



**COUNTY of VENTURA**

# **ANNUAL EMPLOYMENT VERIFICATION DECLARATION FARMWORKER/ANIMAL CARETAKER DWELLING UNITS**

**County of Ventura • Resource Management Agency • Planning Division**  
800 South Victoria Avenue, Ventura, CA 93009 • (805) 654-2488

On March 1, 2022, the County Board of Supervisors adopted amendments to the Ventura County Non-Coastal Zoning Ordinance which amended existing regulations for farmworkers and animal caretakers dwelling units. The amendments updated the employment criteria for farmworkers and animal caretakers to identify what classifies as a full-time employee and allows for the spouse or domestic partner of a deceased, qualifying farmworker or animal caretaker to continue to reside in the dwelling unit in the non-coastal zones. Additionally, per Section 8107-41.2.3(c) of the amended ordinance, upon request by the County, property owners must provide proof of employment for tenants of farmworker/animal caretaker dwelling units in the form of at least two employment documents listed in Section 8107-41.2.2(f).

This employment verification declaration is required for farmworker and animal caretaker dwelling units approved through a Zone Clearance, a Planned Development Permit, or Conditional Use Permit pursuant to the Ventura County Non-Coastal Zoning Ordinance (NCZO), Section 8107-41.2.3, and the Coastal Zoning Ordinance (CZO), Section 8175-5.18.2. The owner of the property, or designated agent, must **submit an annual employment verification declaration by May 15 of each year** to the Planning Director, to verify that all the dwelling units are occupied by persons who meet the employment criteria established in Section 8107-41.2.2 of the NCZO, and Section 8175-5.18.1 of the CZO.

Pursuant to Section 8107-41.2.2 of the NCZO, dwelling units in non-coastal zones shall only be rented or provided under the terms of employment to farmworkers or animal caretakers who are employed on a full-time (minimum of 32 hours per week), full-time seasonal, or temporary basis by the property owner or lessee of the lot upon which the dwelling unit is located, to work onsite or on other land in Ventura County that is under the same ownership or lease. Farmworkers may retain their employment status during periods of non-agricultural employment, as long as they meet the full-time requirement for at least nine months of the calendar year.

Pursuant to Section 8175-5.18.1 of the CZO, dwelling units in the Coastal Agricultural Zone shall only be rented or provided under the terms of employment to persons who are employed full-time (minimum of 32 hours per week) as farm workers or animal caretakers by the property owner or lessee of the lot upon which the dwelling unit sits, or on other land in Ventura County that is under the same ownership or lease as the property with the dwelling unit.

A qualified farmworker or animal caretaker who has been renting or occupying a dwelling unit who subsequently retires or becomes disabled may continue to occupy the dwelling unit. Additionally, for dwelling units in the non-coastal zones, the spouse or domestic partner of a qualified farmworker or animal caretaker may continue to occupy the unit after the death the farmworker or animal caretaker.

---

Please complete all required information and questions below prior to **May 15th** each year.  
Submit to: Condition Compliance Staff via e-mail at [condition.compliance@ventura.org](mailto:condition.compliance@ventura.org).

This form may also be printed and mailed to: Ventura County Planning Division L#1740, Condition Compliance Program, 800 S. Victoria Ave., Ventura, CA 93009. If you have any questions, please call (805) 654-2443.

**I certify or declare** under penalty of perjury under the laws of the State of California that all information hereon, including any accompanying statements or documents, is true, correct, and complete to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Owner/Designated Agent

\_\_\_\_\_  
Phone No

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email address

Zone Clearance/PD/CUP Permit Number: \_\_\_\_\_

Permit Number: \_\_\_\_\_ Reporting Year: \_\_\_\_\_

Calendar year covered by this form: \_\_\_\_\_ Contact Person Name \_\_\_\_\_

Contact Person Email \_\_\_\_\_ Contact Person Phone No.: \_\_\_\_\_

Tax Assessor's Parcel No.:

**Verification Questions for *all* Farmworker and Animal Caretaker Dwelling Units:**

1. Did at least one occupant of the farmworker/animal caretaker dwelling unit meet the full-time employment requirements for the previous calendar year?  
 Yes  
 No
  
2. Will at least one occupant of the farmworker/animal caretaker dwelling unit meet the full-time employment requirements for the current calendar year?  
 Yes  
 No
  
3. Is each unit occupied by at least one person who is employed on a full-time, full-time seasonal, or temporary basis by the property owner or lessee of the lot upon which the dwelling unit is located to work onsite or on other land in Ventura County that is under the same ownership or lease? (Full-time means a minimum of 32 hours per week. Farmworkers may retain their employment status during periods of non-agricultural employment, as long as they meet the full-time requirement for at least nine months of the calendar year.)  
 Yes  
 No
  
4. If you answered "No" above to questions 1, 2, or 3, is the farmworker/animal caretaker dwelling unit occupied by a farmworker/animal caretaker who was previously employed by you, but subsequently retired, became disabled, or is the unit occupied by the spouse or domestic partner of a farmworker/animal caretaker who is now deceased? (*Note that only dwelling units in non-coastal zones allow for the surviving spouse or domestic partner to continue occupying the unit*)  
 Yes  
 No  
 N/A

