



Section III - Checklist of Requirements

Streamlined Multifamily Zoning Clearance Application

County of Ventura • Resource Management Agency • Planning Division

800 South Victoria Avenue, Ventura, CA 93009 • (805) 654-2478 • www.vcrma.org/divisions/planning

III.A. Site Plans/Preliminary Grading Plans

The following checklist outlines the submittal requirements for site/preliminary grading plans for Streamlined Multifamily Zoning Clearance applications. If the proposed development is located in an RPD zone, please refer to Section 8109-1.2 (Standards for RPD Zone) for specific standards that shall be incorporated into the Site Plan / Preliminary Grading Plan.

Site/Preliminary Grading Plan Requirement and/or Informational Item
Submittal Requirements
<p>1. <i>Submit a digital copy of the site/preliminary grading plans.</i> GIS or CAD files of the plans should be provided unless the plans were not prepared using AutoCAD, in which case a PDF or a hard copy of the plans will suffice. The accepted format of the plans is as follows (in order of preferred format): (1) GIS files; (2) CAD files; (3) Digital files (PDF, JPG, TIF); and, (4) Hard copy, at least 24 x 36 inches in size. If you submit GIS or CAD files, provide the files in the following format:</p> <ul style="list-style-type: none"> • CAD files in DWG format; • CAD or GIS files in the Ventura County standard projection: NAD 1927 State Plane CA Zone V (feet); and, • CAD or GIS files with only grading limit lines (daylight lines) and proposed structures.
Dimension/Orientation Requirements
<p>2. <i>Site plans must comply with the following dimensional and orientation requirements:</i></p> <p>a. Site Plans must be a minimum of 24 x 36 inches in size.</p> <p>b. Site plans must be oriented such that the northerly side of the project site is at the top of the site plan.</p> <p>c. Site plans must be drawn such that they are legible, and must be drawn using an engineer's scale within the range of 1 inch = 10 feet to 1 inch = 200 feet.</p>
Title Block Requirements
<p>3. <i>Site plans must include a title block that complies with, or includes, the following:</i></p> <p>a. Title blocks should be located in the lower right-hand corner of the site plan, unless an alternative location exists that would make the title block more legible (e.g., the right-hand side of the site plan).</p> <p>b. For plans that are submitted in digital format, all text within the title block must be large enough to be legible (e.g., 12 point font).</p> <p>c. Name and mailing address of the:</p> <p>(1) Property owner.</p> <p>(2) Engineer.</p> <p>(3) Architect.</p> <p>(4) Other consultants or representatives (e.g., land use consultant).</p> <p>d. Identify which individual listed in Items 4.c(1) through 4.c(4) (above) will serve as the contact person for the project.</p> <p>e. Assessor's Parcel Numbers of all Tax Assessor Parcels on which the project site is located.</p> <p>f. Project site address (if any).</p>

Site/Preliminary Grading Plan Requirement and/or Informational Item
g. Date that the site plan was prepared. ¹
h. Sheet number- 1 of 6, etc.
Vicinity Map Requirements
4. <i>Site plans must include a legible vicinity map that identifies the location of the subject property within the community. The map shall include the following:</i>
a. North arrow and a graphic and numeric scale.
b. Existing street pattern with names (from the property to the first public road) and the nearest cross-street. If the property is 0.5 mile or more from the nearest public road, an approximate distance must be shown.
c. The project site identified by cross-hatching.
Project Information List
5. <i>Site plans must include the following project-related information:</i>
a. General Plan, Area Plan, and zoning designations of the project site and adjacent properties. ²
b. Gross and net lot area. ³
(1) If the project site constitutes only a portion of the lot on which it is located, provide the size of the project site. ⁴
c. List or table of all buildings and structures (including equipment for wireless communications facilities) that includes the following information about each:
(1) Label as to whether or not the building or structure is existing or proposed.
(2) For existing buildings and structures, identify which buildings or structures will be modified (e.g., partially or fully demolished, ⁵ remodeled, or added onto).
(3) The existing or proposed use of each building or structure, as follows:
(a) Describe the use of each building and structure using the descriptions provided in the: (a) <i>Ventura County Non-Coastal Zoning Ordinance</i> (§8105-4 and §8105-5) for projects located within inland areas of the County.
(b) For multi-tenant buildings, provide the occupancy of each unit.
(4) The gross floor area of each building or structure.
(5) The building coverage size in square feet.
(6) For existing buildings or structures, indicate the approximate age of the building or structure.
d. The total gross floor area and roof coverage for all buildings and structures.

