



## CITY OF SIMI VALLEY

# GUIDE FOR PROCESSING A SUPPLEMENTAL ZONING CLEARANCE

A Supplemental Zoning Clearance ensures that all required fees, any special plan checks and/or conditions of the various departments and agencies that participated in the entitlement process have been addressed prior to issuance of a building permit.

### Grading Permits, Tree Removal Permits and Environmental Mitigation Measures

If the grading for your project requires a Tree Removal Permit; or tree protection and/or environmental mitigation measures shown on the grading plans (or fulfilled prior to issuance of a Grading Permit), submit these plans to Planning concurrently with your initial application to Public Works for a Grading Permit in order to avoid delays.

### CC&Rs/Deed Restrictions

If your project requires the approval and recording of CC&Rs or Deed Restrictions that require both Public Works and Planning approvals, we recommend that you begin preparing those as soon as possible after your project approval. You will need to have the CC&Rs approved prior to recording a Tract or Parcel Map. You must also obtain Public Works approval for the CC&Rs/Deed Restrictions prior to submitting these to Planning. The Planning Division will coordinate the final review of the CC&Rs/Deed Restrictions with the City Attorney. All required CC&Rs/Deed Restrictions will need to have final sign-off prior to a Parcel or Tract Map being recorded.

### Recordation of Conditions

If your project requires that the project conditions be recorded and provided to your Case Planner, request a certified original of the approving Resolution or Certificate of Administrative Approval from your Case Planner. Ensure you have the cover sheet from Planning and record the document at the Ventura County Recorder's Office (contact details below).

### Landscape Plans

If your project requires the approval of Final Landscape Plans, these may also need to be reviewed by the Public Works Landscape Maintenance Division. If this review is required, your landscape plans must be submitted directly to the Public Works counter. Please contact them at (805) 583-6786 or [publicworks@simivalley.org](mailto:publicworks@simivalley.org) to submit. Any subsequent revisions required by the Landscape Maintenance Division must be submitted directly to them. A final signature from this Division on the Supplemental Zoning Clearance is required prior to Planning approval for the Final Landscape Plans.

Your Planner will provide you with the Final Landscape Submittal Checklist. All the items required in this Checklist must be submitted. The plans will then be reviewed by the Planning Division's outside consultant for conformance with the project's Landscape conditions.

The following table outlines the agencies, their locations, contact, and general steps and/or requirements they may have for obtaining signatures on a Supplemental Zoning Clearance. This form is updated periodically. If you encounter any difficulty with these items please contact your Case Planner for further information.

<b>DEPT/AGENCY DISTRICT</b>	<b>CONTACT</b>	<b>REQUIREMENTS</b>
<b>1. Public Works Engineering</b>	<p>City Hall Dept. of Public Works Engineering/Traffic 2929 Tapo Canyon Road Simi Valley, CA 93063</p> <p>Public Works Front Counter (805) 583-6786</p> <p><a href="mailto:publicworks@simivalley.org">publicworks@simivalley.org</a></p> <p>Or the Case Engineer</p> <p><a href="http://www.simivalley.org/departments/public-works/public-works-engineering">www.simivalley.org/departments/public-works/public-works-engineering</a></p>	<ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Review of Grading, Drainage, Soils and Compaction Reports, and Pad Certification.</li> <li>◆ Improvement Plans, Bonds, and other infrastructure requirements.</li> <li>◆ List of proposed street names for subdivision.</li> <li>◆ Review of new tract CC&amp;Rs.</li> <li>◆ General processing steps typically include: (a) turn in improvement plans, (b) have them approved, (c) pay inspection and plan checking fees, (d) obtain grading and encroachment permits, (e) submit securities and insurance forms for work in the right-of-way, (f) hire consultants for soils and survey control, (g) perform the grading work, (h) have the work certified by both the civil and soils engineer, and (i) turn in the compaction report and grading certifications to the City (PW and subsequently BLDG) prior to signature.</li> </ul>
<b>2. Public Works Traffic</b>	<p>City Hall Dept. of Public Works Engineering/Traffic 2929 Tapo Canyon Road Simi Valley, CA 93063</p> <p>Public Works Front Counter (805) 583-6786</p> <p><a href="mailto:publicworks@simivalley.org">publicworks@simivalley.org</a></p> <p>Or the Assigned Traffic Engineer</p> <p><a href="http://www.simivalley.org/departments/public-works/public-works-engineering/traffic-engineering">www.simivalley.org/departments/public-works/public-works-engineering/traffic-engineering</a></p>	<ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions including payment of any traffic mitigation fees, etc.</li> <li>◆ Review of Traffic Studies and required infrastructure.</li> </ul>
<b>3. Public Works Environmental Compliance (Pretreatment)</b>	<p>Public Services Center Environmental Compliance 500 W. Los Angeles Avenue Simi Valley, CA 93065</p> <p>Public Works Front Counter (805) 583-6786</p> <p><a href="mailto:publicworks@simivalley.org">publicworks@simivalley.org</a></p> <p><a href="http://www.simivalley.org/departments/public-works/environmental-compliance/industrial-pretreatment">www.simivalley.org/departments/public-works/environmental-compliance/industrial-pretreatment</a></p>	<ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Review and approval of any discharge permits, restaurant pre-treatment, etc.</li> </ul>

