



County of Ventura
ADMINISTRATIVE PERMIT
PUBLIC WORKS AGENCY
ROADS & TRANSPORTATION

800 South Victoria Avenue, Ventura, CA 93009
Phone (805) 654-2055 / Fax (805) 654-5169
<http://www.ventura.org/pwa>

Permit No.:	PA-0024-2025
Date:	12/11/2024
Permit Type:	R1

The undersigned hereby applies for permission to encroach on the following described County Right of Way or other property:

Location of Work: ADMINISTRATIVE TREE TRIMMING RIDER PERMIT. Within all County maintained road right-of-way

Description of encroachment or work to be done: Administrative Tree Trimming Permit per the Administrative Tree Trimming Permit Conditions as attached.

Permittee Name: SOUTHERN CALIFORNIA EDISON - T.O.

Phone: (805)630-7869

Email: sarah.cook@sce.com

Address: 3589 Foothill Dr, Thousand Oaks, CA 91361

Contractor:

Phone:

Email:

Address:

Note: Working in the road right of way without an approved permit is a misdemeanor and may be subject to double fees and other penalties.

ACKNOWLEDGEMENT

I understand that any permit that may be granted as a result of this request may be revoked by County at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all of the provisions of California Vehicle Code Sections 35780, 35782, Division 12 of the Ventura County Ordinance Code, the Standard Conditions included with this permit and any special conditions hereon, or attached hereto.

I agree to hold the County, its officials, officers, employees and agents harmless from any claims, defense and legal costs, judgments for damages, or other relief against the County as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives.

I understand that a violation of the conditions would constitute a violation of the encroachment ordinance which is a misdemeanor per section 12301 and is guilty of separate offenses for every day and part thereof which such violation remains. I agree to comply with all conditions of approval for the permit. I further agree to continually maintain all encroachments authorized by this permit in a condition acceptable to the County.

By: _____ On File _____ Date: _____
SIGNATURE OF PERMITTEE

Name: SARAH COOK Title: _____

Permission is hereby granted to perform the activities described above subject to the statutes, ordinances and conditions described above. Special Conditions hereon and attached hereto are made a part hereof by reference. The permission is granted for the period of:

Issued 01/01/2025 To 12/31/2025

By: 
Luis Gonzalez

Permit Valid
Fees to be Billed
Public Works Agency
County of Ventura

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Permittee shall comply with the following Conditions of Approval:

- 1. Work shall not start prior to contacting PW inspector, regardless of whether a separate encroachment permit is required.** Contact the Permits Section at (805) 654-2055 if you do not know the phone number for the PW Inspector in the geographic area of the work. For the West Area Inspector call 805-218-3454, East Area Inspector at 805-794-2211 or South Area Inspector at 805-701-9563.
2. Permit fees will be double if work is started prior to obtaining a separate permit for each location, when a separate permit is required. To determine when a separate permit is required, see the Administrative Permit Conditions.
3. Permittee shall submit a separate encroachment permit application for every job location, if not exempt under the Administrative Permit Conditions. When a separate permit is required, any work without the authority of a separate permit for that location is a violation of the County Encroachment Ordinance 4540.

INSPECTIONS

Inspection Type:	Inspection By:	Status:	Date:
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Result Comments:

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2025 ADMINISTRATIVE PERMIT CONDITIONS
TREE TRIMMING

Submittal. By submitting a signed permit application, permittee accepts and agrees to comply with all terms and conditions, including those appearing on the permit application, these administrative permit conditions, the standard conditions, and all special permit-specific conditions.

Conditions. Permittee is responsible for compliance with all conditions of the permit, regardless of whether permittee employs contractors or others to perform the work.

Violation. Failure to comply with any condition of the permit, including work contrary to any condition of the permit, constitutes a misdemeanor violation of Ventura County Ordinance 4540 (EO 4540) approved by the Board of Supervisors on March 19, 2019.

Compliance and penalties. In order to ensure compliance with the conditions of the permit and in accordance with EO 4540, failure to abide by the permit conditions, including notification for inspections and emergency work, may result in one or more of the following: penalty or changes in permit fees; permit modification or revocation; permit issuance when separate individual permit required; removal or modification of the encroachment; reconstruction or repaving of the pavement or shoulder; paving restoration by County paving contractor.

EMERGENCY WORK:

Emergencies. Emergency work requires an immediate email to PWA.TransPermits@ventura.org and phone call to the Permits Section at (805) 654-2055. In the email and phone message, provide the road name, contractor and permittee name, time and date of the incident. An application for the emergency work must be submitted no later than 5:00 p.m. the next business day. Failure to comply and working without a permit will be treated as stated here below.