¹ Any future revisions made to the plans must include a revision schedule that lists the revisions that were made and the date of each revision.

² The land use and zoning designations may be obtained from the Planning Division Public Information Counter. Alternatively, zoning information is available on-line at vcrma.org/what-s-my-zoning. Land use (and zoning) information is available from the County's Interactive Mapping Tool (under "Public Information" on the Planning Division's website: www.vcrma.org/divisions/planning). Land use information is also in the *Ventura County General Plan* Goals, Land Use and Community Character Element (Figures 2-4 and 2-5), which is available on-line at: vcrma.org/ventura-county-general-plan.

³ For the definition of "gross lot area" and "net lot area", see the *Ventura County Non-Coastal Zoning Ordinance* (2014, §8102-0).

⁴ If the project site would occur on a leased portion of the subject property, **submit a copy of the lease**.

⁵ All recyclable debris generated from construction and demolition projects (e.g., concrete, asphalt, wood, metal) must be recycled or reused per local, regional, and state laws and regulations. For regulations relating to the disposal, recycling, or reuse of inert materials (e.g. concrete, asphalt, dirt) contact the Ventura County, Resource Management Agency, Environmental Health Division and/or www.calrecycle.ca.gov. The County's requirements for solid waste disposal and resource recovery are contained in Division 4, Chapter 7 of the Ventura County Ordinance Code.

Site/Preliminary Grading Plan Requirement and/or Informational Item
e. The total net building coverage for all buildings and structures. Building Coverage (%) = (Total Area of Building and Structural Coverage) / (Lot Size)
f. Delineate the required common Open Space Area (8109-1.2.4) (Note: Subsections c., h., and i. do not apply to a streamlined multifamily project.)
g. Parking and loading statistics that include the following: ⁶ (Note: Streamlined multifamily projects may be exempt from parking requirements if it is (1) SB 35-eligible and meets the requirements of Gov. Code Sec. 65913.4(d), or; (2) AB 2162-eligible and is located within one-half mile of a public transit stop.)
(1) Number of required parking spaces.
(2) Number of proposed parking spaces.
(3) Number of required loading spaces.
(4) Number of proposed loading spaces.
(5) Number of required accessible parking spaces pursuant to CCR Title 24 standards.
(6) Number of proposed accessible parking spaces pursuant to CCR Title 24 standards.
h. Existing and proposed outdoor uses, including the type of outdoor use (e.g., open storage, special event, vehicle maintenance, recreational areas, landscaping, and operations yards) and the size of the area dedicated to the outdoor use.
i. Statistics on the amount of impervious and pervious surfaces, including:
(1) Permanent and temporary buildings and structures.
(2) Paved surfaces (e.g., driveways, walkways, parking areas, and loading areas).
(3) Pervious surfaces and structures (e.g., landscaped areas, grasscrete, or bioswales).
j. Grading statistics (in cubic yards), including:
(1) Cut.
(2) Fill.
(3) Import.
(4) Export.
k. Type and amount (i.e., total surface area in square feet and/or acres) of vegetation removal including (but not limited to) what is required for fire clearance zones.
l. Information regarding affordable or age restricted residential units.
m. Information regarding density bonus or incentives for restricted affordable or senior units.
Graphic Illustration Requirements
6. The following must be graphically illustrated on the site plan and drawn to scale:
a. North arrow.
b. The scale used in drawing the site plan.
c. All lot lines with dimensions in feet.
d. The footprint, as well as eaves that project into setback areas, of existing and proposed buildings and structures, including the following:
(1) Label the existing and/or proposed use of buildings and structures and/or provide a clear cross-reference to the respective building or structure in the list of project-related information. ⁷
(2) The following property features must be shown (if applicable):
(a) Sewage disposal systems (e.g., onsite wastewater treatment systems, "septic systems", or grey water systems), including disposal fields and expansion areas.

⁶ For information on the parking requirements, see the *Ventura County Non-Coastal Zoning Ordinance* (Article 8). For project applicants requesting a density bonus, see Article 16 for parking requirements.

⁷ See Item 6.c, above.

