

# County of Ventura

## Conditional Use Permit Time Extension Application Packet



***County of Ventura • Resource Management Agency • Planning Division***  
***800 South Victoria Avenue, L1740, Ventura, CA 93009***  
***(805) 654-2478 • [www.vcrma.org/planning](http://www.vcrma.org/planning)***

**Last Updated: April 2024**



# Conditional Use Permit Time Extension Application Questionnaire

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A proposed project qualifies for a Conditional Use Permit (CUP) Time Extension Application when the proposed project *only* includes a request for the continued use of an existing structure and/or use approved by an existing, active<sup>1</sup> CUP that does not involve any proposed modifications or legalizations of unpermitted structures and/or uses. The CUP Time Extension Application has been created solely for those projects that only include a request for additional time to continue the use or structure on a property. For example, an applicant who requests an additional 10 years to operate a wedding event venue covered under an existing CUP with no proposed changes would use the CUP Time Extension Application herein. However, if the applicant proposes (in addition to an extension of time to operate the wedding event venue) to modify the existing approved project, such as increasing the number of events and/or guests, parking area, landscaping or other change (or legalizations) would not be considered a simple time extension to an existing permit. The applicant would be required to use the standard Discretionary Permit Application, which can be viewed at: <https://vcrma.org/conditional-use-permits>.

Please be advised that all time extension requests are subject to site inspection to confirm the conditions of approval of the existing CUP are being adhered to by the permittee.

To qualify for the CUP Time Extension Application, project applicants must answer “Yes” to all of the statements below. Any “No” answers will require the project applicant to file a standard Discretionary Permit Application.

**Applicant's Initials \_\_\_\_\_ Confirming all the responses below are correct.**

1. The project site is not located on the same lot where a violation exists of standards found in the Zoning Ordinances, the Subdivision Ordinance, the Building Code or any grading ordinance, or of the terms of an existing permit covering the lot. **Yes** ☐
2. The project site is a legal lot. **Yes** ☐
3. The uses and structures that were approved under the approved CUP have not changed and are not proposed to change as part of the time extension. **Yes** ☐
4. There are no proposed changes to the approved project description, including but not limited to, the number of employees/visitors, hours of operation, vehicle trips, etc. **Yes** ☐

<sup>1</sup> CUPs that have expired prior to submittal of a CUP Time Extension Application do not qualify for the CUP Time Extension Application. The applicant would be required to submit for an entirely new CUP using the standard Discretionary Permit Application.

5. There are no additional structures, buildings or uses, including impervious surface areas, that are required to be permitted or are proposed as part of the time extension. **Yes** ☐
6. The landscaping at the project site is in substantial conformance with the approved Landscape Plans and there are no proposed changes to the plan. **Yes** ☐
7. There are no proposed changes to the approved site plan, floor plan and elevation drawings and the existing layout of the property reflects the approved plans. **Yes** ☐
8. All conditions of approval of the approved CUP, including the required landscaping, have been installed and approved by the appropriate County agencies and continue to be maintained in compliance with the conditions of approval and approved plans. **Yes** ☐



## Submittal Checklist

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### REQUIRED APPLICATION FORMS

- ☐ Completed CUP Time Extension Application
- ☐ Signed Owner/Applicant Consent
- ☐ Signed Authorization of Agent Forms, if applicable
- ☐ Signed Fee Reimbursement Agreement
- ☐ Signed Levine Act Campaign Contribution Disclosure Form
- ☐ Completed Certification Statement of Hazardous Waste/Substance Site

### REQUIRED DOCUMENTS

- ☐ Plan Set (Legible Digital Copy) – See Plan Set Checklist
  - Site Plan/Topographic Map
  - Floor Plans
  - Elevations
  - Landscape Plans, if applicable
  - Lighting Plans, if applicable
  - Sign Plans, if applicable
- ☐ Utilizing Public Water: Copy of Current Water Bill from Water Purveyor
- ☐ Utilizing Private Water: Water Well Pump Test
- ☐ Utilizing Public Sewer: Copy of Sewer Bill from Sanitation District
- ☐ Utilizing Private On-site Wastewater Treatment System: Septic Tank Inspection and Pumping Report

### REQUIRED FEES

- ☐ Conditional Use Permit Time Extension Deposit

All required forms and documents must be submitted as part of a single submission and will not be accepted for processing until all intake fees are paid and a reimbursement agreement is signed by the property owner. Acceptance of an application package at intake is not a determination of application completeness. Additional information (e.g., revisions to plans, special studies) may be required once assigned to a case planner before final application processing.



