



Instructions for Preparing an Application for Wildlife Habitat Land Conservation Act 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, 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. Habitat Sketch Map

- Identify the qualifying significant biological resource 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

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

10. Proposed Subdivision Sketch Map



COUNTY of VENTURA

Agriculture/Weights & Measures

Agricultural Commissioner

Korinne Bell

County Sealer

John Beall

Chief Deputy

Greta Varien

- If the proposed contract(s) is/are being requested based on a proposed subdivision, 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.

WH LCA Contract Application and Project Description

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

- New 10-year Wildlife Habitat (WH LCA) Contract
- Rescission/Re-entry into 10-year WH LCA Contract
- Special Area Contract
- Establishment or Expansion of an Agricultural Preserve
- General Plan Designation Change to Accommodate the WH LCA Contract

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:

(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

Pursuant to the Guidelines and the California Government Code, this application is made to the County of Ventura Department of Agriculture/Weights & Measures for a WH 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 contracts.

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: _____

Zone Changes:

Wildlife Habitat contracts may only be on land designated as either Agricultural or Open Space in the Ventura County General Plan

STAFF USE ONLY	
LCA Contract:	Zone(s):
General Plan Designation:	Zone Change Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Received:	Received by:
Deposit Fee:	Receipt #:
Previous LCA Contract:	Previous Permits:
Case #:	Biological Resource:

WH 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

Proposed Contract Area APN(s) and General Plan Designation:

APN(s)	General Plan Designation	Acres
Total acres proposed for the WH LCA Contract:		

Significant Biological Resource:

Please indicate the qualifying significant biological resources (select all that apply):

- Habitats of endangered, threatened or rare species
- Sensitive Plant Communities
- Waters and Wetlands
- Environmentally Sensitive Habitat Area (ESHA)
- Wildlife Movement Corridor

*I declare that the information in this questionnaire is true and correct to the best of my knowledge.
(All owners must certify this statement.)*

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.

STAFF USE ONLY
Soil Classification:
LCA Biological Resource(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 paid within 10 days of written notice that the County has been billed by the biological consultant.

**CONSENT BY TRUST DEED BENEFICIARY(IES) TO ENTER INTO A WILDLIFE HABITAT LAND
CONSERVATION ACT (WH 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 Wildlife Habitat Land Conservation Act (LCA) Contract(s) between Trustors and County of Ventura for the land subject to the said Deed of Trust(s).

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. _____