Site/Preliminary Grading Plan Requirement and/or Informational Item	
(b)	Both on-site and off-site water wells, including municipal, industrial, or agricultural supply wells that supply water for the project, as well as abandoned wells.
(c)	Underground hazardous materials storage tanks.
(d)	Cisterns.
(e)	Underground water storage.
(f)	Oil wells, if closer than 500' to a proposed dwelling
e.	Property lines and setbacks, including: property lines and their dimensions; required setback lines around property; and distances to and between existing and proposed structures. (Sec. 8106-1)
(1)	If the project site is adjacent to an agricultural operation, please show how it will comply with the County of Ventura Agricultural Commissioner's Agricultural/Urban Buffer Policy. ⁸
f.	Delineation and label of the permit area, as well as all areas that would be subject to outdoor uses (e.g., wedding events, temporary or permanent storage yards, landscaping, assembly areas, farmland, and animal keeping activities) and/or restrictive covenants.
(1)	Label the proposed outdoor open space areas (Sec. 8109-1.2.4) (Note: Subsections c., h., and i. do not apply to a streamlined multifamily project.)
g.	Delineation and label of construction equipment maintenance and staging areas.
h.	Areas that will be subject to the use, storage, and/or handling of hazardous materials.
i.	Physical features of the site, including:
(1)	Protected trees whose tree protection zones are within 20 feet of the limits of the construction area (including access drives and utility easements) or within 10 feet of other trees proposed for removal. Include (approximate location of) trees on adjacent parcels that meet these criteria if the tree's protected zone extends over the property line of the subject parcel. Include the following information:
(a)	Location.
(b)	Species.
(c)	Girth of trunk measured at 4.5 feet above natural grade. ⁹
(d)	Approximate delineation of the tree's dripline.
(e)	Label if the tree is going to be altered or removed.
(f)	Any grade changes or trenching proposed within the tree's protected zone.
(g)	Number the trees if more than one.
(2)	Approximate delineation of native vegetation on site.
(3)	Existing and proposed utilities (e.g., electrical, water, on-site septic, and sewer lines and/or poles), including the Point of Connection to the facilities that will serve the project.
(4)	Existing and proposed topographic contours.
(5)	Existing and proposed hydrological conditions/drainage patterns and infrastructure, including (but not limited to) the following:
(a)	Drainage at a minimum 2% slope away from foundations.
(b)	Watershed Protection District facilities.
(c)	Connections to Watershed Protection District, Transportation Department facilities, and other facilities.

⁸ The Agricultural Commissioner's Agricultural/Urban Buffer Policy is available here: <https://vcportal.ventura.org/AgComm/docs/VC%20Buffer%20Policy-5-2-16.pdf>

⁹ The girth measuring position may vary depending upon where the waist of the tree is—the narrowest trunk point is typically the goal—and many other factors. If there are multiple trunks, measure each and add their measurements together; for heritage trees only the two largest trunks are measured.

Site/Preliminary Grading Plan Requirement and/or Informational Item
(d) Detention basins and/or other drainage facilities.
(e) Surface water quality treatment devices (e.g., bioswales or desiltation basins).
(f) Additional drainage to public road rights-of-way and road improvements.
(g) Red and blue line streams, ¹⁰ as well as any other known on-site drainage course.
(6) Top of stable (hydrological) bank of creeks and drainages.
(7) Areas with geologic formations that have undetermined, moderate, or high paleontological importance. ¹¹
(8) Delineation of the top and bottom (toe) of slopes.
(9) Delineate and label Geologic Hazard Areas, ¹² (including but not limited to):
(a) Earthquake Fault Hazard Zones. (Fault Rupture)
(b) Seismic Hazard Zones. (Liquefaction & Earthquake Landslides)
(c) Landslides.
j. Existing and proposed paved areas, including (but not limited to) the type of surfacing, whether it is pervious or impervious, and widths of all walkways.
k. Location, width, recorded document number, and recorded use of existing and proposed easements.
l. Existing fire hydrants, including the following:
(1) Location.
(2) Type of hydrant (e.g., wet, dry, or drafting).
(3) Number and size of outlets (i.e., one 4 inch and one 2-1/2 inch).
m. Location and height of:
(1) Existing and proposed outdoor and freestanding light fixtures, with labels indicating the proposed type and intensity of the lighting. ¹³
(2) Walls (including, but not limited to, retaining walls).
(3) Fences with a label of the proposed type of fencing (e.g., wood, chain link, CMU, or wire).
n. For the following types of projects, show the location of existing and proposed signs:
(1) Projects located on lots located adjacent to U.S. 101, Ventura Boulevard, State Route 118, State Route 232, Rose Avenue, Santa Clara Avenue, and Central Avenue (within the El Rio/Del Norte Area Plan boundary).
(2) Projects located within view of State Highway 126, Main Street, Center Street, Piru Canyon Road, Guiberson Road, and Torrey Road (within the Piru Area Plan boundary).
o. Roadway and parking features including:
(1) Adjacent and on-site public and private streets with the following information shown for both the existing streets and proposed roadway improvements:
(a) Delineation of the right-of-way for public streets and easement line with the recorded document number for private streets (map citation).
(b) Street name.

