



# COUNTY *of* VENTURA

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## Resource Management Agency

Pursuant to Government Code section 65913.3, the County of Ventura –Planning Division is providing an example of a complete, approved housing development application for the following housing type: **Duplex**. This example is meant to provide an overview of the general content and format required in an application for the entitlement of that housing type. It is **not** intended to be an exhaustive list of all materials that may be required and may vary depending on project location and underlying zoning. Potential applicants should consult the appropriate zoning ordinance or Planning Division staff for further clarification on application materials required prior to entitlement.

*\*Note: Some information may be redacted to preserve applicant privacy or the intellectual property contained within development plans. An unredacted version of a housing development application can be viewed upon request at the Planning Division public information counter at the Ventura County Government Center, Hall of Administration, located at 800 S Victoria Road, Ventura.*

**TRACT 5683  
ZONING CLEARANCE COVER SHEET**

Lot Number: 71	APN: 056-0- 250 075										
Address Number: 337 & 339	Street: Grapefruit Lane										
Plan Type: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Duplex</li> <li><input type="checkbox"/> Triplex</li> <li><input type="checkbox"/> SFD – Small-Lot (Condo)</li> <li><input type="checkbox"/> SFD – Alley</li> <li><input type="checkbox"/> SFD – Standard</li> </ul>	Plan Number / Elevations: <table border="0" style="display: inline-table; vertical-align: top;"> <tr> <td>Plan:</td> <td>Elevations:</td> </tr> <tr> <td><input type="checkbox"/> 1</td> <td><input checked="" type="checkbox"/> A</td> </tr> <tr> <td><input type="checkbox"/> 2</td> <td><input checked="" type="checkbox"/> B</td> </tr> <tr> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> C</td> </tr> <tr> <td><input checked="" type="checkbox"/> N/A</td> <td><input type="checkbox"/> N/A</td> </tr> </table>	Plan:	Elevations:	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> A	<input type="checkbox"/> 2	<input checked="" type="checkbox"/> B	<input type="checkbox"/> 3	<input type="checkbox"/> C	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> N/A
Plan:	Elevations:										
<input type="checkbox"/> 1	<input checked="" type="checkbox"/> A										
<input type="checkbox"/> 2	<input checked="" type="checkbox"/> B										
<input type="checkbox"/> 3	<input type="checkbox"/> C										
<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> N/A										
Colors/Materials: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A – Spanish</li> <li><input type="checkbox"/> B – Farmhouse</li> <li><input type="checkbox"/> C – Craftsman</li> <li><input type="checkbox"/> D – Modern</li> </ul>	Reversed: <table border="0" style="display: inline-table; vertical-align: top;"> <tr> <td><input type="checkbox"/> Yes</td> <td><input checked="" type="checkbox"/> No</td> </tr> </table>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No								
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No										
Lot Size (sq. ft.): 15,530	Height (ft.): 24										
Lot Size (sq. ft.): 15,530	Coverage (sq. ft.) 2,430										
Residence (sq. ft.) <table border="0" style="display: inline-table; vertical-align: top;"> <tr> <td>First Floor: 1,372</td> </tr> <tr> <td>Second Floor: 1,950</td> </tr> <tr> <td>Total: 3,322</td> </tr> </table>	First Floor: 1,372	Second Floor: 1,950	Total: 3,322	Garage (sq. ft.) 960							
First Floor: 1,372											
Second Floor: 1,950											
Total: 3,322											
<b>Special Requirements:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unit is part of the 18 units to be used as a basis for payment of the in-lieu affordable housing fee. [TT-11(d)]</li> <li><input checked="" type="checkbox"/> Utility lines to be placed underground. [RPD-8]</li> <li><input checked="" type="checkbox"/> Energy consumption is at least 10 percent below Title 24 standards. [RPD-13]</li> <li><input checked="" type="checkbox"/> Garage door opener provided. [RPD-11]</li> <li><input checked="" type="checkbox"/> Windows to have minimum STC rating of 24.             <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot is within 100 feet of Main Street. [RPD-21]</li> <li><input type="checkbox"/> Lot is within 100 feet of existing water pump. [RPD-22]</li> </ul> </li> </ul>											
<b>Documents Submitted:</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Zoning Clearance application</li> <li><input checked="" type="checkbox"/> Lot-specific site plan</li> <li><input checked="" type="checkbox"/> Floor plan</li> <li><input checked="" type="checkbox"/> Elevations</li> <li><input checked="" type="checkbox"/> Water will-serve letter</li> <li><input checked="" type="checkbox"/> Verification of Fire Department approval</li> </ul>											

COUNTY OF VENTURA

**AUTHORIZATION OF AGENT  
TO ACT ON PROPERTY OWNER'S BEHALF**

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project (excluding the *Notice to Property Owner*, the execution of which I understand is my personal responsibility). My agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: Finch Ranch - Tract 5683 - 169 Residential Units  
\_\_\_\_\_  
\_\_\_\_\_  
(Include Permit # if available)