SEPARATE INDIVIDUAL PERMIT REQUIRED:

Separate permit. A separate individual permit is required when ANY of the following are true:

- (1) Major trimming or removal of *any tree in the county-maintained road right-of-way*.
 - (a) Major trimming is defined in the Resource Management Agency (RMA) Planning Division Tree Permits and the Tree Protection Ordinance webpage at <https://vcrma.org/tree-permits-and-the-tree-protection-ordinance/>. Arborist verification forms and reports may be required.
 - (b) Major pruning involves pruning limbs or roots that are greater than 20 percent of the tree's girth or pruning that overall will amount to more than 20 percent of the trees canopy or root system.
- (2) Major trimming or pruning of branches or limbs in the county-maintained road right-of-way for any tree *whose trunk is located partially or primarily on private property*.
 - (a) Ministerial permits may be required from the RMA as described here above.
 - (b) Private property owner should apply for the permit. Administrative permit holder may apply for the permit on behalf of the property owner with an Agent Authorization.
 - (c) Copy of ministerial permit must be provided to the VCPWA-RT before the VCPWA-RT will issue

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a separate individual permit.

- (3) Work duration at any one location is more than eight (8) hours.
- (4) Location of work and traffic conditions do not meet Scenario #1 or Scenario #2 below or require a road closure.

If any of these above are true, then the work is NOT covered under the Administrative Permit and a separate individual permit is required. For application requirements, please read Requirements for Application Submittal here below. Permit applications may be found at:
<https://www.vcpublicworks.org/applyforpermits/>.

Minor trimming. For minor trimming work, no permit is required; however, major trimming or any tree removals as described here above require a permit.

WORKING UNDER ADMINISTRATIVE PERMIT (SEPARATE INDIVIDUAL PERMIT NOT REQUIRED):

Administrative permit for trees. Administrative permit holders may perform minor trimming or pruning or maintenance under Administrative Permit when all of the following conditions are true:

- (1) Minor trimming of tree(s) in the county-maintained road right-of-way.
 - (a) Minor trimming is defined in the Resource Management Agency (RMA) Planning Division Tree Permits and the Tree Protection Ordinance webpage at <https://vcrma.org/tree-permits-and-the-tree-protection-ordinance/>.
 - (b) Minor trimming is NOT major trimming. Minor pruning would involve limbs or roots that are less than 20 percent as defined here above.
- (2) Minor trimming of any tree not designated as protected or historical or heritage as defined by the County's Tree Protection Ordinance.
- (3) Work duration is less than eight (8) hours.
- (4) Speed limit and traffic control conditions for the work meet one of the following scenarios (all items must be met under "a" or "b").
 - (a) Scenario #1 (local residential roads):
 - Speed limit is 25 mph or less posted or observed;
 - Traffic control is limited to shoulder work (TA-3), shoulder work with minor encroachment (TA-6), or flagging operation (TA-10);
 - Two-way traffic will be maintained during the work;
 - Work zone is no longer than 100 feet.
 - (b) Scenario #2 (collector roads, higher speed or higher volume roads):
 - Speed limit is greater than 25 mph posted or observed;
 - Traffic control is limited to shoulder work (TA-3) (e.g. working only on shoulders, no flagging operation, no traffic delays, no work in traveled way or bicycle lane).

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- Work zone is no longer than 100 feet.

Questions. When permit holder has questions, contact Permits Section. Decisions regarding need for separate individual permits will be made on a case-by-case basis.

Inspector Pre-Notification

Pre-Notification. Any work under Administrative Permit requires pre-notification. Permit holders must notify via phone or email the Inspector forty-eight (48) hours or two (2) business days prior to commencing work in road right-of-way, whichever is greater. Method of communication must be agreed to by Inspector. Additional traffic control measures may be required for the work. For messages to inspection hotline, please provide permit number, road name or address, name and phone number to receive call back.

Inspection Phone Number: (805) 654-2099 (messages only).

Inspection Email: pwa.transinspections@ventura.org.

WORKING WITHOUT A SEPARATE INDIVIDUAL PERMIT:

Automatic charges. Any unpermitted work will be charged penalty fees in accordance with EO 4540 and the most current approved fee schedule. Penalty fees and permit fees will be placed automatically on the permittee's billing account under the following unpermitted work scenarios.

- (1) Any work started, in progress, or completed without a separate individual permit for the specific location when a separate individual permit would have been required.
- (2) Any emergency work completed without proper phone notification and subsequent application submittal.

Automatic permit issuance. A separate individual permit (after-the-fact permit) may be issued automatically by the Permits Section when unpermitted work occurs.

AUTOMATIC EXTENSIONS:

Extensions. Any valid permit that has expired with work not completed will be automatically extended ninety (90) days by the County with an extension fee applied to the permittee's billing account.

Maximum Extension. Maximum number of extensions will be three (3) or one year from valid permit start date, unless additional extensions are approved.

Extension application. When an application for an extension is filed prior to the permit expiration date, one extension of reasonable duration may be granted at no charge (Extension).

REQUIREMENTS FOR APPLICATION SUBMITTAL:

Complete application. The following items are required for the application submittal to be considered a complete application (Apply for Permits). Incomplete applications may result in a delay of one or more working days or longer in issuing the permit.

- (1) Location. Exact location and description of the work. GPS coordinates are requested in addition to location and description.