## County Staff Who Review Discretionary Permit Applications

Agency or District	Subject Matter	Contact	Contact Information
Watershed Protection District	Drainage (Redline Jurisdictional Channels)	Dawn Husted	(805) 662-6882 <a href="mailto:dawn.husted@ventura.org">dawn.husted@ventura.org</a> Or <a href="mailto:CEQA@ventura.org">CEQA@ventura.org</a>
Watershed Protection District	Groundwater/Water Supply	James Maxwell	(805) 654-5164 <a href="mailto:james.maxwell@ventura.org">james.maxwell@ventura.org</a>
Watershed Protection District	Surface Water Quality/Stormwater Quality	Jill Jennings	(805) 645-1382 <a href="mailto:jill.jennings@ventura.org">jill.jennings@ventura.org</a>
Public Works Agency	Grading	Ben Fischetti	(805) 654-2042 <a href="mailto:ben.fischetti@ventura.org">ben.fischetti@ventura.org</a>
Public Works Agency	Geology and Soils Engineering	Jim O'Tousa	(805) 654-2034 <a href="mailto:jim.o'tousa@ventura.org">jim.o'tousa@ventura.org</a>
Public Works Agency	Floodplain Management (FEMA)	Dawn Husted	(805) 662-6882 <a href="mailto:dawn.husted@ventura.org">dawn.husted@ventura.org</a>
Public Works Agency	Transportation, Circulation, Traffic, and Drainage		(805) 654-2018
Public Works Agency	Surveyors Office Subdivisions and Parcel Map Waivers	Dan Walsh	(805) 654-2089 <a href="mailto:dan.walsh@ventura.org">dan.walsh@ventura.org</a>
Public Works Agency	Solid Waste, Greenwaste, and Recycling	Tobie Mitchell	(805) 658-4315 <a href="mailto:Tobie.mitchell@ventura.org">Tobie.mitchell@ventura.org</a>
Ventura County Air Pollution Control District	Air Quality and Climate Change	Nicole Collazo	(805) 645-1426 <a href="mailto:nicole@vcapcd.org">nicole@vcapcd.org</a>
Resource Management Agency, Environmental Health Division	Water Supply, Sewage Disposal, Public Health, Hazardous Materials/Waste, and Solid Waste Operations	Roxy Cabral and Tim Krone	(805) 654-2830; (805) 654-5040 <a href="mailto:roxy.cabral@ventura.org">roxy.cabral@ventura.org</a> <a href="mailto:tim.krone@ventura.org">tim.krone@ventura.org</a>
Ventura County Fire Protection District	Fire Protection	Alan Dearden	(805) 914-4128 <a href="mailto:alan.dearden@ventura.org">alan.dearden@ventura.org</a>
Ventura County Fire Protection District	Defensible Space, Landscaping, Fuel Modification Only	Larry Williams	(805) 947-8543 <a href="mailto:Larry.williams@ventura.org">Larry.williams@ventura.org</a>
Agricultural Commissioner's Office	Agricultural Resources	Alec Thille	(805) 933-2926 x1112 <a href="mailto:Alec.thille@ventura.org">Alec.thille@ventura.org</a>
Resource Management Agency, Planning Division	Land Use, Planning, and Permit and Environmental Review Processing	Winston Wright	(805) 654-2468 <a href="mailto:winston.wright@ventura.org">winston.wright@ventura.org</a>
Public Works Agency	Water and Sanitation	Eric Keller	(805) 378-3015 <a href="mailto:emc.keller@ventura.org">emc.keller@ventura.org</a>



