



# Commercial Cannabis Activity Zoning Clearance Application Instructions

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County of Ventura • Resources Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009 • (805) 654-2488 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

1. No application request shall be accepted unless it includes the required information and plans detailed below and is accompanied by the appropriate fee.
2. An application may be filed by the owner of the property or his/her authorized agent, or by a lessee who holds a lease with terms that permit the cultivation of cannabis and any other uses applied for. Regardless of who is submitting the application, the property owner and the applicant who is seeking a cannabis business license shall sign the application.
3. Agents working on behalf of a property owner or cannabis business licensee shall submit an Agent Authorization form with the application.
4. No application request shall be accepted if a violation of Chapter 1 or Chapter 2 of the Ventura County Ordinance Code exists on the lot. This includes, but is not limited to, being in compliance with the terms of any underlying land use entitlement that runs with the subject property.
5. Zoning Clearances will only be issued for the cultivation of commercial cannabis on "legal lots" and within existing, permitted greenhouses or other previously approved fully enclosed buildings; if the applicant has no outstanding bills with the Resource Management Agency; and all other applicable standards are met.
6. Site plans and floor plans of all buildings, within the premises where the commercial cannabis activity will operate, must be submitted with the application. Site plan requirements are attached to this application.
7. Applications that are incomplete or include plans that do not meet the applicable standards included with the application packet will be returned to the applicant and not accepted for processing.
8. Refunds are not provided after an application has been accepted for processing.
9. Issuance of a Zoning Clearance does not guarantee issuance of a Building Permit from the Building & Safety Division, or related permits or licenses from other divisions such as the County Executive Office, Public Works and Environmental Health.
10. An issued Zoning Clearance shall become null and void if a pre-existing violation is discovered on the lot which is the subject of the Zoning Clearance.

# Checklist of Application Materials

The below checklist attests that you provided the following materials in your application.

Materials Provided		Required Application Materials and Additional Information
YES	NO	Description of Materials and Information to Be Provided
<b>GENERAL INFORMATION</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Commercial Cannabis Activity Zoning Clearance Application</b> filled out completely.
<b>Does this application include:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Applicant name and contact information?
<input type="checkbox"/>	<input type="checkbox"/>	Property owner name and contact information?
<input type="checkbox"/>	<input type="checkbox"/>	Assessor's Parcel Number for the proposed site?
<input type="checkbox"/>	<input type="checkbox"/>	Property Address for the proposed site?
<input type="checkbox"/>	<input type="checkbox"/>	Zone and General Plan land use designation?
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration of legal lot?
<input type="checkbox"/>	<input type="checkbox"/>	Demonstration that the structures involved were legally permitted prior to March 4, 2020?
<input type="checkbox"/>	<input type="checkbox"/>	Copy of <b>Conditions of Approval</b> for any previously-approved land use permit that runs with the land?
<input type="checkbox"/>	<input type="checkbox"/>	Full description of proposed activities and products of operation?
<input type="checkbox"/>	<input type="checkbox"/>	Delineate the area(s) within the premises of each prospective state license?
<input type="checkbox"/>	<input type="checkbox"/>	List of improvements necessary to operate?
<input type="checkbox"/>	<input type="checkbox"/>	Radius map demonstrating operation is not within 1,200 feet of a school, a day care center, youth center, park, or an urban residential zone?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Zoning Clearance fees</b> have been paid in full?
<input type="checkbox"/>	<input type="checkbox"/>	Copy of <b>Ventura County Cannabis Business License Application</b> ?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Agent Authorization form</b> (if applicable)?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Three sets</b> of 18" x 24" (minimum) drawings that include a: <b>Site Plan, Floor Plans</b> of all levels and floors engaged in the commercial cannabis activity, and <b>Elevations</b> of any new structures. Plan must include the information listed on the accompanying "Standards for Required Site Plans, Floor Plans and Elevations."

