

VENTURA COUNTY PLANNING COMMISSION
DOCUMENT SUBMISSION GUIDELINES FOR LAND USE HEARINGS

- 1. Purpose.** These guidelines establish parameters for the submission of documents and other materials such as photographs (collectively, “documents”) in advance of public land use hearings. The guidelines are intended to provide members of the Planning Commission, and all persons and entities participating in the public hearing process, a reasonable opportunity to review, consider, and address the information contained in document submissions. The guidelines are also intended to prevent hearing delays that can result from the untimely submission of voluminous documents.
- 2. Application.** These guidelines apply to all project applicants, project appellants, other hearing participants, interested parties, and members of the public wishing to submit documents to Planning Commission for consideration in conjunction with public land use hearings regarding permitting, legislative, and enforcement matters. The guidelines do **not** apply to PowerPoint or similar presentations that will be shown at the hearing. All PowerPoints must be submitted to the case planner 48 hours prior to the Planning Commission hearing.
- 3. Documents Submitted More Than 48 Hours Before Hearing.** No page limit exists for documents submitted more than 48 hours before a hearing and should be sent to the case planner for the agenda item. These documents will be distributed by Planning Division staff to Planning Commissioners and posted on the Planning Division’s website with the meeting agenda for the subject hearing. In the alternative, hard copies can be submitted to the Planning Division at the Ventura County Government Center, Hall of Administration, Third Floor, 800 S. Victoria Avenue, Ventura CA 93009. The name of the matter which is subject of the submission should be prominently stated on the first page of each document.
- 4. Documents Submitted Between 48 Hours and 3:30 p.m. on Day Before Hearing.** Documents submitted between 48 hours and 3:30 p.m. on the day before a hearing should be limited to 10 pages to the case planner. These documents will be distributed by Planning Division staff to the Planning Commission and posted on the Planning Division’s website with the meeting agenda for the subject hearing.
- 5. Documents Submitted on Day of Hearing.** Documents submitted on the day of the hearing should be limited to two pages (1 double-sided or 2 single-sided). The person or entity making the submission should bring 12 hard copies of the document(s) to the hearing for distribution to Planning Commissioners, Planning Division staff, hearing participants, and others who have not previously been provided a copy.