<b>DEPT/AGENCY DISTRICT</b>	<b>CONTACT</b>	<b>REQUIREMENTS</b>
<b>4. Public Works Environmental Compliance (Stormwater)</b>	Public Services Center Department of Public Works Environmental Compliance 500 W. Los Angeles Avenue Simi Valley, CA 93065  Public Works Front Counter (805) 583-6786  <a href="mailto:publicworks@simivalley.org">publicworks@simivalley.org</a>  <a href="http://www.simivalley.org/departments/public-works/environmental-compliance/stormwater-quality-management">www.simivalley.org/departments/public-works/environmental-compliance/stormwater-quality-management</a>	<ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Review and approval of any stormwater/water quality and discharge permits, or stormwater pre-treatment, etc.</li> </ul>
<b>5. Public Works Sanitation Division</b>	City Hall Department of Public Works 2929 Tapo Canyon RD Simi Valley, CA 93063  Public Works Front Counter (805) 583-6786  <a href="mailto:publicworks@simivalley.org">publicworks@simivalley.org</a>  <a href="http://www.simivalley.org/departments/public-works/sanitation-services">www.simivalley.org/departments/public-works/sanitation-services</a>	<ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Sanitation “Will Serve” letters.</li> <li>◆ Payment of sewer service and hookup fees.</li> </ul>
<b>6a. Public Works Waterworks District No. 8</b>           <p style="text-align: center;">-or-</p> <b>6b. Golden State Water Company</b>	City Hall Department of Public Works 2929 Tapo Canyon RD Simi Valley, CA 93063  Public Works Front Counter (805) 583-6786  <a href="mailto:publicworks@simivalley.org">publicworks@simivalley.org</a>  <a href="http://www.simivalley.org/departments/public-works/waterworks-vcwwd-no-8">www.simivalley.org/departments/public-works/waterworks-vcwwd-no-8</a>  <p style="text-align: center;">-or-</p> Golden State Water Company All service requests by email or phone only: <a href="mailto:customerservice@gswater.com">customerservice@gswater.com</a> (800) 999-4033 <a href="http://www.gswater.com">www.gswater.com</a>  Corporate Office 630 E. Foothill Blvd., San Dimas, CA 91773	<ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Water “Will Serve” letters.</li> <li>◆ Payment of water service and hookup fees.</li> </ul>

<b>DEPT/AGENCY DISTRICT</b>	<b>CONTACT</b>	<b>REQUIREMENTS</b>
<b>7. Public Works Landscape Maintenance</b>	Public Services Center Dept. of Public Works Maintenance Division 500 W. Los Angeles Avenue Simi Valley, CA 93065  Public Works Front Counter (805) 583-6786  <a href="mailto:publicworks@simivalley.org">publicworks@simivalley.org</a>  <a href="http://www.simivalley.org/departments/public-works/public-works-maintenance">www.simivalley.org/departments/public-works/public-works-maintenance</a>	<ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Review and approval of landscape improvement plans for public rights-of-way.</li> </ul>
<b>8. Administrative Services</b>	City Hall Dept. of Administrative Services (805) 583-6700  <a href="http://www.simivalley.org/departments/administrative-services">www.simivalley.org/departments/administrative-services</a>	<ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Review and approval of all City communication systems and related projects.</li> </ul>
<b>9. Calleguas Water District</b>	Calleguas Municipal Water District 2100 Olsen Road Thousand Oaks, CA 91360 (805) 526-9323 <a href="http://www.calleguas.com">www.calleguas.com</a>	<ul style="list-style-type: none"> <li>◆ For projects involving any Calleguas water line easements.</li> </ul>
<b>10. Ventura County Fire Protection District</b>	Ventura County Fire Protection District 165 Durley Avenue Camarillo, CA 93010 (805) 389-9710 <a href="https://vcfd.org/">https://vcfd.org/</a>  -or-  Dept. of Environmental Services Building & Safety Division City Hall Wednesday. 9 AM-12 PM (805) 583-6828 <a href="http://www.simivalley.org/departments/environmental-services/building-safety-division">www.simivalley.org/departments/environmental-services/building-safety-division</a>	<ul style="list-style-type: none"> <li>◆ Submit for Plan Check review, including a copy of, and evidence of, compliance with project conditions.</li> <li>◆ Evidence of compliance with the Uniform Fire Code, County Fire Codes and Standards, including hydrant placement and specification.</li> <li>◆ Review and approval of address signage location and design.</li> <li>◆ 126 Form for construction approval (available from the District or City Building &amp; Safety Division).</li> </ul>