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Please complete the following information:

## PROJECT SITE INFORMATION

Project Site Address: \_\_\_\_\_

Assessor Parcel No.(s): \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Size of Permit Area: \_\_\_\_\_ Existing CUP No. \_\_\_\_\_

## CONTACTS

1. **Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

LLC, LP or Corporation Name and File No.: \_\_\_\_\_

2. **Applicant (if different than property owner):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

The applicant is:

Owner ☐ Lessee ☐ Has Power of Attorney ☐ Authorized by Property Owner ☐

If the applicant is not the property owner, **please submit a lease agreement, power of attorney document, or owner authorization document** with your application.

3. **Agent (if applicable):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

4. **Civil Engineer (if applicable):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

5. **Architect/Designer (if applicable):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Owner/Applicant Consent**

*I hereby submit an application for the land use entitlement(s) identified in this application and questionnaire, and certify that the information and exhibits submitted herewith are true and correct to the best of my knowledge.*

*I declare under penalty of perjury that I am the applicant for the project at 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.*

*I certify that I have read and understand all of the instructions and submittal requirements for my application package and have made a good faith effort to comply with these instructions and to provide all of the materials and information that are required for a complete application.*

*I hereby acknowledge that I have been informed of my right to make a written request to the County to receive notice of any proposal by the County to adopt or amend a general or specific plan, or a zoning ordinance or other ordinance affecting building or grading permits, prior to action on said item.*

*I certify that I am aware that the information provided in my application package may be subject to public inspection that occurs as a result of any request made in accordance with the requirements of the California Government Code [§6253(a) et seq].*

\* A notarized letter from the applicant may be submitted in lieu of a signature.

\_\_\_\_\_  
Owner's/Applicant's Signature

\_\_\_\_\_  
Date

## EXISTING APPROVED LAND USE AND PROJECT DESCRIPTION

Describe the existing approved use(s) and structures on the project site that are authorized by the approved CUP. Include the number of employees who work at the site, the days and hours of work and of operation (if different), and the number of employees/shift (if applicable).

## CUP EXPIRATION DATE

Provide the existing expiration date of the CUP and the requested expiration date of the CUP (i.e., 5 years, 10 years):

Existing Expiration Date:  Proposed Expiration date:

## EVENTS

For projects involving approved events (e.g., weddings, animal shows), please provide the type of events:

For projects that do not involve events, please check the "N/A" box. N/A ☐

## WATER SUPPLY

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**(1) Public Water Supply** ☐ Water Purveyor's Name:

Provide the fire flow that is available to the project site:  GPM @ 20 PSI-R

**Submit a copy of a current water bill with this application**

**(2) Private Water Supply** ☐

List all known water wells onsite or offsite that supplies the project site, including any municipal, industrial or agricultural supply wells.

Will the source of water for fire protection purposes be provided by a private well or purveyor? ☐ Purveyor or ☐ Private Well ☐

If water is provided by a purveyor, please provide the name of the water purveyor:



Size of the water tank/reservoir that serves the water system:  gallons

Fire Flow that is available at 20 PSI-R from the water system at the nearest fire hydrant to the project site:  GPM

### SEWAGE DISPOSAL

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(1) **Public Sewer** ☐ Sewer Purveyor's Name:

**Submit a copy of the current water bill with this application.**

(2) **Private On-site Wastewater Treatment System** ☐

(a) Conventional Septic System ☐

(b) Advanced Treatment System ☐

(c) Grey Water System ☐

(d) Step (Septic Tank Effluent Pumping) Systems ☐

**Submit a digital copy of a septic pumping report for all existing septic systems located on the project site with this application.**

### VEHICLE TRIPS

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For existing agricultural, commercial, institutional, and industrial projects, state the number, type (e.g., employees, truck trips, deliveries), and frequency of vehicle trips that were approved under the CUP (if your previous CUP described or limited the number of trips, provide this information):

### HAZARDOUS MATERIALS/WASTE AND FIRE PROTECTION

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Highlight any changes to the existing Business Plan.