Materials Provided		Required Application Materials and Additional Information
YES	NO	Description of Materials and Information to Be Provided
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Photo-essay</b> of premises?</p> <p><b>Elevations</b> for existing buildings shall be substituted with a photo-essay of each building within the premises. The photo-essay shall include a photo and label of <u>each</u> building face as cross-referenced on the site plan. Additionally, the photo-essay shall include, but is not limited to, each building face as one walks around the building starting with the front entrance (i.e., north face, east face, south face, and west face), outdoor storage and staging areas, loading docks, alcove areas, and inner courtyard spaces. Additional photos may be provided to detail other operational areas.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Digital copies</b> of application materials?</p> <p><b>A digital copy</b> of the application, plans, radius map, agent authorization form, and the supplemental materials shall be provided on a USB flash drive at the time of submittal.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Have you provided additional materials?</b> If so, list additional materials provided in the space below.</p>
Additional Materials Provided By Applicant		



# Commercial Cannabis Activity Zoning Clearance Application

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### **Contact Information:**

Applicant seeking cannabis business license: \_\_\_\_\_

Applicant address: \_\_\_\_\_

Applicant phone no. \_\_\_\_\_ e-mail: \_\_\_\_\_

Business entity name: \_\_\_\_\_

Business contact: \_\_\_\_\_

Business address: \_\_\_\_\_

Business mailing address: \_\_\_\_\_

Property Owner name: \_\_\_\_\_

Property Owner address: \_\_\_\_\_

Property Owner phone no. \_\_\_\_\_ e-mail: \_\_\_\_\_

Agent name: \_\_\_\_\_

Agent address: \_\_\_\_\_

Agent phone no. \_\_\_\_\_ e-mail: \_\_\_\_\_

### **Property Information**

Property address: \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_ Cross streets: \_\_\_\_\_

Zoning: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_

Applications will only be accepted for commercial cannabis activity in the Agricultural Exclusive (AE) and the Industrial M1 and M2 Zones.

Proof of Legal Lot Status (Check one that applies):

- Certificate of Compliance # \_\_\_\_\_  Parcel Map or Tract Map # \_\_\_\_\_
- Conditional Certificate of Compliance # \_\_\_\_\_  Voluntary Merger/Lot Line Adj
- Other (provide explanation): \_\_\_\_\_

Present use of property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide a list of all the buildings and greenhouses involved in the commercial cannabis activity and the year each building was permitted and inspected by the County of Ventura Building and Safety Division: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A zoning clearance will not be accepted to operate a commercial cannabis cultivation operation in a greenhouse or building that was not legally permitted and in existence as of March 4, 2020.

Is there an active Planned Development Permit or Conditional Use Permit on the property:

Yes  No?

If yes, what is the permit number: \_\_\_\_\_

A copy of the conditions of approval of the land use entitlement must be submitted with this application. Does the applicant have the conditions of approval:  Yes  No?

Is the property and current uses on the property compliant with the applicable terms and conditions of that land use entitlement:  Yes  No?

Does the applicant requesting to operate the Commercial Cannabis Activity understand and agree to the applicable terms and conditions of the land use entitlement:  Yes  No?

A zoning clearance application will not be accepted to operate a commercial cannabis activity on a property that is not compliant with the terms of an applicable land use entitlement.

**Commercial Cannabis Operation**

Check all commercial cannabis activities being applied for:

- Cannabis cultivation     Cannabis nursery cultivation
- Cannabis processing     Cannabis distribution

Provide a full description of the proposed activities and products of the commercial cannabis operation: \_\_\_\_\_

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Detail any improvements to the premises, buildings, and/or greenhouses necessary to operate the proposed commercial cannabis activity. These improvements may include, but are not limited to, electrical upgrades, the installation of lighting, the installation of plumbing or floor drains, blackout shading screens, security systems, odor control devices, and air handling equipment: -

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The applicant is responsible for preparing and submitting a radius map that accurately depicts the uses within 1,200 feet of the commercial cannabis activity premises and is responsible for verifying that the premises is not within 1,200 feet of a parcel that contains a school, a day care center, youth center, park, or an urban residential zone.

Is the cannabis activity premises within 1,200 feet of a parcel that contains a school, day care center, youth center, park or an urban residential zone:  Yes  No?

