

Applicants Guide SUBMITTAL REQUIREMENTS

Material and Plans required for projects which require consideration at a public meeting as follows:

- Administrative Hearing
- Design Review consideration
- Planning Commission Hearing and Design Review recommendation
- Administrative Hearing and Design Review recommendation
- Planning Commission Hearing

ITEMS REQUIRED	Admin Review	Admin & Design Review	Design Review	PC Review	PC & DRC
Planning Application Form	1	1	1	1	1
Environmental and Project Information Form	1	1	1	1	1
Supplemental Application(s)	1	1	-	1	1
Site Plan	1	5*	6	5*	5*
Elevations	1	1*	6	1*	1*
Floor Plans	1	1*	6	1*	1*
Landscape Plans	1	1*	6	1*	1*
Zoning Matrix	1	1	1	1	1
Solar Shading	—	1	1	1	1
Property Line/Height Survey	1	1	1	1	1
Hillside Survey Data	1	1	1	1	1
Reduced copy of plans	1	1	1	1	1
Digital Plan Copies	1	1	1	1	1
Photographs (sets)	1	1	1	1	1
Colors/Materials Board	1	1	1	—	1
Color Rendering	1	1	1	—	1
Sign Design Plans	3	1	6	—	1
Preliminary Title Report	1	1	1	1	1
Inclusionary Housing Plan	1	1	1	1	1
Stormwater Compliance Study	1	1	1	1	1
Application Fees	See adopted fee schedule				

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.
- LOCATION:** Ventura City Hall, 501 Poli Street, Room 117
- PHONE:** (805) 654-7725
- MAILING ADDRESS:** P.O. Box 99, Ventura, CA 93002-0099

*Once determined to be "complete for filing", additional copies will be required.
The **Application Requirements Details** form provides a detailed description of the above required submittal items.

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.