If no changes, please check the "N/A" box. N/A ☐

**Has a completed "Certification Statement of Hazardous Waste/Substance Site" form been submitted?** ☐ Yes ☐ No

### BIOLOGICAL RESOURCES

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Was there an Initial Study Biological Assessment prepared for the previously approved project?

☐ **Yes**, an ISBA was prepared, and a copy is submitted with this application.

☐ **No**, there was no impact on sensitive biological resources as a result of the project.



## Plan Set Checklist

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The previously approved plans for the use(s) and/or structure(s) approved by the CUP may be submitted in lieu of new plans if the plans meet the requirements outlined below. If not, the applicant will be required to provide updated plans that meet the requirements below. Inadequate plans will not be accepted for processing and will be returned to the applicant.

#### SITE PLAN REQUIREMENTS

The following minimum requirements are required on all site plans:

- **Legible Digital Copy:** all words and dimensions are clearly readable. ☐
- **Accurate:** the existing layout on the approved plans, including the location of buildings, structures, parking areas, walkways, and outside storage, match the current layout of the project site. ☐
- Drawn to scale and north arrow provided. ☐
- The parcel size (sq. ft. or acres) and the permit boundaries are shown. ☐
- All existing uses are labeled and the sizes of each building and structure are depicted. ☐
- The exterior legal lot dimensions (in feet) and all easements of the property are shown. ☐
- The front, side and rear setbacks from buildings to all property lines are shown. ☐
- The location, height, and materials of all existing fences and retaining walls are shown. ☐
- The location and number of existing on-site parking spaces, loading areas, and ADA accessible spaces are shown. ☐
- The location and type of all protected trees are provided. ☐

#### FLOOR PLAN REQUIREMENTS

The following minimum requirements are required on all floor plans (be aware that Planning staff may need floor plans of buildings on the property that do not currently have floor plans):

- **Legible Digital Copy:** all words and dimensions are clearly readable. ☐
- **Accurate:** the interior layout of all of the buildings and structures on the plans match the current layout of all of the buildings and structures. ☐
- Drawn to scale and north arrow provided. ☐
- The interior layout of all buildings and structures (as viewed from above). ☐

- The existing rooms/areas (e.g., bathrooms, closets, offices) are shown. ☐
- The dimensions of all rooms are shown. ☐

### **ELEVATION PLANS REQUIREMENTS**

The following minimum requirements are required on all elevation plans (a photo essay of elevations may be allowed upon determination by the Planning Director or designee):

- **Legible Digital Copy:** all words and dimensions are clearly readable. ☐
- **Accurate:** the exterior walls of all of the buildings and structures on the plans match the current layout of all of the buildings and structures, including the location of windows and doors. ☐
- Drawn to scale and north arrow provided. ☐
- All four elevations (i.e., north, south, east and west) are shown. ☐
- The height of all buildings and structures shall be shown. ☐

### **LANDSCAPE PLANS (IF APPLICABLE)**

The previously approved plans may be submitted in lieu of new landscape plans if the project site is currently in substantial conformance with the previously approved landscape plans. If not, the applicant will be required to provide updated landscape plans that reflect the current landscape layout of the project site and meet the County's minimum requirements for landscape plans.

### **LIGHTING PLANS (IF APPLICABLE)**

The previously approved plans may be submitted in lieu of new lighting plans if the existing exterior lighting on the project site matches the previously approved lighting plans. If not, the applicant will be required to provide updated lighting plans that reflect the current lighting conditions of the project site.

### **SIGN PLANS (IF APPLICABLE)**

The previously approved plans may be submitted in lieu of new sign plans if the existing signage on the project site matches the previously approved sign plans. If not, the applicant will be required to provide updated sign plans that reflect the current signage on the project site.

### **OTHER PLANS/EXHIBITS (IF APPLICABLE)**

If the previously approved CUP required other types of plans that are not included in the list above, these plans may be submitted in lieu of preparing updated plans provided that the project site matches these plans. If not, the applicant will be required to provide updated plans that reflect the current conditions of the project site.