¹⁰ Information on the location of red and blue line streams may be obtained from the Planning Division Public Information Counter or from the County's Interactive Mapping Tool (under "Public Information" on the Planning Division's website: www.vcrma.org/divisions/planning).

¹¹ See the *Ventura County Initial Study Assessment Guidelines* (2011, Chapter 7) for a list of the geologic formations that have undetermined, moderate, or high importance.

¹² For a definition and maps identifying the location of Geologic Hazard Areas, see the Ventura County General Plan Background Report Chapter 11 *Hazards and Safety*, available at: vcrma.org/ventura-county-general-plan.

¹³ If the project is within the Dark Sky (DKS) Overlay Zone, add notes 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".

Site/Preliminary Grading Plan Requirement and/or Informational Item	
(c)	Cross section of the existing road and proposed road improvements, and distance from center line to property line ¹⁴
(d)	Edge of pavement and/or concrete.
(e)	Street frontage features (e.g., curbs, gutters, and sidewalks).
(f)	Lane configurations.
(g)	Signage, including on-site and adjacent roadway traffic signs.
(h)	Traffic signals.
(i)	Street lights.
(j)	Utility poles.
(k)	Bicycle lanes.
(l)	Pedestrian crossings.
(m)	Islands and medians.
(n)	Areas to be dedicated for road-widening purposes.
(o)	Existing and proposed curb cuts (e.g., driveway and private roadway entrances from the road to the project site).
(p)	Identify the Ventura County Roadway Plate that was used to design the roadway, in order to achieve consistency with the Ventura County's Roadway Standards and the Ventura County Fire Protection District's access standards.
(q)	Any improvements that would require an Encroachment Permit from the Transportation Department (e.g., trenching for the placement of utilities or pipelines).
(2)	Access road(s)/driveway(s) features including: ¹⁵
(a)	Location.
(b)	Width.
(c)	Surface type.
(d)	Proposed grades.
(e)	Ventura County Fire Protection District turnarounds.
(f)	Existing and proposed access road gate locations.
(g)	If the project involves the use of off-site access roads/driveways, show the public right-of-way or recorded ingress/egress easement locations and dimensions. Copies of easements may be required prior to project approval.
(h)	Sight triangle and sight distance. ¹⁶
(3)	Layout and dimensions of the parking area, including: motor vehicle, motorcycle, carpool, and bicycle parking spaces; drive aisles and direction of travel; stacking areas; loading spaces; and, required landscaping.
(4)	Number the parking spaces and provide the total number of parking spaces.
(5)	Identify parking spaces for:
(a)	Accessible parking spaces, pursuant to CCR Title 24 requirements.
(b)	Compact vehicles.

¹⁴ See Assessor map for road widths or PWA "Road Inventory"

¹⁵ For all projects in which the project site is not located adjacent to a public road right-of-way, submit documentation (e.g., a recorded access easement/title report) that demonstrates legal access to the property from the nearest public road.

¹⁶ For information on the sight distance requirements, see the Transportation Department's "Sight Distance" brochure, which is available on-line at: www.vcpublishworks.org/wp-content/uploads/2018/04/Brochure_SightDistance.pdf Also, see the *Ventura County Non-Coastal Zoning Ordinance* (§8106-8.4 and §8106-8.5) for projects located within inland areas of the County, and the *Ventura County Coastal Zoning Ordinance* (§8172-1, and §8175-3.8, and §8175-3.11) for projects located within the Coastal Zone.

