



# COUNTY of VENTURA

## Agriculture/Weights & Measures

Agricultural Commissioner

Korinne Bell

County Sealer

John Beall

Chief Deputy

Greta Varien

### Instructions for Preparing an Application for Agricultural Land Conservation Act (LCA) Contracts and Farmland Security Zone Area (FSZA)/LCA Contracts

#### **Application Deadline**

Applications for new Land Conservation Act (LCA) contracts and rescission/re-entries must be submitted by the first Friday in June in order to be processed during the same calendar year. Contracts are effective as of January 1st of the following year, unless there is a contingency, such as the recordation of an associated subdivision map, that prevents recordation before December 31st.

#### **Application Materials Required for Each Proposed Contract**

**1. Completed LCA Contract Application and Project Description Form**

- See LCA Contract Application and Project Description form below. Please submit one completed form for each contract being requested.

**2. Current Assessor's Parcel Map(s)**

- Assessor's Parcel Maps are available on the County Assessor's Office website. Indicate the parcel/contract boundary by outlining it in red ink.

**3. Completed Eligibility Questionnaire**

- See Eligibility Questionnaire section below. Please submit one completed form for each contract being requested.

**4. Agricultural Sketch Map**

- Identify existing and proposed areas of agricultural production (including crop type, if applicable) and other land uses on the site.

**5. Copy of the Property Deed**

**6. Current Preliminary Title Report**

- The title report must be issued by a title company no more than 60 days prior to submittal of the contract application.

**7. Supplemental Ownership Information (if applicable)**

- For ownership under LLC, provide Operating Agreement
- For ownership under General or Limited Partnership, provide Partnership Agreement
- For ownership under Corporation, provide Corporate Bylaws
- For ownership under a trust, provide 1st page of trust & pages naming trustees

**8. Legal Description of Property Proposed for Contract**

- In some cases, this may be a recorded map reference, or may be associated with a proposed subdivision being processed simultaneously.

**9. Notarized Consent of Trust Deed Beneficiary**

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- See form below. This form is required only if a loan exists on the property.

**10. Proposed Subdivision Sketch Map**

- If the proposed contract(s) is/are being requested based on a proposed subdivision map, provide a copy of the proposed subdivision sketch map prepared by a licensed surveyor.

**11. Signed Reimbursement Agreement**

**12. Application Fee Deposit**

- The current deposit amount for each proposed contract is \$1,000. Should final processing fees exceed this deposit amount, the applicant will be billed for the balance of the final cost of processing, which is computed upon actual time expended by all County staff. However, if the final cost for all County staff involved with processing the application is less than the deposit fees submitted for the application, the remaining balance will be refunded to the property owner, as indicated on the signed Reimbursement Agreement.

## LCA and FSZA/LCA Contract Application and Project Description

In submitting this application, I request: *(Select as many as apply)*

- ☐ New 10-year LCA Agriculture Contract
- ☐ New 20-year FSZA/LCA Agriculture Contract
- ☐ Rescission/Re-entry into 10-year LCA Agriculture Contract
- ☐ Recession/Re-entry into 20-year FSZA/LCA Agriculture Contract
- ☐ Special Area Contract
- ☐ Establishment or Expansion of an Agricultural Preserve
- ☐ Establishment or Expansion of an FSZA (for 20-year contracts only)

I have read the Ventura County LCA Guidelines for implementation of the California LCA of 1965 (Williamson Act) and other LCA contract application materials explaining the Ventura County LCA Program, application process, criteria, and responsibilities associated with LCA contracts. I declare under penalty of perjury under the laws of the State of California that the information and exhibits herewith submitted are true and correct to the best of my knowledge. *(All owners must certify this statement. Attach additional signature pages if necessary)*

Property Owner/Applicant:

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(E.g. Individual Name, Corporation, LLC, Trust, Partnership, as shown on title)

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Mailing Address

---

Telephone Number

Email Address

By: \_\_\_\_\_  
Name Title

: \_\_\_\_\_  
Signature Date

By: \_\_\_\_\_  
Name Title

: \_\_\_\_\_  
Signature Date

Santa Paula Office  
815 E. Santa Barbara Street  
P.O. Box 889  
Santa Paula, CA 93060  
(805) 933-2926

Camarillo Office  
555 Airport Way, Suite E  
Agriculture (805) 388-4222  
Weights & Measures (805) 654-2444  
[www.awm.venturacounty.gov](http://www.awm.venturacounty.gov)

Saticoy  
W&M Meter Lab  
11201-B Riverbank Dr.  
Ventura, CA 93003  
(805)654-2444

*Pursuant to the Guidelines and the California Government Code, this application is made to the County of Ventura Department of Agriculture/Weights & Measures for an LCA or FSZA/LCA Contract for property located in the unincorporated area of Ventura County. The subject property is identified and described below.*

