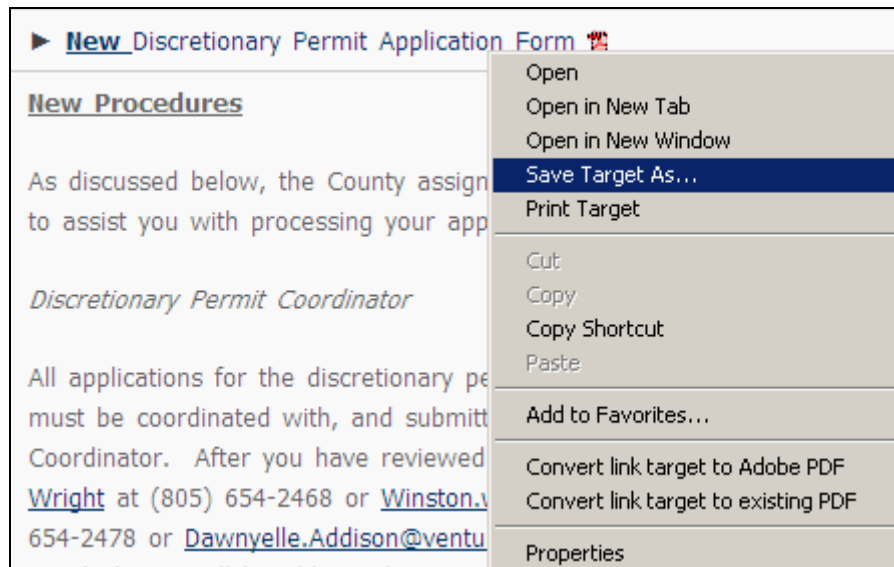


Instructions for Downloading, Saving, and Printing PDF Documents from the Planning Division Website

Prior to inputting required information into a Planning PDF (Portable Document File) application form, first save it to your computer's hard drive. You can accomplish this by *right-clicking* on the application/document name and then selecting *Save Target As...* from the drop down menu (see graphic below). Alternatively, you can also save it by clicking on the application/document name and then select *File < Save As...* from the File menu.



Once the application is saved to your hard drive, you may open it using an Adobe Reader program. If your computer does not have Adobe Reader installed you may download it for no cost at the following website: <http://get.adobe.com/reader/>

While filling out the application, you may save your edits at any time by selecting *File < Save or Save As* from the File menu. This allows you to save edits to the document on your home computer or desktop. It also allows you to close the document and return to it at a later date.

After you have input the information required, you may print the application form and bring it to the Planning Division counter or you may attach the saved document to an email addressed to the person designated to receive it.

A list of Planning staff email addresses can be viewed [here](#). Alternatively, you may mail the application with all required submittal materials to the Planning Division at:

County of Ventura
Planning Division
800 S. Victoria Avenue
Ventura, CA 93009-1740