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<b>11. Ventura County Watershed Protection District</b>	<p>Ventura County Govt. Center Ventura County Watershed Protection District 800 S. Victoria Avenue Ventura, CA 93009 <a href="http://www.vcpbublicworks.org/wp">www.vcpbublicworks.org/wp</a></p> <p>Yesenia Silva (805) 654-3027 <a href="mailto:yesenia.silva@ventura.org">yesenia.silva@ventura.org</a> (Acreage Assessment Fees)</p> <p>Dawn Husted (805) 662-6882 (Permit Condition Compliance)</p>	<ul style="list-style-type: none"> <li>◆ Submit for Plan Check and/or drainage study review during entitlement phase or subsequently as required by project conditions.</li> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Coordinate with the City Building &amp; Safety Permit Services Coordinator. The County will provide the amount of any Flood Fees. The check for these fees, payable to the County, must be provided to the City Building &amp; Safety Division prior to issuance of a building permit.</li> </ul>
<b>12. Rancho Simi Recreation and Parks District</b>	<p>Rancho Simi Recreation and Parks District/Park Planning 4201 Guardian St., Simi Valley, CA 93063 <a href="http://www.rsrpd.org">www.rsrpd.org</a></p> <p>Wayne Nakaoka (805) 584-4400</p>	<ul style="list-style-type: none"> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> <li>◆ Payment of park in-lieu fees.</li> </ul>
<b>13. Simi Valley Unified School District</b>	<p>Simi Valley Unified School District 101 West Cochran Street, Simi Valley, California 93065 (805) 306-4500 <a href="http://www.simivalleyusd.org">www.simivalleyusd.org</a></p>	<ul style="list-style-type: none"> <li>◆ This is solely a requirement for payment of the State-mandated school fee. Contact the City Building &amp; Safety Permit Coordinator for the form and any assistance. Proof of payment (receipt) is required.</li> </ul>
<b>14. Transit</b>	<p>Simi Valley Transit City of Simi Valley 490 W. Los Angeles Avenue Simi Valley, CA 93065 (805) 583-6456 <a href="http://www.simivalley.org/departments/public-works/simi-valley-transit">www.simivalley.org/departments/public-works/simi-valley-transit</a></p>	<ul style="list-style-type: none"> <li>◆ Coordination of bus stops and routes as required by the conditions of approval.</li> </ul>
<b>15. Air Quality</b>	<p>Ventura County Air Pollution Control District 4567 Telephone Road Second Floor Ventura, CA 93003 (805) 645-1400 <a href="http://www.vcapcd.org/index.htm">www.vcapcd.org/index.htm</a></p>	<ul style="list-style-type: none"> <li>◆ Coordination of permits for air quality-related items including spray booth and hazardous materials.</li> </ul>
<b>16. Annexations</b>	<p>Ventura County Local Agency Formation Commission (LAFCO) 801 S. Victoria Avenue, Suite 301 Ventura, CA 93003 (805) 654-2576 <a href="http://www.ventura.lafco.ca.gov">www.ventura.lafco.ca.gov</a></p>	<ul style="list-style-type: none"> <li>◆ Informational contact only.</li> </ul>