Project Location: 0 Main Street, Piru, CA - Tract 5683 (entire tract)  
Various APN's  
\_\_\_\_\_  
(Address, APN and other property identification as needed)

Name of Authorized Agent: [Redacted]  
(Please Print)

Address of Authorized Agent: [Redacted]

Phone Number of Authorized Agent: [Redacted]

E-Mail Address of Authorized Agent: [Redacted]

**PROPERTY OWNER ACKNOWLEDGEMENT**

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Property Owner's Name: [Redacted]

Property Owner's Signature: [Redacted] Date: 4/10/23

Property Owner's E-Mail Address: [Redacted]

Property Owner's Phone Number: [Redacted]

Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner must be as shown on the latest Assessor records.

Verification of Property Owner Signature:  Driver License  Notarized Letter  Other

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



# Zoning Clearance Application

County of Ventura • Resources Management Agency • Planning Division  
800 S. Victoria Ave., Ventura, CA 93009 • (805)654-2488 • www.vcrma.org/divisions/planning

## Applicant Contact Information

Applicant Name: [redacted] (Williams Homes)  
Applicant Address: [redacted]  
Applicant Phone No. [redacted] e-mail: [redacted]

## Property Owner Contact Information

Property Owner Name: [redacted]  
Property Owner Address: Same as Applicant  
Property Owner Phone No. [redacted] e-mail: [redacted]

## Agent Contact Information

Agent Name (if different than Applicant): \_\_\_\_\_  
Agent Address: \_\_\_\_\_  
Agent Phone No. \_\_\_\_\_ e-mail: \_\_\_\_\_

## Property Information

Property Address: [redacted] Grapefruit Lane - Duplex  
Assessor Parcel Number(s): [redacted] Cross Streets: \_\_\_\_\_  
Zoning Designation: RPD General Plan Land Use Designation: Urban

Proof of Legal Lot Status (Check one that applies):  
 Certificate of Compliance # \_\_\_\_\_  Parcel Map or Tract Map # 5683  Conditional Certificate of Compliance # \_\_\_\_\_  
 Voluntary Merger/Lot Line Adj  Other (provide explanation): \_\_\_\_\_

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

~~Project is being graded for new homes.~~

Number of Protected Trees (see Non-Coastal Zoning Ordinance § 8107-25 and Coastal Zoning Ordinance § 8178-7) within 20 feet of the limits of the construction area: N/A

Written Homeowner's Association or Property Owner's Association approval (attach if applicable):  YES  NO  N/A

Certificate of Appropriateness or Certificate of Review for Cultural Heritage Sites (attach if applicable):  YES  NO  N/A

Is there an active Planned Development Permit (PD) or Conditional Use Permit (CUP) on the property?  YES  NO  
If yes, what is the permit number: LU07-0136 A copy of the conditions of approval of the land use entitlement must be submitted with this application. Contact the Planning Division at 805-654-2478 for a copy of the conditions of approval. Is the property and current uses on the property compliant with the applicable terms and conditions of that land use entitlement?  YES  NO

Is there an active violation case associated with the subject property?  YES  NO If yes, what is the violation case number: \_\_\_\_\_ Describe the violation? \_\_\_\_\_

Please be advised that no applications for a new entitlement will be accepted if a violation of the Zoning Ordinances or the Subdivision Ordinance exists on the subject property unless acceptance of the application is necessary to abate the existing violation.



**Project Information**

Check type of Zoning Clearance applied for (more than one may be checked):

- New Principal/Accessory Agricultural Structure(s)
- New Residential Units (e.g., single-family dwelling)
- Accessory Dwelling Unit (ADU) (attached or detached)
- Junior ADU
- Additions to Existing Buildings/Structures
- Accessory Residential Structure(s) (e.g., carports, decks, spas, sheds, animal shade structures, fireplaces, ground-mounted photovoltaic systems, non-commercial antenna, and the like)
- Demolition of Structure(s)
- Ministerial Oil and Gas Well(s)
- Emergency Shelter Zoning Clearance
- Residential High-Density Zoning Clearance

Proposed Use and/or Structure No. 1: Residential

Proposed Use and/or Structure No. 2: \_\_\_\_\_

Proposed Use and/or Structure No. 3: \_\_\_\_\_

For dwellings, number of existing bedrooms: 0 Proposed number of additional bedrooms: 6

Number of existing covered parking spaces (i.e., carport, garage): N/A Number of existing uncovered marked parking spaces: N/A

Total landscape area (sq. ft.): 800 Is the landscape area entirely new?  YES  NO  N/A Is the landscape area a retrofit?  YES  NO  N/A Include all proposed surface area of water features, including pools and spas.

