



Zoning Clearance Application Instructions

County of Ventura • Resource Management Agency • Planning Division

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478

<https://rma.venturacounty.gov/divisions/planning/>

1. Applicants are required to submit this form (and related attachments) prior to the preparation of a Zoning Clearance. For certain uses, supplemental information will also be required. The issuance of a Zoning Clearance could take several days.
2. A full, true and correct account of the proposed project must be provided or the Zoning Clearance will be nullified subsequently.
3. Zoning Clearances will only be issued on "legal lots" (with a few minor exceptions); if there are no violations associated with the property; if the applicant has no outstanding bills with the Resource Management Agency; and all other applicable standards are met.
4. Applicants should review the attached standards for site plans, floor plans and elevations; as well as development standards found in Articles 5 - 10 the Non-coastal Zoning Ordinance and Articles 4 - 8 of the Coastal Zoning Ordinance. See also Standards relating to the issuance of Zoning Clearances in the respective ordinances are found in Sec. 8111- 1.1.1 and Sec. 8181-3.1, respectively. This information can be found on the Division's website, www.rma.venturacounty.gov/divisions/planning/, after selecting the "Ordinance & Regulations" navigation button.
5. Applications that are incomplete and/or include plans that do not meet the applicable standards included with the application packet will be returned to the applicant and not accepted for processing.
- 6. Refunds are not provided after a Zoning Clearance has been issued.**
7. Issuance of a Zoning Clearance does not guarantee issuance of a Building Permit from the Building & Safety Division, or related permits from other divisions such as Public Works and Environmental Health.
8. If a violation is found on the site or if the Zoning Clearance is issued in error, the Zoning Clearance will be nullified.
9. Zoning Clearances applications may take up to 30 days to be processed and issued. Additional time maybe be required if project information is incomplete or requires further analysis or research.
10. Zoning Clearance for Oil and Gas can be filed electronically by submitting the required application package via email to ogcompliance@venturacounty.gov. After the permit is submitted you will be notified to login into your Accela Citizen's Access Account and pay the permit fee. You will receive an e-copy of Zoning Clearance once issued.
11. Hiring Local for Orphaned and Idle Wells: On March 14, 2023, the Ventura County Board of Supervisors approved Resolution No. 23-028 adopting a policy statement to strongly encourage contractors to hire locally and use a skilled and trained workforce for plugging and abandoning orphan and idle wells within the County. A copy of the adopted

resolution can be found on the County's Oil and Gas Program website <https://rma.venturacounty.gov/divisions/planning/oil-and-gas-program/>. Pursuant to this resolution, the County requests, but does not require, that for "Orphan Well Plugging and Abandonment Projects" or "Idle Well Plugging and Abandonment Projects," as defined therein, that the contractor performing work on the project notify the County in writing prior to commencing work on such projects as to whether the contractor will comply with the terms of the Policy Statement as described in the resolution. Any such notice can be emailed to idlewells@venturacounty.gov.