Site/Preliminary Grading Plan Requirement and/or Informational Item
(c) Bicycles.
(d) Motorcycles.
(e) Guest parking.
(6) Arrows to show the direction of traffic flows.
(7) Off-street loading spaces and facilities.
(8) Concrete curbing.
p. Show existing and proposed accessible path(s) of travel from public ways to all buildings, pursuant to CCR Title 24 requirements.
q. Areas of vegetation removal including (but not limited to) what is required for:
(1) Fire protection purposes. Delineate the 100 foot brush clearance limit line around all buildings if there is natural brush within 100 feet of any building. Delineate the limit line on adjacent lots if the 100 foot zone crosses a lot line.
(2) Buildings and structures.
(3) Landscaping.
r. Location of trash and recycling areas
<i>7. For projects located within a FEMA-designated Special Flood Hazard Area (100-year floodplain), submit 2 copies of a floodplain site plan, folded to no larger than 8.5 x 14 inches, which includes the following information:¹⁷</i>
a. List the National Flood Insurance Program (NFIP) FIRM number, panel, suffix, and dates of the Effective (current approved) and any Preliminary Map.
b. Accurately delineate the FEMA floodplain boundary, and Regulatory Floodway boundary as determined on the current-approved "Effective" Flood Insurance Rate Map (FIRM), and most recently released Preliminary FIRM to be completed by either a California licensed civil engineer or architect.
c. Topography must be drawn at one-foot contour intervals, unless impractical.
d. For projects located immediately outside of FEMA-designated floodplain areas (within 100 feet of a floodplain boundary), topographic contour lines must be drawn within a range of 1 to 10 foot contour intervals.
e. Identify and label existing and proposed habitable and non-habitable structures above and below ground tanks, utilities, site grading, and temporary and permanent construction and non-construction storage areas.
f. Identify and label any water features or wetland areas (whether intermittent or continually wet), which are located on and immediately adjacent to the subject property, as identified on the County of Ventura's latest available Geographic Information System database.
g. Label the appropriate FEMA flood zone(s) on the subject property.
h. Identify the base flood (100-year) elevation using the NGVD 1929 datum.

III.B. Conceptual Landscape Plan

The following checklist outlines the submittal requirements for conceptual landscape plans. The landscaping requirements of Sec. 8109-0.6.5 do not apply to streamlined multifamily projects. However, the requirements of the State Model Water Efficient Landscape Ordinance (MWELo) apply to any new construction project with 500 square feet or more of landscape area.¹⁸ Projects subject to the requirements of the MWELo must be submitted with a "Landscape Documentation

¹⁷ County of Ventura Floodplain Management Ordinance; Title 44 Code of Federal Regulations Sections 59, 60, 65 and 70.

¹⁸ Landscape plans containing greater than 500 square feet of landscape area shall be designed by and bear the signature of a licensed landscape architect, per NCZO Sec. 8106-8.2.2(3).

Package”.¹⁹ Projects not subject to the MWELo must submit a landscape plan that meets the requirements of the Non-Coastal Zoning Ordinance (Sec. 8106-8.2.2).²⁰ Final landscape plans will be required prior to issuance of building permits..

Conceptual Landscape Plan
Format
1. <i>Copies: Submit 2 hardcopies of the plan.</i>
2. <i>Size: Minimum of 24 x 36 inches, folded to no larger than 8.5 x 14 inches. Also include one set of 8.5 x 11 inch reductions.</i>
3. <i>Orientation: Include north arrow shown on each sheet, except detail.</i>
4. <i>Scale: Plans must be at a scale of 1 inch = 30 feet or larger. For large projects with simple landscapes the scale can be reduced to 1 inch = 40 feet if all symbols are legible, or multiple sheets can be used. Provide bar scale on the plan.</i>
5. <i>Lettering: All lettering must be legible and 1/8 inch or larger.</i>
6. <i>Page numbering: Number sheets consecutively: "Sheet ___ of ___"</i>
7. <i>Simulations: Color photo simulations of the landscape must be provided for projects which could have a visual impact, including cell towers and projects located adjacent to designated or eligible Scenic Highways. Photo simulations must show the landscape's conceptual design including types, sizes and textures of plants; screening; and massing. The photos should be taken from various locations and/or angles from which the public would typically view the site. Before and after photo exhibits should be presented.</i>
8. <i>Screening elevations: Where screening will be provided by a fence, wall or vegetation, provide scaled elevations, or photo simulations, of the screening.</i>
9. <i>Note: Symbols/illustrations/simulations representing new plants should convey plant size at approximately 5 years growth.</i>
10. <i>Title block: Locate on the right-hand edge of each sheet, unless an alternative location would make it more legible. Include:</i>
a. Plan title.
b. Project title/name.
c. County project number (if assigned yet).
d. Assessor's parcel numbers (APNs) of all parcels on which the project is located.
e. Project address (if any).
f. Landscape architect's name, license or seal expiration, signature and date signed.
g. Date of plan.
Title Sheet
11. <i>The first sheet of the plan must be a title sheet and include the following:</i>
a. Name, address, email address, and phone number of: landscape architect; other professionals who worked on plans such as engineers, arborists or surveyors; and the owner/developer.
b. Notation: "Conceptual Plans For Plan Check Only."
c. Landscape plans must include <u>lists</u> of the following project-related information:

¹⁹ Per NCZO Sec. 8106-8.2.2(b), a Landscape Documentation Package must include: a water efficient landscape worksheet, soil management report, landscape design plan, irrigation design plan and grading design plan pursuant to, and as described in, Sections 492.3 through 492.8 of the MWELo, as may be amended.

²⁰ In addition, all development projects subject to landscaping requirements for parking areas pursuant to NCZO Section 8108-5.14 shall comply with the landscaping and screening requirements of Section 8108-5.14, Sections 8106-8.2.1, 8106- 8.2.1, 8106-8.2.3, and 8106-8.2.8. Section 8106-8.2.7 shall apply to any parking areas containing manufactured slopes (NCZO Sec. 8106-8.2.1(e))

Conceptual Landscape Plan	
(1)	Total square footage of: project site, parking area, total landscaped area, parking area perimeter landscaping, parking area interior landscaping (see preferred table format following this table for providing the required information in #1-3 of this section).
(2)	Total Square Footage of Common Open Space area (Sec. 8109-1.2.4) (Note: Subsections c., h., and i. do not apply to a streamlined multifamily project.)
(3)	Percentage of: the project site that will be landscaped and the parking area that will be landscaped (see §8108-5.14.5(a) of the NCZO). Indicate both the percentage that is required and the percentage that will be provided.
(4)	Number of motor vehicle and motorcycle parking spaces.
(5)	Number, type and approximate size of existing trees to be removed or retained in the irrigated landscape. Indicate those that have protected tree status.
(6)	Number, type and container size of proposed trees.
Project Concept Notes	
a.	It will expedite plan review if the landscape architect includes brief project notes which point out the features in the proposed landscape which achieve the following functions of landscaping. Not all functions of landscaping will be appropriate for all projects.
(1)	Screening.
(2)	Visual relief and/or visual integration.
(3)	Compatibility with community character.
(4)	Shade and improved aesthetics of paved areas.
(5)	Retention and treatment of stormwater.
(6)	Slope stabilization.
(7)	Restoration of disturbed land to its natural state.
Graphic Illustrations	
<i>12. The following existing or proposed features must be graphically illustrated and called out.</i>	
a.	Lot lines (with dimensions in feet), adjacent street names, use and zoning of adjacent properties.
b.	Buildings and structures, driveways, parking areas (stalls must be delineated) pedestrian pathways and other hardscape or nonplantable features. Include feature dimensions.
c.	Common and private open space areas. (Sec. 8109-1.2.4) (Note: Subsections c., h., and i. do not apply to a streamlined multifamily project.)
d.	Light poles.
e.	Walls, retaining walls, fences. Provide a concept detail of fences, gates, walls, retaining walls and plantable walls showing layout and height.
f.	Easements (e.g. utility, access, equestrian, archaeological, biological, flowage), and overhead lines.
g.	Engineered slopes, walls and grades. Indicate the top and toe of all significant slopes.
h.	Important natural features such as drainages and rock outcroppings.
i.	Fuel modification zones.
j.	Existing protected-status trees (including those on adjacent parcels if the tree's protected zone extends over the property line), to be removed or retained, including type and size.
k.	Landscape planters/areas, including a general idea of the proposed plant palette including type and size. Include parking area planter inside dimensions. The plan should demonstrate compliance with specific parking area landscape planter layout and dimensions requirements (see Section 8108-5.14).
l.	New trees, including proposed type and size.
m.	Water harvesting or stormwater management landscape features (labeled). Include planter dimensions.