**AFFIDAVIT OF APPLICANT/ CANNABIS BUSINESS LICENSE PRINCIPALS**

I hereby certify, under penalty of perjury, that I have personal knowledge of the information stated in this application and that the information contained herein is true and correct. I further certify that this application has been prepared in compliance of the Ventura County Ordinance Code. I also understand that the information provided in this application may be public information and subject to disclosure under the California Public Records Act.

Principal's Name: \_\_\_\_\_

Principal Title: \_\_\_\_\_

Principal Home Address: \_\_\_\_\_

Principal Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

Principal Title: \_\_\_\_\_

Principal Home Address: \_\_\_\_\_

Principal Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Add more pages as necessary to accommodate signatures of all Cannabis Business License Principals.**

**AFFIDAVIT OF PROPERTY OWNER**

I hereby certify, under penalty of perjury, that I am the property owner or am authorized by the property owner(s) to submit this application. I further certify that this application has been prepared in compliance of the Ventura County Ordinance Code, that the materials are being submitted as a formal application for the request noted on this application and that the statements and information above referred to are, to the best of my knowledge and belief, in all respects true and correct.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

**Add more pages as necessary to accommodate signatures of all property owners.**

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# STANDARDS FOR REQUIRED SITE PLANS, FLOOR PLANS AND ELEVATIONS

## General Requirements for Site Plans, Floor Plans, and Elevation Plans

1. **Paper Size** – Two sets of 18" x 24" minimum for Building & Safety Division plans; One set of 8½" x 11" for Planning Division.
2. **Preferred Scale:**
  - a. Site Plan –Use engineering scale, 1" = 10' for lots less than 1 acre; 1" = 40' for larger lots; show scale.
  - b. Floor Plan and Elevation Plans – Use architectural scale, ¼" = 1'.
3. **North Arrow** – Show with chosen scale beneath the north arrow.
4. **Title Block** –Each page in a set of plans shall include the following:
  - a. Assessor's Parcel No. – Obtain from tax bill or Assessor's Office.
  - b. Site Address – If no address assigned, use nearest cross streets.
  - c. Property Owner(s) Name, Address(es), and Phone Number(s).
  - d. Architect/designer/engineer Name, Address and Phone Numbers.
  - e. Sheet number – 1 of 6, 2 of 6, etc.
5. **Location Map** – On the Site Plan sheet that includes the following:
  - a. North arrow and scale.
  - b. Existing street pattern with names (from the first public road). If the property is more than ½ mile to the nearest public road, note approximate distance.
  - c. Highlight parcel, e.g. with cross-hatching.
  - d. Show general location of existing and proposed structures and delineate the area(s) within the premises of each prospective state license.
6. **Building Identification and Proposed Improvements** - Each building and structure within the premises shall be labeled and referenced on the required plan set. Delineate the area(s) within the premises of each prospective state license on the plans. The plans must show the location of existing and new equipment to be used as part of the proposed commercial cannabis activity, including but not limited to, odor control devices, security cameras and lighting, heating and cooling devices, etc., and identify the source of permanent electrical power.

## Specific Requirements for Site Plans (see following examples)

1. **Property Lines and Setbacks** – Show property lines and their legal dimensions; required setback lines around property; and distances to existing and proposed structures. (Building & Safety staff will generally require surveyed property lines on small residential lots.)
2. **Adjacent Streets** – Name and specify right-of-way width and distance from center line to property line. See Tax Assessor's Map for road widths or Public Works Agency "Road Inventory."



3. **Access/travel easements to and through the site and alleys servicing the parcel** – Show configuration and dimensions. See property deed for such items.
  