Provide a full description of the proposed project: \_\_\_\_\_

Two new single-family attached residences Duplex Lot 71, 337 (left side) & 339 (right side) Grapefruit Lane, 1661 SF each side, 3322 total SF.

Detail any improvements to the premises and/or buildings/structures necessary to complete the proposed project. These improvements may include, but are not limited to, new electrical/electrical upgrades or plumbing, installation of outdoor lighting, installation of fencing, installation of landscaping or removal of trees:

Two new single family attached residences with side yard fencing and front, side and rear yard HOA maintained landscaping.

Per HCD certified Housing Element Program Z- ADU Monitoring, please provide an estimated monthly rental rate if the project includes an ADU or JADU

Continue to Development Data Table on the next page.

### DEVELOPMENT DATA TABLE (Required)

Applicant completes the table below and provides it with the Zoning Clearance application.

Existing Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
See Summary Cover Sheet provided by Planning		
No existing structures on site.		
<b>TOTALS</b>		

Existing Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
No existing structures on site.		
<b>TOTALS</b>		

Proposed Principal Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
Duplex; 2 attached single family dwellings		
First Floor	1,372	1,372
Second Floor		1,950
Garage	960	
<b>TOTALS</b>	2,430	3,322

Proposed Detached Accessory Structures and/or Uses	Footprint in Sq. Ft.	Gross Floor Area all floors & Levels
<b>TOTALS</b>		

**Acknowledgement and Signature of Applicant and Property owner**

**AFFIDAVIT OF APPLICANT**

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

Applicant Signature: \_\_\_\_\_ Date: 5-22-23

**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 (by submitting a signed Agent Authorization Form). I further certify that this application has been prepared in compliance of the Ventura County Ordinance Code, that the application materials are being submitted as a formal application for the request noted on this application and that the statements and information above and on other application documents referred to are, to the best of my knowledge and belief, in all respects true and correct. I hereby understand and acknowledge that I will be responsible for paying all applicable fees, and I understand that the payment of such fees does not entitle me to approval of this application and that no refunds will be made. I further certify that this application has been prepared in compliance of the Ventura County Ordinance Code.

Property Owner Signature: \_\_\_\_\_ Date: 5-22-23

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

**For Planning Staff Use Only**

Date Received/Paid: \_\_\_\_\_ Legal Lot Status: \_\_\_\_\_ Lot Size: \_\_\_\_\_ (sq. ft.) \_\_\_\_\_ (acres)  
Zoning: \_\_\_\_\_ Overlay Zone: \_\_\_\_\_ General Plan Land Use Designation: \_\_\_\_\_  
Area Plan Land Use Designation: \_\_\_\_\_ Sq. ft. of Gross Floor Area Ministerially Allowed for Structure: \_\_\_\_\_





# Applicant Checklist

## Zoning Clearance 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Zoning Clearance Application</b> filled out completely with required signatures?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Tree Permit Application</b> also submitted if the project involves the pruning (beyond specified limits), removal, trenching, excavation, or other encroachment into the protected zone (5 feet outside the canopy's edge and a minimum of 15 feet from the trunk) of protected trees?
<b>Does this application include:</b>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Applicant name and contact information? Applicant signed application?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Property owner name and contact information? Property owner signed application?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessor's Parcel Number(s) for the proposed site?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Property address for the proposed site?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Zone and General Plan land use designation?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demonstration of legal lot?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Development Data Table</b> filled out?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of <b>Conditions of Approval</b> for any approved, active land use permit that runs with the subject property?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Full description of proposed project?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Zoning Clearance fees</b> have been paid in full?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Agent Authorization form</b> (if applicable)?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Digital Copies of Site Plan, Floor Plans</b> of all levels and floors, 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."
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Digital Copies of Landscape Plans.</b> When over 500 square feet of landscape area is proposed, it must be identified on the site plan. "Landscape area" means the total horizontal surface area dedicated to plant installation (including adjacent ground that provides space for the plants' establishment), plus the horizontal surface of any water features, that includes surface area of pool and spa. For more information, please see the Model Water Efficient Landscape Ordinance handout at <a href="https://vcrma.org/permit-application-information-and-handouts">https://vcrma.org/permit-application-information-and-handouts</a> .
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Digital photos of structure(s)</b> where exterior remodeling is proposed is helpful, but not required.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Digital copies</b> of all application materials? A <b>digital copy</b> of the application, plans, agent authorization form, and any supplemental materials shall be uploaded into Citizen's Access at the time of application submittal.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Have you provided supplemental materials?</b> If so, list the supplemental materials provided in the space below.
List of Additional Materials		





# COUNTY *of* VENTURA

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## Resource Management Agency

Official building plans and architectural drawings for this project have been omitted per state and federal law, but are available for inspection, but not copying, on the premises of Ventura County Planning Division as public records.