



## FORM 641 FUEL MODIFICATION COVENANT & AGREEMENT

Properties located within State Mapped Fire Hazard Severity Zones ([FHSZ](#) viewer) or a local Hazardous Fire Areas (HFA) are required to maintain proper defensible space in accordance with State and Local Laws and Ventura County Fire Protection District (VCFPD) Ordinance. Installation of new landscape is the starting point to make sure correct plants are selected and proper spacing is provided and maintained year-round. This requires review and approval of landscape plans by the Fire District, along with other agencies having jurisdiction over the property.

**Purpose:** To provide future property owners notice of approved fuel modification & landscape plans, and the maintenance requirements, including annual fire hazard abatement of defensible space zones.

**Requirement:** **VCFD Form 641 – Fuel Modification Covenant & Agreement**, shall be recorded on the property prior to final acceptance inspection of the fuel modification and landscape, and a certified copy provided to the VCFPD Fire Prevention Division.

### Instructions:

**Step 1:** Fill in all required information on Form 641. **DO NOT SIGN YET.** You will need to know your 10-digit Ventura County Assessor Parcel Number (APN), the property address, and the VCFPD Record Number.

**Note:** For common area parcels without an APN, enter all Zeros and list the legal name of the Property Owner or Homeowner Association in the Property Address field.

**Step 2:** In the presence of a notary, the property owner must sign the document and have the notary complete the certificate of acknowledgment form.

**Step 3:** Record the document (both pages) by mail or in person. Please call or visit the Ventura County Registrar Recorder/County Clerk website for more information on how to complete this step and make an appointment.

E-Mail: [clerk.recorder@ventura.org](mailto:clerk.recorder@ventura.org) Web: [Ventura County Recorder](#)

**Ventura Office**  
Government Center  
Hall of Administration, Main Plaza  
800 South Victoria Avenue, Ventura, CA 93009-1260  
Phone: (805) 654-3665

**East County Office**

Civic Arts Plaza

2100 East Thousand Oaks Boulevard, Suite A, Thousand Oaks, CA 91362

Phone: (805) 449-2157

**Step 4:** Obtain a copy of the **stamped certified recorded document** from the Ventura County Registrar Recorders / County Clerk and **return a copy to the Fire Prevention Division prior to final inspection** of the fuel modification and landscape. The recorded form may be delivered in-person, Mail or Email:

Ventura County Fire Protection District

FHRP Unit

2400 Conejo Spectrum Street

Thousand Oaks, CA 91320

Email: [FHRP@ventura.org](mailto:FHRP@ventura.org)

Question regarding this document can be sent to [FHRP@ventura.org](mailto:FHRP@ventura.org) or call the FHRP Unit at 805-389-9759.

Actual Form to be completed and recorded starts on page 3.

**DO NOT record page 1 & 2 instructions**

RECORDED AT REQUEST OF:  
VENTURA COUNTY FIRE PROTECTION DISTRICT  
WHEN RECORDED MAIL TO:

\_\_\_\_\_  
Owner(s) Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
(Space above this line is reserved for Recorder's use)

### FUEL MODIFICATION COVENANT AND AGREEMENT

The undersigned, \_\_\_\_\_, \_\_\_\_\_ ("We")  
*Print name(s)*

do hereby certify to be the owner(s) of the hereinafter legally described property located in the County of Ventura, State of California as Recorded in the Office of the County Recorder:

Assessor's Parcel Number (APN): \_\_\_\_ - 0 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Property Address: \_\_\_\_\_

VCFPD Landscape Plan Record # FPLN \_\_\_\_ - \_\_\_\_\_

We do Covenant and Agree with the Ventura County Fire Protection District as a condition for occupation of the above property that the requirements of the approved Fuel Modification and Landscape Plan, filed under the landscape plan record referenced above, and any amendment to it, shall be met. This includes annual abatement and maintenance of defensible space zones as required by State Law and VCFPD Ordinance. The responsibility to implement and maintain those requirements shall be the responsibility of the property owner. Any changes or amendments to the Fuel Modification and Landscape Plan must be approved by the Ventura County Fire Protection District, Fire Prevention Division, prior to implementation.

This Covenant and Agreement shall run with the land and shall be binding upon the undersigned, all future owners, encumbrances, and their successors, heirs, or assignees.

By:

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
(Insert Name of Notary Public and Title)

Personally appeared \_\_\_\_\_  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signatures(s) on the instrument that person(s), or the entity upon behalf on which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the forgoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)