

- Existing and proposed street tree species for each thoroughfare within the site plan area described above. Species information will be graphically keyed to a diagram of orientation.

***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.  
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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.