



# Certificate of Appropriateness/Review Application

County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2488 • [www.vcrma.org/divisions/planning](http://www.vcrma.org/divisions/planning)

## Certificate of Appropriateness

Section 1371 of Ventura County Cultural Heritage Ordinance No. 4604 (CHO) requires submission and approval of a Certificate of Appropriateness (COA) application by the Cultural Heritage Board (CHB) or CHB support staff prior to commencement of work or receipt of necessary permits for *maintenance, alterations, restoration, rehabilitation, remodeling, addition, change of use, demolition, subdivision, or relocation* of a *Ventura County Landmark or District (Contributor or Non-Contributor)*. This includes: additions, walls, fences, light fixtures, sidewalks, steps, solar collectors, roof changes, parking lots, trees or other associated features on the exterior of a property. A COA authorization generally indicates that a proposed project will not adversely affect a designated Cultural Heritage Site's values, or unduly compromise the eligibility of a potential site to become a designated Cultural Heritage Site. In addition, CHO Section 1371 requires a COA in the case of *demolition of a Site of Merit or potential Cultural Heritage Site*.

## Certificate of Review

CHO Section 1372 requires submission and approval of a Certificate of Review (COR) by the CHB or support staff in accordance with criteria adopted by the CHB (§1372-2) for which a permit application is received to *construct, change, alter, modify, or remodel* a *Site of Merit or potential Cultural Heritage Site* in a manner that affects the exterior character-defining features or integrity of the site. Using the *Secretary of the Interior's Standards* as a guide, the CHB (or support staff) reviews and comments upon the permit application and advises the applicant concerning the effects of the proposed action(s) on a Site of Merit and/or potential *Cultural Heritage Site*. After authorization of the COA/COR, the applicant is responsible for obtaining all required building or planning permits from the appropriate jurisdiction.

*Please Print or Type*

A. Applicant/Contact Person	B. Property Owner (If multiple owners, attach additional sheets as necessary)
Name:	Name:
Address:	Address:
City/ Zip:	City/ Zip:
Phone:	Phone:
Email:	Email:

C. Site Information	D. Landmark/District/Point of Interest/ Site of Merit and Historic Resources Survey (if applicable)
Property Address:	Historic Designation and No.:
Community or City/ Zip:	Local <input type="checkbox"/> State <input type="checkbox"/> National <input type="checkbox"/>
Assessor's Parcel Number(s):	Date of Designation:
Historic Name:	Survey Name and Date:
Mills Act Contract: <input type="checkbox"/> Yes <input type="checkbox"/> No	National Register Status Code:

**D. Project Description/Proposed Improvements in Detail:**

**E. Reason for Proposed Changes:**

**F. Submittal and Fee Requirements:**

Attach Checklist for Filing COA/COR (see next page)

**G. Signature(s):**

Applicant:

Date:

Property Owner (required if different from applicant):

Date:

## **CHECKLIST FOR FILING A CERTIFICATE OF APPROPRIATENESS OR CERTIFICATE OF REVIEW**

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Submittal of the following items shall be required for application to be deemed complete. Unless indicated otherwise, digital submissions are preferred:

- One (1) copy of the complete application form**
- One (1) 8.5" x 11" copy of each drawing sheet**
- One set of complete digital color photographs**

Photographs of all sides of the building(s) and surroundings, including neighborhood context. Include historic photographs if available.

- Color and Materials Samples and Specifications**

Attach samples to a file size illustration board (e.g. 8½" x 11" or 8½" x 14" size). Large samples will not be accepted.

- One (1) set of digital plans (11" x 17"), drawn to scale, including:**

**A. Elevation Drawings**

- a. Include all sides of the building that are part of the project.
- b. Elevations of the project as visible from the public-right-of-way.
- c. New construction or large additions should include one set of colored elevations.

**B. Plot Plan Drawings**

- a. All site improvements and major landscape features, including buildings, fences, patios, walkways, driveways, and major trees/shrubs, indicating if they are existing, proposed, or slated for removal.
- b. Assessor's parcel number(s) of the property included within the map.
- c. Lines and approximate dimensions of all lots; when there is more than one lot, please include the total number of lots, the approximate area of each lot and the approximate area of all of the lots (if applicable).
- da. Locations, widths, and purposes of all existing and proposed easement for utilities, drainage, and other public purposes. Show all easements on site plan with dashed lines (if applicable).
- e. Square footages of existing, proposed and to be demolished structures.

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C. All Drawings

- a. All drawings should clearly indicate existing and proposed changes, as well as dimensions, of all proposed work.
- b. All drawings should clearly indicate existing and proposed materials to be used.
- c. If proposed project has details, materials or dimensions that match existing materials, indicate as such.

Cut sheets for all new elements (including new windows, doors, etc.)

A digital version of the full plan set (24" x 36" size)

**Submit Applicable Fee pursuant to the Planning Division Fee Schedule (make check payable to the County of Ventura).** For projects within an incorporated city, please contact the respective city's planning department to complete fee payment.

**Please submit all required documentation to:**

Dillan Murray, Program Planner  
Cultural Heritage Board  
800 South Victoria Avenue, L # 1740  
Ventura, CA 93009  
<https://www.vcrma.org/cultural-heritage-board>  
Dillan.Murray@ventura.org