



Concept Project Review Pre-Application Form

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Ave, Ventura CA 93009 • 805 654-2488 • <https://rma.venturacounty.gov/divisions/planning/>

Applicant/Agent Information

Name: _____

Address: _____

Email: _____ Phone No.: _____

Property Owner Information (if different from applicant)

Name: _____

Address: _____

Email: _____ Phone No.: _____

Property Information

Property Address: _____

APN(s): _____ Lot Size: _____

Zone: _____ Land Use Designation: _____

Project Description:

Thoroughly describe the scope-of-work including the type of entitlement(s) (i.e., Conditional Use Permit, Planned Development Permit) requested below or through an attached description:

The following studies and documents may be required to submit a discretionary application, depending on the scope of your project. Note that not all items may be required for your specific project. As part of the Concept Project Review, Ventura County agencies will review all documentation submitted with this pre-application request. As most of these items are not required to request pre-submittal review, better guidance can be provided with developed plans and relevant information.

Check all items submitted with the pre-application request:

- ☐ Plan set (site plan with preliminary grading, floor plans, and elevations)
 - ☐ Flood elevation data if the site is located in a 100-year flood plain
 - ☐ Conceptual landscape plan for projects where landscaping is required for commercial, industrial, and all projects with 5 or more parking spaces
 - ☐ Lighting plans for projects in certain overlay zones (Dark Sky and Habitat Connectivity Wildlife Corridor) and for commercial, industrial, and all projects with 5 or more parking spaces
- ☐ Tentative map (when a subdivision of land is proposed)
- ☐ Water service
 - ☐ Current water bill (sites with purveyor service when buildings or additions are proposed)
 - ☐ Water availability letter (sites with purveyor service when a new building or additions are proposed)

- ☐ Water well pump and recovery test (sites on a private or shared well when a building or additions are proposed)
- ☐ Water quality report (when well water is proposed for new domestic use)
- ☐ Wastewater discharge
 - ☐ Septic tank pumping report (for all existing septic systems)
 - ☐ Soils report for septic suitability with percolation test (sites where septic systems are proposed)
 - ☐ Sewer availability letter (sites with purveyor service when new buildings are proposed)
- ☐ Soils and geotechnical study (when construction or grading are proposed)
- ☐ Drainage study (when impervious area or a change in drainage patterns is proposed)
 - ☐ Post-construction stormwater management plan
- ☐ Traffic study
 - ☐ Work scope for traffic impact analysis
 - ☐ Traffic control plan
- ☐ Archaeological study (when archaeological resources may be impacted)
- ☐ Historic resources report (when historic resources may be impacted)
- ☐ Dust control and odor impact and minimization plan (solid waste, recycling, green waste, and composting projects)
- ☐ Manure management plan (when the keeping of animals is involved)
- ☐ Noise study (when noise generated by the project can impact a sensitive use like a dwelling, school, or hospital)
- ☐ Initial study biological assessment (sites that contain, or are near, native vegetation or wetlands)
- ☐ Arborist report (when protected trees may be impacted by development)
- ☐ Public easement certification form (for tentative subdivisions)

The applicant/agent hereby submits this completed form and attached documents, referred to as the Concept Project Review Pre-Application Package, for Committee use. The applicant/agent hereby acknowledges and accepts that any revisions that may need to be made to the project in response to the Concept Project Review are the sole responsibility of the applicant. The County of Ventura accepts no liability or responsibility for any monetary, scheduling, or other inconvenience caused by allowing this project to proceed.

Applicant/Agent (signature)

Date

I hereby authorize the person(s) identified on this document to apply for and discuss the necessary materials submitted to the Concept Project Review. The authorized applicant/agent should receive copies of the communications related to the proposed project unless I have otherwise notified the County.

Property Owner

Date