4. **Location of:**
  - a. Protected trees (size and type) within construction zone and access to the site, e.g. oaks, sycamores, historic trees, any tree 90"+ in girth.
  - b. Easements/Deed Restrictions, e.g., utility, equestrian, archeological, biological, flowage
  - c. Waste disposal systems (tanks, leach fields).
  - d. Existing and proposed water wells on the parcel.
  - e. Lakes, ponds, streams, springs, wetlands (whether intermittent or continually wet).
  - f. Geologic Impacts: faults, "Special Study Fault Zones", edge of slopes, landslides, (hazard information is available from the "GIS" section at (805) 477-1585.
  - g. Existing and proposed drainage facilities, including surface drainage patterns.
  - h. Existing and proposed outdoor light fixtures (required for project sites within the Dark Sky (DKS) Overlay Zone).
  
5. **Covered parking structures** (garages and carports) and uncovered parking spaces.
6. **Signs**, existing and proposed.
7. **Proposed grading** – Show location and indicate amounts of grading and fill in cubic yard, and heights cuts, etc. Show existing and proposed contours at appropriate scale.
8. **Vegetation removal** – Show location, type and square footage of vegetation to be removed and for what purpose (e.g. roads/drives, structures, flat-work, landscaping).
9. **Tree trimming and removal** – Show location of trunk, outline of "drip line" (range of tree canopy), type of tree, if it is to be removed, if it is to be trimmed and to what degree.
10. **Fire Clearance area** –100' required around all structures in wildfire areas.
11. **Roof Coverage\* of all existing and proposed structures** – Label the structure same as "Bldg. Sq. Ft. Data" entry. (\*the horizontal area covered by roofs, less 2' eaves).
12. **Show footprint of all existing and proposed "flatwork"** – Driveways, patios, decks, pools, spas, ponds, required uncovered parking spaces, etc.
13. **Show miscellaneous improvements** – Fire hydrants; free-standing lights, retaining walls, planters, barbeques, walls, storage sheds, and fences with dimensions.
14. **Designate the use of all proposed and existing structures.**
15. **Show distances between all existing and proposed buildings.**
16. **Table of structures labeled as: existing vs. proposed; their purpose; roof area and gross floor area.**
17. **Lighting Specifications** –If project site is within the Dark Sky (DKS) Overlay Zone, add a note on all plans and elevations to acknowledge that '*All new outdoor lighting will be consistent with Sec. 8109-4.7 of the Non-Coastal Zoning Ordinance.*'
18. **Indicate use of open areas** – Including recreational facilities, landscaping, storage and

operations yards, etc.

**19. Show location of trash and recycling areas.**

**20. On-site Parking and circulation:**

- a. Show layout and dimensions of parking area and spaces, including those for the handicapped; number of parking spaces and circle the highest number.
- b. Show direction and flows (shown with arrows).
- c. Show off-street loading spaces and facilities (commercial & industrial only)
- d. Show bicycle and motorcycle parking.
- e. Show concrete curbing and retaining wall details.