**Please use the form provided below to provide details on the dwelling unit occupants for employment verification.**

**Dwelling #1:**

Occupant Name: \_\_\_\_\_ Occupant Phone #: \_\_\_\_\_

Dwelling Address: \_\_\_\_\_

Date tenant moved in to the unit (month/year) \_\_\_\_\_

How many family members live in this dwelling, *not* including the farmworker/animal caretaker? \_\_\_\_\_

If you charge rent for this dwelling, please indicate the monthly rent amount. \$ \_\_\_\_\_  
(If you do not receive rent, please insert N/A)

Is the primary farmworker/animal caretaker:  Disabled  Retired  Deceased  Employed Full-time

**Dwelling #2 (if applicable):**

Occupant Name: \_\_\_\_\_ Occupant Phone #: \_\_\_\_\_

Dwelling Address: \_\_\_\_\_

Date tenant moved in to the unit (month/year) \_\_\_\_\_

How many family members live in this dwelling, *not* including the farmworker/animal caretaker? \_\_\_\_\_

If you charge rent for this dwelling, please indicate the monthly rent amount. \$ \_\_\_\_\_  
(If you do not receive rent, please insert N/A)

Is the primary farmworker/animal caretaker:  Disabled  Retired  Deceased  Employed Full-time

**Dwelling #3 (if applicable):**

Occupant Name: \_\_\_\_\_ Occupant Phone #: \_\_\_\_\_

Dwelling Address: \_\_\_\_\_

Date tenant moved in to the unit (month/year) \_\_\_\_\_

How many family members live in this dwelling, *not* including the farmworker/animal caretaker? \_\_\_\_\_

If you charge rent for this dwelling, please indicate the monthly rent amount. \$ \_\_\_\_\_  
(If you do not receive rent, please insert N/A)

Is the primary farmworker/animal caretaker:  Disabled  Retired  Deceased  Employed Full-time

**Dwelling #4 (if applicable):**

Occupant Name: \_\_\_\_\_ Occupant Phone #: \_\_\_\_\_

Dwelling Address: \_\_\_\_\_

Date tenant moved in to the unit (month/year) \_\_\_\_\_

How many family members live in this dwelling, *not* including the farmworker/animal caretaker? \_\_\_\_\_

If you charge rent for this dwelling, please indicate the monthly rent amount. \$ \_\_\_\_\_  
(If you do not receive rent, please insert N/A)

Is the primary farmworker/animal caretaker:  Disabled  Retired  Deceased  Employed Full-time

**Dwelling #5 (if applicable):**

Occupant Name: \_\_\_\_\_ Occupant Phone #: \_\_\_\_\_

Dwelling Address: \_\_\_\_\_

Date tenant moved in to the unit (month/year) \_\_\_\_\_

How many family members live in this dwelling, *not* including the farmworker/animal caretaker? \_\_\_\_\_

If you charge rent for this dwelling, please indicate the monthly rent amount. \$ \_\_\_\_\_  
(If you do not receive rent, please insert N/A)

Is the primary farmworker/animal caretaker:  Disabled  Retired  Deceased  Employed Full-time

**Dwelling #6 (if applicable):**

Occupant Name: \_\_\_\_\_ Occupant Phone #: \_\_\_\_\_

Dwelling Address: \_\_\_\_\_

Date tenant moved in to the unit (month/year) \_\_\_\_\_

How many family members live in this dwelling, *not* including the farmworker/animal caretaker? \_\_\_\_\_

If you charge rent for this dwelling, please indicate the monthly rent amount. \$ \_\_\_\_\_  
(If you do not receive rent, please insert N/A)

Is the primary farmworker/animal caretaker:  Disabled  Retired  Deceased  Employed Full-time

**Dwelling #7 (if applicable):**

Occupant Name: \_\_\_\_\_ Occupant Phone #: \_\_\_\_\_

Dwelling Address: \_\_\_\_\_

Date tenant moved in to the unit (month/year) \_\_\_\_\_

How many family members live in this dwelling, *not* including the farmworker/animal caretaker? \_\_\_\_\_

If you charge rent for this dwelling, please indicate the monthly rent amount. \$ \_\_\_\_\_  
(If you do not receive rent, please insert N/A)

Is the primary farmworker/animal caretaker:  Disabled  Retired  Deceased  Employed Full-time

**Dwelling #8 (if applicable):**

Occupant Name: \_\_\_\_\_ Occupant Phone #: \_\_\_\_\_

Dwelling Address: \_\_\_\_\_

Date tenant moved in to the unit (month/year) \_\_\_\_\_

How many family members live in this dwelling, *not* including the farmworker/animal caretaker? \_\_\_\_\_

If you charge rent for this dwelling, please indicate the monthly rent amount. \$ \_\_\_\_\_  
(If you do not receive rent, please insert N/A)

Is the primary farmworker/animal caretaker:  Disabled  Retired  Deceased  Employed Full-time