
PRE-APPLICATION APPLICANT'S GUIDE

The purpose of the Pre-Application process is to provide project applicants with initial review and feedback of conceptual plans for a proposed development. The Pre-Application process is optional, but is recommended for large or complex development proposals to avoid unanticipated costs or delays during the formal application process.

The City's early review team will meet with the applicant and provide insight as to whether the development concept meets the City's policies and regulations. Staff will identify problems or constraints the development proposal may encounter, as well as conditions of approval that may apply. Staff may offer suggestions on ways to make the proposal more acceptable to the community. The pre-application process concludes with written advisory direction to the applicant.

Representatives on the City's Development Advisory Committee (DAC) include Ventura Water (water, sewer and utilities), Land Development (traffic/transportation planning), Public Works (storm water, MS4 and other public utilities), Parks Division (public landscaping and parks), Building & Safety (building construction, Fire Department, fire standards), Economic Development/Revitalization (redevelopment opportunities), and Planning Division (zoning regulations, design review and permit entitlement processes). In addition, a representative of the Planning Commission and Design Review Committee will be present to provide input from these bodies.

A Case Planner is assigned to a pre-application and will coordinate the meeting date and time.

The minimum information required for staff to review the proposal is listed below. Although it is not necessary to include additional information with the Pre-Application submittal, the level of information City staff is able to provide regarding a proposed development is commensurate with the level of detail provided by applicant.

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 landscaped areas
- 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
- Easements
- Project Description (Text description of project)

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
- All wall-mounted equipment, gutters, and down spouts

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

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

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 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

Pre-application Submittal Requirements:

(plans are required to be folded to a size no larger than 8-1/2" x 14" and be in collated sets)

1. **Twenty-Two (22)** full-size copies & one reduced 8-1/2" x 11" copy of the proposed site or plot plan.
2. **Twenty-Two (22)** full-size copies & one reduced 8-1/2" x 11" copy of the proposed floor plans.
3. **Twenty-Two (22)** full-size copies & one reduced 8-1/2" x 11" copy of the proposed building elevations.
4. Other information that may help when reviewing your development proposal.

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.

PRE-APPLICATION

Project Address and/or Location: _____

Project Assessor's Parcel No.: _____

Existing Zoning: _____ General Plan Land Use Designation: _____

Size: Acres: _____ or Square Feet: _____

Existing Use: _____

Project Description: _____

Applicant: _____

Address: _____ Phone Number: _____

Email: _____ Fax Number: _____

Contact Person: _____
(If different from applicant)

Address: _____ Phone Number: _____

Email: _____ Fax Number: _____

Property Owner: _____

Address: _____ Phone Number: _____

Email: _____ Fax Number: _____

Property Owner's Signature _____ Date _____

Applicant's Signature _____ Date _____