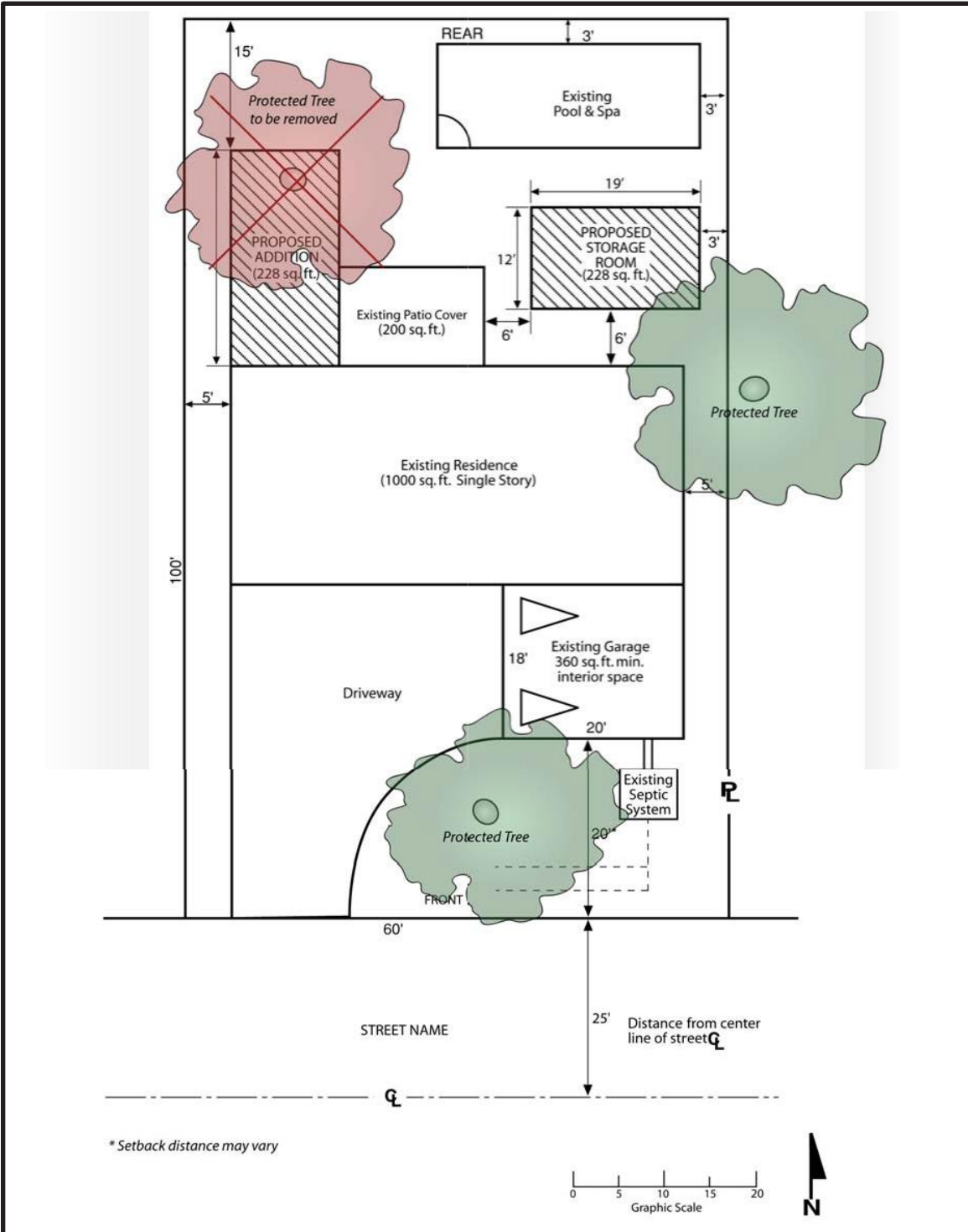
**Specific Requirements for Floor Plans (see following examples)**

1. **Show measured dimensions of the structures that are within the premises.**
2. **Show floor plans for all floors and levels, e.g., attics, lofts, and basements.**
3. **Show fixtures and dimensions of bathrooms in detached accessory structures** (36 sq. ft. is the general size limit).
4. **Show property lines** to existing and proposed structures if the property line is within 25' of the proposed structure.
5. **Show cannabis canopy** as defined in California Code of Regulations Section 8000(f).
6. **Show storage areas** for pesticides, fertilizers, chemicals, CO<sub>2</sub>, propane, or other hazardous or combustible materials.
7. If there are separate state licenses for one building, **show the boundaries** of each state license area on the floor plan.

**Specific Requirements for Elevations (see following examples)**

1. **Show measured dimensions of the structure** – Width, heights at peaks and mid-points of pitched roofs. The lower face of a Gambrel roof must pitch inwards  $\geq 45^\circ$  from vertical.
2. **Show property lines** to existing and proposed structures if the property line is within 20' of the proposed structure.
3. **Show original grade profile**
4. **Show final grade profile of lot 5' from proposed structure.**
5. **Show Datum Point** – Flood Control surveyed elevation.
6. **Maximum heights** for all proposed outdoor lighting fixtures shall be indicated (both freestanding, or attached to the structure or fence) for project sites within the Dark Sky (DKS) Overlay Zone.

# Sample Site Plan for Zoning Clearances



Assessor's Parcel No.    -  -    -

Street Address (if assigned): \_\_\_\_\_

Locality: \_\_\_\_\_