Provide the Following Materials with the Zoning Clearance Application

1. **Application Form** – All applicable fields must be filled out. Failure to provide requested information or inadequate information will result in a delay in processing.
2. **Zoning Clearance Fee** – The Oil and Gas Zoning Clearance deposit is \$330. You can pay the deposit online with a credit card with the County Citizens Access automated permitting system. To register for an account please visit <https://vcca.venturacounty.gov/citizenaccess/>. You may also pay with cash or check at the front counter. Make checks payable to: County of Ventura, Planning Division. For a copy of the County's current Fee Schedule, please visit: <https://rma.venturacounty.gov/divisions/planning/planning-permit-fees/>.
3. **Reimbursement Agreement** – A wet-signed (original) Reimbursement Agreement (General) is required for all Oil and Gas Zoning Clearance applications. If you chose to e-file the Zoning Clearance application, you must submit an e-copy and mail the original agreement within 2-3 business days. If we do not receive the original agreement within 5 business days of receiving the e-copy, the Zoning Clearance application will be suspended from processing until the original agreement is received.
4. **Construction Drawings (if applicable)** – The following drawings/plans must be submitted with the ZC application:
 - 4.1. **Two (2) sets** of 18" x 24" (minimum) construction drawings that also include a site plan, floor plan (for all levels and floors), and elevations. These sheets must include the information listed on the accompanying "Standards for Required Site Plans, Floor Plans and Elevations." Both copies of the drawings will be stamped by Planning and submitted by the applicant to Building and Safety for review.
 - 4.2. **One set** of the following items: Site Plan, Floor Plans, Elevations, and Cross-sections (for coastal zones) of the elevations on separate 8.5" x 11" sheets of paper. These sheets should be reductions of the same images that usually appear on the construction drawings submitted to Building & Safety (see #1 above).
5. Site Plan (Map) of all existing structures, drilling and electrical equipment, and wells.

6. List of all wells on site. Include the well API and status (active, idle, plugged, buried or abandoned).
7. Conditions of Approval – Submit a copy of Conditions of Approval and demonstrate how the operator is in compliance with each condition.
8. Copy of Proof of Liability Insurance
9. Verification of current posted surety (i.e. copy of instrument or Principal and account number)
- 10. Tree Permit Application** – A tree permit application must also be submitted if the project involves the pruning (beyond specified limits), removal, trenching, excavation, or other encroachment into the protected zone (5' outside the canopy's edge and a minimum of 15' from trunk) of protected trees. More info at: <https://rma.venturacounty.gov/divisions/planning/tree-permits-and-the-tree-protection-ordinance/>.

Site plans must show the following:

- *Precise trunk location and approximate outline of all protected tree canopies that are within 20' of the limits of the construction area (including access roads and storage areas), including the canopies of trees growing on adjacent parcels.*
- *Any protected trees proposed for removal.*
- *For projects that involve the laying of underground utilities illustrate the extent of trenching to the point of connection and for projects that involve above ground utilities show the location of new wires and poles to the point of connection.*
- *Location of any livestock and manure pens.*
- *Designated concrete washout areas (for construction).*



Zoning Clearance Application Instructions for Oil & Gas Operations

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Applicant Provided Information

Applicant/Operator (Company): _____

Company Representative/Contact: _____

Phone: _____ Cell: _____ E-mail _____

Address: _____

Mineral Rights Owner: _____

Phone: _____ Cell: _____ E-mail _____

Address: _____

Site Address: _____

Cross Streets: _____

Assessor Parcel Number(s): _____

Proposed Use/Structure 1: _____

Proposed Use/Structure 2: _____

No. of Protected Trees (see Sec. 8107.25) within 50' of the limits of the construction area: _____

Conditional Use Permit Number(s): _____

Oil Field: _____

Identify project related set-backs (see Sect. 8107-5.6.1): _____

Identify all sensitive noise uses within 800 ft. (radius) of proposed well(s):

STANDARDS FOR REQUIRED SITE PLANS, FLOOR PLANS AND ELEVATIONS

General Requirements for Site Plans, Floor Plans, Elevations

1. **Paper Size** – Two sets of 18" x 24" minimum for Building & Safety plans; one set of 8 1/2" x 11" for Planning
2. **Preferred Scale:**
 - a. Site Plan - 1"=1 0' for lots less than 1 ac. 1"=40' for larger lots; show scale
 - b. Floor Plan & Elevations – Architectural scale, 1/4"=1'
3. **North Arrow** – Show with chosen scale beneath the north arrow.
4. **Title Block** - Each page in a set of plans shall include the following:
 - a. Assessor's Parcel No. – Obtain from tax bill or Assessor
 - b. Site Address – If no address assigned use nearest cross streets
 - c. Property Owner Name, Address and Phone Numbers
 - d. Architect/designer/engineer Name, Address and Phone Numbers
 - e. Sheet number – 1 of 6, 2 of 6, etc.
5. **Location Map** – On the site plan sheet that includes the following:
 - a. North arrow and scale
 - b. Existing street pattern with names (from the first public road). If the property is more than 1/2 mile to the nearest public road, note approximate distance
 - c. Highlight parcel, e.g. with cross-hatching.
 - d. Show general location of existing and proposed structures