<b>DEPT/AGENCY DISTRICT</b>	<b>CONTACT</b>	<b>REQUIREMENTS</b>
<b>17. Housing - Affordable Housing or Senior Housing Agmt.</b>	Dept. of Environmental Services/Planning City Hall (805) 583-6769 <a href="http://www.simivalley.org/departments/neighborhood-services-division/housing-section-planning-division/foreclosure-prevention-assistance">www.simivalley.org/departments/neighborhood-services-division/housing-section-planning-division/foreclosure-prevention-assistance</a>	<ul style="list-style-type: none"> <li>◆ Copy of recorded housing agreement.</li> </ul>
<b>18. Development Agreement</b>	Dept. of Environmental Services/Planning City Hall (805) 583-6769 <a href="http://www.simivalley.org/departments/environmental-services/planning-division/land-development#Development%20Agreements">www.simivalley.org/departments/environmental-services/planning-division/land-development#Development%20Agreements</a>	<ul style="list-style-type: none"> <li>◆ Proof of compliance with Development Agreement.</li> </ul>
<b>19. Landscape Plan</b>	Dept. of Environmental Services/Planning City Hall (805) 583-6769 <a href="http://www.simivalley.org/departments/environmental-services/planning-division/documents-applications-and-development-activity/design-guidelines">www.simivalley.org/departments/environmental-services/planning-division/documents-applications-and-development-activity/design-guidelines</a>	<ul style="list-style-type: none"> <li>◆ Review and approval of the Landscape Labor and Materials Cost Estimate and submittal of landscape plan check fees</li> <li>◆ Refer to final landscape plan submittal checklist</li> <li>◆ Review and approval of grading plans for landscape/erosion purposes, including signing of Public Works title-block mylars.</li> <li>◆ Contact Case Planner for specific requirements.</li> </ul>
<b>20. Tree Removal Permit</b>	Dept. of Environmental Services/Planning City Hall (805) 583-6769 <a href="http://www.simivalley.org/departments/environmental-services/planning-division/tree-advisory-board-arbor-day/mature-tree-preservation-ordinance">www.simivalley.org/departments/environmental-services/planning-division/tree-advisory-board-arbor-day/mature-tree-preservation-ordinance</a>	<ul style="list-style-type: none"> <li>◆ Review and approval of tree reports.</li> <li>◆ Tree removal permit and fees.</li> <li>◆ Copy of, and evidence of, compliance with project conditions.</li> </ul>
<b>21. Environmental Planning - Mitigation Monitoring</b>	Dept. of Environmental Services/Planning City Hall (805) 583-6769 <a href="http://www.simivalley.org/departments/environmental-services/planning-division">www.simivalley.org/departments/environmental-services/planning-division</a>	<ul style="list-style-type: none"> <li>◆ Reports and updates to required mitigation measures.</li> <li>◆ Payment of City Mitigation Monitoring Fee.</li> <li>◆ Copy of, and evidence of, compliance with project conditions, as needed.</li> <li>◆ Contact City Environmental Planner for specific materials.</li> </ul>

<b>DEPT/AGENCY DISTRICT</b>	<b>CONTACT</b>	<b>REQUIREMENTS</b>
<b>22. Planning - Lighting Plan</b>	Dept. of Environmental Services/Planning City Hall (805) 583-6769 <a href="http://www.simivalley.org/departments/environmental-services/planning-division/documents-applications-and-development-activity/design-guidelines">www.simivalley.org/departments/environmental-services/planning-division/documents-applications-and-development-activity/design-guidelines</a>	<ul style="list-style-type: none"> <li>◆ 2 copies of lighting plan and fixture specifications.</li> </ul>
<b>23. Recordation of Conditions</b>	Ventura County Recorder's Office Hall of Administration, Main Plaza 800 S. Victoria Avenue Ventura, CA 93009 (805) 654-3665  -or-  East County Office Civic Arts Plaza 2100 East Thousand Oaks Boulevard, Suite A, Thousand Oaks, CA 91362 (805) 449-2157  Hours for both offices: Monday – Friday 8 am – 5 pm <a href="https://recorder.countyofventura.org/ventura-home-page-2/office-info/">https://recorder.countyofventura.org/ventura-home-page-2/office-info/</a>	<ul style="list-style-type: none"> <li>◆ Certified original of conditions of approval for recordation with cover sheet obtained from the Case Planner.</li> </ul>
<b>24. Case Planner</b>	Dept. of Environmental Services/Planning City Hall (805) 583-6769 or Assigned Case Planner	<ul style="list-style-type: none"> <li>◆ Evidence of compliance with project conditions.</li> <li>◆ Evidence of recorded conditions.</li> <li>◆ Zoning Clearance.</li> </ul>