Conceptual Landscape Plan	
n.	Landscape design elements (e.g., fountains, sculptures, mounds).
o.	Sight distance triangles at street intersections.

Preferred table format for providing Title Sheet 11-e (1-3) required data.

Total project site (square feet)		
Total landscaped area (square feet)		
Total parking area, including driveways/aisles (square feet)		
	Required	Provided
Motor vehicle and motorcycle parking stalls (#)		
Trees in interior parking area landscaping (#)		
Trees in perimeter parking area landscaping (#)		
Parking area interior landscaping (square feet)		
Parking area interior landscaping (% of parking area)		
Parking area perimeter landscaping (square feet)		
Total landscaped area (% of project area)		

III.C. Building Elevations

The following checklist outlines the requirements for building elevations.

Building Elevations Requirements

Building elevations must comply with the following requirements:

Building Elevations Plans Requirement and/or Informational Item
Submittal Requirements
<i>1. Submit 3 copies of the building elevations, folded to no larger than 8.5 x 14 inches in size.</i>
Dimensional Requirements
<i>2. Building elevations must comply with the following dimensional requirements:</i>
a. All sheets of the plans for building elevations must be a minimum of 24 x 36 inches in size.
b. All sheets of the plans for building elevations must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot, unless an alternative scale is required in order to make the plans legible.
Informational Requirements
<i>3. Building elevations must include the following:</i>
a. The title block information required on the site plan/preliminary grading plan. ²¹
b. Graphic and numeric scale used in drawing the building elevations. ²²
c. Buildings and structures must be labeled to indicate what building or structure is shown on the elevations.
d. Three elevations of the exterior of buildings and structures labeled in terms of the direction the elevation faces (i.e., north, south, east, or west).

²¹ See Section II.A, Item No. 4 (above).

²² See Section II.B, Item No. 2.b (above).

Building Elevations Plans Requirement and/or Informational Item
e. Building dimensions—both height and width—for each elevation. The heights of buildings and structures must be measured according to the definitions and methodologies stated in the: <i>Ventura County Non-Coastal Zoning Ordinance</i> (§8102-0 and §8106-1.3).
f. For projects that are proposing signs, show the signage on each building elevation, as well as all freestanding (e.g., monument) signs, with size dimensions, copy, colors, and lighting details. In addition, a sign program is required for the following projects and, therefore, building elevations and plans for freestanding signs for the following projects also must show the signage on each elevation with size dimensions, copy, colors, and lighting details in conformance with the proposed sign program:
(1) Projects located on lots located adjacent to U.S. 101, Ventura Boulevard, State Route 118, State Route 232, Rose Avenue, Santa Clara Avenue, and Central Avenue (within the El Rio/Del Norte Area Plan boundary).
(2) Projects located within view of State Highway 126, Main Street, Center Street, Piru Canyon Road, Guiberson Road, and Torrey Road (within the Piru Area Plan boundary).
g. For projects located within a FEMA-designated floodplain, show the base flood elevation plus one-foot freeboard above the base flood elevation on elevation drawings.
h. Existing and proposed grades.

III.D. Floor Plans

The following checklist outlines the requirements for floor plans.

Floor Plan Submittal Requirements

Floor plans must comply with the following requirements:

Floor Plans Requirement and/or Informational Item
Submittal Requirements
1. <i>Submit 3 copies of the floor plans, folded to no larger than 8.5 x 14 inches in size.</i>
Dimensional Requirements
2. <i>Floor plans must comply with the following dimensional requirements:</i>
a. All sheets of the floor plans must be a minimum of 24 x 36 inches in size.
b. All sheets of the floor plans must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot.
Informational Requirements
3. <i>Identify floors, levels, attics, lofts, outdoor open space per §8109-1.2.4 (Note: Subsections c., h., and i. of §8109-1.2.4 do not apply to a streamlined multifamily project), and basements of the buildings or structures, with labels indicating the building or structure and the proposed use, square footage, occupant load factor and occupant load of each room.</i>
4. <i>Identify cooking facilities, plumbing fixtures (including sizes of sinks), and other built-in fixtures.</i>

III.E. All Plans/ Maps

Reductions
Reduction Requirement
1. <i>Submit a reduced set of all plans and maps in an 8.5 x 11 inch format.</i>