



# Ministerial Modification Application For the Non-Coastal Zones

County of Ventura • Resources Management Agency • Planning Division  
800 S. Victoria Ave., Ventura, CA 93009 • (805) 654-2488 • [www.rma.venturacounty.gov/divisions/planning](http://www.rma.venturacounty.gov/divisions/planning)

## Applicant Contact Information

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone No. \_\_\_\_\_ E-mail: \_\_\_\_\_

## Property Owner Contact Information

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone No. \_\_\_\_\_ E-mail: \_\_\_\_\_

## Agent Contact Information

Agent Name (if different than applicant): \_\_\_\_\_

Agent Address: \_\_\_\_\_

Agent Phone No. \_\_\_\_\_ E-mail: \_\_\_\_\_

## Property Information

Property Address: \_\_\_\_\_

Assessor's Parcel Number (APN): \_\_\_\_\_

**Project description and how any proposed changes meet the Ministerial Modification Standards of NCZO Section 8111-6.1.1(a) through 8111-6.1.1(e):**

**Ministerial Modification Standards:** Ministerial modifications to a previously approved and active discretionary entitlement may be approved with a Zoning Clearance if they meet the standards of the Non-Coastal Zoning Ordinance (NCZO) sections 8111-6.1.1(a) through (e) and 8111-1.1.1(b).

Eligible modifications include:

1. Changes to entitled structures provided they do not conflict with any other development standards of the NCZO if the use does not change, the footprint and building lot coverage do not increase, the height and size of the structures do not increase, internal remodeling does not increase the number of required parking spaces, and/or they are minor exterior changes or embellishments.
2. Change of use within an existing building or tenant space, if the use is entitled in the same manner as the original use and the property has sufficient parking to accommodate the change of use, as calculated by NCZO section 8108-4.1.
3. Changes to an approved landscape plan if the amount of landscaping is maintained and the purpose of the landscaping is met, and the landscaping continues to meet the applicable minimum landscape requirements of NCZO section 8106-8.2, Article 7, Article 8, and Article 9.
4. Parking lot reconfigurations or restriping are allowed if the number of motor vehicle and bicycle parking spaces remain unchanged. If the number of required motor vehicle and bicycle parking spaces is changed the number of spaces provided on the site meets the minimum required number of spaces and other provisions of NCZO section 8108-4, including the design of the parking areas required by NCZO sections 8108-5 and 8108-6.
5. Any changes to grading or excavation, provided that these changes are limited to areas that were previously approved for disturbance as part of the previously approved discretionary entitlement and do not result in any new or expanded ground disturbance beyond what was originally authorized.

**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: \_\_\_\_\_

**AFFIDAVIT OF PROPERTY OWNER**

I hereby certify, under penalty of perjury, that I am the property owner. 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 1: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature 2: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature 3: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION OF APPLICANT AND/OR AGENT**

I hereby authorize the person(s) identified below to apply for, sign, and file the documents necessary to obtain the permits required for my project. My authorized applicant and/or agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County. Check all that apply.

APPLICANT

AGENT

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.