Property Description:\_\_\_\_\_

Evidence of Legal Lot:\_\_\_\_\_

Assessor's Parcel Number(s):\_\_\_\_\_

*Please list all APNs that in combination comprise one legal lot. Complete separate applications for each legal lot for which you are seeking to include as part of an LCA and/or FSZA/LCA contract.*

Legal Lot Size/Contract Size:\_\_\_\_\_

Number of Existing Legal Lots:\_\_\_\_\_

Number of Proposed Legal Lots (if recission/re-entry):\_\_\_\_\_

Site Address/Location:\_\_\_\_\_

General Site Location/Community:\_\_\_\_\_

Existing Agricultural Products:\_\_\_\_\_

Other land Use(s):\_\_\_\_\_

Distinctive Physical features on the property (rock outcroppings, barrancas, etc):

\_\_\_\_\_

Existing Water Supply (if any):\_\_\_\_\_

Directions to the site from the nearest cross street:\_\_\_\_\_

**Surrounding Land Uses (Orchards, development, etc.):**

North:\_\_\_\_\_

South:\_\_\_\_\_

East:\_\_\_\_\_

West:\_\_\_\_\_

**Surrounding Distinctive Physical Features:**

North:\_\_\_\_\_

South:\_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**Surrounding Vegetation (Crops, forest, etc.):**

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

STAFF USE ONLY	
Proposed LCA Contract #:	Case #:
General Plan Designation:	Zone(s):
Date Received:	Received by:
Deposit Fee:	Receipt #:
Previous LCA Contract:	% in Ag Required

## LCA Eligibility Questionnaire

Property Owner/Applicant:

\_\_\_\_\_  
(E.g. Individual Name, Corporation, LLC, Trust, Partnership, as shown on title)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

By: \_\_\_\_\_  
Name Title

: \_\_\_\_\_  
Signature Date

By: \_\_\_\_\_  
Name Title

: \_\_\_\_\_  
Signature Date

Assessor's Parcel Number(s): \_\_\_\_\_

Total Acres Proposed For Contract: \_\_\_\_\_

### Proposed Contract Area(s) Production and Acreage:

Land Use		Acres
Irrigated Orchards	Type: _____	
Irrigated Row Crops	Type: _____	
Dry Farming	Type: _____	
Grazing	Type: _____	
Structures	Type: _____	
Unused/Vacant Areas	Type: _____	

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Saticoy  
W&M Meter Lab  
11201-B Riverbank Dr.  
Ventura, CA 93003  
(805)654-2444

Total acres proposed for the LCA Contract:	
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**Crops and Gross Income/Acre:**

*Please indicate the average acreage used and the gross income per acre per year derived from commercial agriculture crop production for the past five years.*

Crop Types	Acres	Average Gross Income per Acre per Year			
		20_____	20_____	20_____	20_____
		\$ _____	\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____	\$ _____
		\$ _____	\$ _____	\$ _____	\$ _____
Total Average Gross Income/Acre		\$ _____	\$ _____	\$ _____	\$ _____

**Grazing/Animal Husbandry and Gross Income/Acre:**

- Is the Property Fenced Yes ☐ No ☐
- Does the property contain adequate corrals  
and facilities to work the livestock? Yes ☐ No ☐
- How many acres are used for the animal husbandry/grazing operation?  
\_\_\_\_\_acres

*Please specify the number of animals (by type) that were cared for or raised/grazed on-site and sold during each of the past five years.*

Animal Types	Number of Animal Units				
	20_____	20_____	20_____	20_____	20_____
Total Number of Animal Units					

Number of Animal Units sold Each year					
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*Please specify the type of agricultural commodity sold and average gross income per acre per year for the past five years.*

Commodity Sold	Average Gross Income per Acre Per Year				
	20____	20____	20____	20____	20____
Animal Type:	\$	\$	\$	\$	\$
Animal Type:	\$	\$	\$	\$	\$
Animal Type:					
Animal Products Type:	\$	\$	\$	\$	\$
Animal Products Type:					
Animal Products Type:	\$	\$	\$	\$	\$
Hay:	\$	\$	\$	\$	
Other:	\$	\$	\$	\$	\$
Total Average Gross Income:	\$	\$	\$	\$	\$

#### **Leasing and Gross Income/Acre:**

*If the property is leased to others, please specify major agricultural production produced, acreage leased, and the average gross income per acre per year for the past five years.*

Agricultural Production	Acres Leased	Average Gross Income per Acre per Year				
		20____	20____	20____	20____	20____
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
Total Average Gross Income		\$	\$	\$	\$	\$

#### **Other Information:**

*Please specify all water sources utilized for on-site agricultural production.*

Private well: Yes ☐ No ☐

Water District: Yes ☐ No ☐ If Yes, specify:

Mutual Water Company: Yes ☐ No ☐ If Yes, specify:

Other: Yes ☐ No ☐ If Yes, specify:

\_\_\_\_\_  
*I declare under penalty of perjury under the laws of the State of California that the information in this questionnaire is true and correct to the best of my knowledge. (All owners must certify this statement. Attach additional signature pages if necessary)*

Property Owner/Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner/Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you have any questions please contact the County of Ventura Agriculture/Weights & Measures Department.*

<b>STAFF USE ONLY</b>
Soil Classification:
LCA Production Classification(s):
LCA or FSZA/LCA Contract No:
Other information:



## Land Conservation Act (LCA) Contract Reimbursement Agreement

I, \_\_\_\_\_, the undersigned, hereby authorize the County of Ventura to process the above referenced Land Conservation Act (LCA) contract application in accordance with the County of Ventura LCA Guidelines. I am depositing \$ \_\_\_\_\_ to pay for County staff review, coordination and processing costs related to my LCA contract application based on actual staff time expended. **In making this deposit, I acknowledge and understand that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates, which I understand are in the most current fee schedules of each county agency. I also understand that these costs apply even if the application is withdrawn or not approved.**

I understand and agree to the following terms and conditions of this Reimbursement Agreement:

1. Staff time from some County of Ventura departments and agencies spent processing my application will be billed against the available deposit. ***"Staff time" includes, but is not limited to, time spent reviewing application materials, site visits, responding by phone or correspondence to inquiries from the applicant, the applicant's representatives, neighbors, interested parties, attendance and participation at meetings and public hearings, and preparation of staff reports and other correspondence.***

A \$1,000 reserve amount from the original deposit will be maintained by the County for future charges. The available deposit is the original deposit less the \$1,000 reserve and net of any charges and additional deposits made. The County of Ventura will bill against the available deposit as described above.

2. **If processing costs exceed the available deposit, I will receive periodic invoices payable upon receipt.**

*Please initial to show you have read and understand condition 2.* \_\_\_\_\_

3. If the final cost is less than the available deposit fee, the unused portion of the available deposit, including retention, will be refunded to me.
4. If the final cost is more than the available deposit fee, **I agree to pay the difference according to the terms set by the County.**
5. If an Initial Study Biological Assessment (ISBA) report or similar assessment is submitted as part of my application, the County of Ventura may need to refer such report to a County-contracted biological consultant for review. Should this review occur, I will pay a separate fee for the cost of the consultant review. This fee may vary depending on the size of development footprint and the complexity of the biological resources on the property. Selection of the biological consultant for this work shall be at the sole discretion of the Agricultural Commissioner. This fee is not related to the above deposit fee and shall be



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paid within 10 days of written notice that the County has been billed by the biological consultant.

6. I agree to pay the County of Ventura the cost of placing a legal advertisement (if one is required) in a newspaper of general circulation as required by state law and local ordinance.
7. Upon contract approval, if any, I agree to pay the established County Clerk Recorder filing fees.
8. I may, in writing, request a further breakdown or itemization of invoices, but such a request is independent of the payment obligation and time frames.

**Property Owner/Applicant:**

\_\_\_\_\_  
(E.g. Individual Name, Corporation, LLC, Trust, Partnership, as shown on title)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

**By:** \_\_\_\_\_  
Name Title

: \_\_\_\_\_  
Signature Date

**By:** \_\_\_\_\_  
Name Title

: \_\_\_\_\_

**\*ATTENTION — The property owner(s) (or corporate principal) will be held responsible for all charges. All owners must certify this statement. Attach additional signature pages if necessary.**

STAFF USE ONLY		
Project No:	Receipt No:	Date:
Staff:	Signed:	

**CONSENT BY TRUST DEED BENEFICIARY(IES) TO ENTER INTO A LAND CONSERVATION ACT  
(LCA) OR FARMLAND SECURITY ZONE LCA (FSZA/LCA) CONTRACT BY  
LANDOWNER(S)/TRUSTOR(S)**

As beneficiary(ies) of that certain Trust Deed dated \_\_\_\_\_, which was recorded on \_\_\_\_\_, as Document No. \_\_\_\_\_ of the Official Records at the Ventura County Recorder's Office, consent is hereby given to \_\_\_\_\_, \_\_\_\_\_ Trustor(s) to execute a Land Conservation Act (LCA) Contract(s) and/or a Farmland Security Zone Area LCA (FSZA/LCA) Contract(s) between Trustors and County of Ventura for the land subject to the said Deed of Trust(s).

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Trust Deed Beneficiary (Print)	Signature	Title	Date
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Trust Deed Beneficiary (Print)	Signature	Title	Date
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Trust Deed Beneficiary (Print)	Signature	Title	Date
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Trust Deed Beneficiary (Print)	Signature	Title	Date
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Contract No. \_\_\_\_\_

*Only Original Signature(s) of Trust Deed Beneficiary(ies) shall appear on this document. All signatures must be notarized.*