Specific Requirements for Site Plans (see following examples)

1. **Property Lines and Setbacks** - Show property lines; their dimensions; required setback lines around property; and distances to existing and proposed structures. (Building & Safety will generally require surveyed property lines on small residential lots.)
2. **Adjacent Streets** – Name and specify right of way width and distance from center line to property line. See Assessor map for road widths or PWA "Road Inventory".
3. **Access/travel easements to and through the site and alleys servicing the parcel** – Show configuration and dimensions. See property deed for such items.

4. Location of:

- a. Protected trees (size & type) within construction zone and access to the site, e.g. oaks, sycamores, historic trees, any tree 90"+ in girth
- b. Easements/Deed Restrictions, e.g.: utility, equestrian, archeological, biological, flowage
- c. Waste disposal systems (tanks, leach fields)
- d. Existing and proposed water wells on the parcel
- e. Oil wells when closer than 500' to a proposed dwelling
- f. Lakes, ponds, streams, springs, wetlands (whether intermittent or continually wet)
- g. Geologic Impacts: faults, "Special Study Fault Zones", edge of slopes, landslides, (hazard information is available from the "GIS" section at (805) 477-1585)
- h. Existing and proposed drainage facilities, including surface drainage patterns

5. Covered parking structures (garages and carports) and uncovered parking spaces

6. Signs, existing and proposed

7. Proposed grading – show location and indicate amounts of grading and fill in cubic yard, and heights cuts, etc. Show existing and proposed contours at appropriate scale.

8. Vegetation removal – Show location, type and square footage of vegetation to be removed and for what purpose (e.g. roads/drives, structures, flat-work, landscaping).

9. Tree trimming and removal – Show location of trunk, outline of "drip line" (range of tree canopy), type of tree, if it is to be removed, if it is to be trimmed and to what degree.

10. Fire Clearance area - 100' required around all structures in wildfire areas.

11. Roof Coverage* of all existing and proposed structures – Label the structure same as "Bldg. Sq. Ft. Data" entry. (*the horizontal area covered by roofs, less 2' eaves)

12. Footprint of all existing and proposed "flatwork" – Driveways, patios, decks, pools, spas, ponds, required uncovered parking spaces, etc.

13. Miscellaneous improvements - fire hydrants; free-standing lights, retaining walls, planters, barbeques, walls, storage sheds, and fences with dimensions

14. Designate the use of all proposed and existing structures

15. Show distances between all existing and proposed buildings

16. Table of structures labeled as to: existing vs. proposed; their purpose; roof print area and gross floor area.

Specific Requirements for Floor Plans (see following examples)

- 1. Show measured dimensions of the structure**
- 2. Show floor plans for all floors & levels, e.g. attics, lofts & basements**
- 3. Show fixtures and dimensions of bathrooms in detached accessory structures** (36sf is the general size limit)
- 4. Show property lines** to existing and proposed structures if the property line is within 25' of the proposed structure.

Specific Requirements for Elevations (see following examples)

- 1. Measured dimensions of the structure** – Width, heights at peaks and mid-points of pitched roofs. The lower face of a Gambrel roof must pitch inwards $>45^\circ$ from vertical.
- 2. Property lines** to existing and proposed structures if the property line is within 20' of the proposed structure.
- 3. Original grade profile**
- 4. Final grade profile of lot 5' from proposed structure**
- 5. Datum Point** – Flood Control surveyed elevation
- 6. Cross-sections** for habitable structures in the Coastal Zone.