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- (2) County Road. Road name and distance from the nearest intersection or mile marker. Provide the situs address, if known.
- (3) Size. Size of the tree (height, girth, width of tree canopy, etc.).
- (4) Plans, sketches, and dimensions. Location or layout of the tree in the road right-of-way.
 - (a) The applicant must provide a sketch or describe the location of the tree and whether the tree is located in the pavement, shoulder, or sidewalk.
 - (b) The applicant must provide distances or dimensions from the tree to visible features nearby.
 - (c) When items (a) and (b) are missing from the application, the application may be deemed incomplete.
 - (d) The plans must include physical features in roadway that any person familiar with plan reading may find and identify.
- (5) Schedule. Estimated start date and completion date of the work. Precise dates are not required, however a better estimate of the construction timeline will assist inspectors in inspecting the work. Permits generally issued in 90-day increments.
- (6) Traffic Control Plan. Anticipated traffic control required for the work.
 - (a) Any work in the right-of-way of a county-maintained roadway requires traffic control.
 - (b) The applicant may propose a standard traffic control plan (TCP) or provide a site-specific traffic control plan
 - (c) The TCP must be completed by a traffic control professional in accordance with the CAMUTCD.
 - (d) Any work conducted without traffic control is considered a violation of the Administrative Permit and Ordinance.
 - (e) Site-specific traffic control plans are reviewed and approved by VCPWA-RT. Review fees are charged to the permit.
- (7) Permittee and field contact. Contact information for the applicant/permittee, contractor, and/or field contact. An email address and phone number is required. The facility owner will be designated as the permittee. Any contractor working on behalf of a permittee must provide an agent authorization.
- (8) Signature. Signature on the application or agent authorization. A signature from the applicant/permittee is required on the application or agent authorization. An agent authorization may be effective for one calendar year or as specified by the applicant/permittee.
- (9) Submittal. Submit the complete application electronically to pwa.transpermits@ventura.org. The preferred method of submittal is through email.

Other methods of submittal include:

- (a) Facsimile to (805) 654-5169;
- (b) Mail to Ventura County Public Works Agency Roads & Transportation – Permits Section at 800 South Victoria Avenue, Ventura, California 93009-1620; or
- (c) In-person at the front counter. Front-counter is open specific days and times of week. For open days, see VCPWA website at <https://www.vcpwpublicworks.org/>.

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- (10) Payment of fees. Permit fee(s) may include review fee, engineering review fee, and inspection fee, or an additional deposit for additional inspection time. Permit will be issued after all current applicable fees have been paid. For permittees with billing accounts, the permit will be emailed to the permittee or designee without pre-payment. The appropriate fee(s) will be billed to the permit and invoiced monthly. Credit card payments are accepted through Accela Citizen Access (ACA).

REQUIREMENTS FOR ALL TYPES OF WORK:

- (1) Standards. Permittee with administrative permit for excavations must comply with the following standards and conditions:
 - 2025 Encroachment Permit Standard Conditions
 - NPDES Requirements
 - Conditions of Approval or attachments with any separate individual permit
 - These administrative permit conditions
 - Any special conditions
- (2) Pre-Approval. Permittee must obtain approval to start work from the Inspector a minimum of forty-eight (48) hours or two (2) working days, whichever is longer, in advance of the proposed start time.
- (3) Permit copy. Permittee must provide hard-copy of permit to Inspector upon request, including any permit attachments, standard conditions, or special conditions. Permittee's work crews, contractors, or agents working in the road right-of-way must retain a hard-copy of the permit in the field at all times.
- (4) Insurance. The permittee must continue to maintain liability insurance in accordance with the County requirements at all times during the permit period.
- (5) Shapeliness. The shapeliness of the tree must be preserved when trimming. Weighting of tree must remain balanced.
- (6) Stumps or topped off trees. Stump shall be removed to eighteen (18) inches below grade. Dig-alert notification may be required for stump grinding. Topped off trees or trees with canopy removed and tree trunk left standing shall be removed in their entirety including stump.

LINKS:

Accela Citizen Access: <https://vcca.ventura.org/CitizenAccess/Welcome.aspx>

Applications: <https://www.vcpublicworks.org/applyforpermits/>

Arborist Verification Forms and Reports: See Tree Protection Ordinance.

Brochures: <https://www.vcpublicworks.org/tsd/brochures/>

County-View Mapping: <http://gis.ventura.org/PWA-Transportation/>

CRS: See Guidelines or SPPWC.

EO 4540: https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeId=DIV12HIEN_

Extensions: See Applications.

Fees: See Applications.

Guidelines: <https://www.vcpublicworks.org/rt/ordinancespoliciesguidelines/>.

NPDES: <http://www.vcstormwater.org/documents/reference/ventcopermit.pdf>

VCPWA-RT: <https://www.vcpublicworks.org/rt/>

Recommended Tree List: See Guidelines or Page 37 of <https://s29422.pcdn.co/wp-content/uploads/2019/04/Landscape-Design-Criteria.pdf>

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Tree Protection Ordinance: <https://vcrma.org/tree-permits-and-the-tree-protection-ordinance/>

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2025 ENCROACHMENT PERMIT STANDARD CONDITIONS

Submittal. By submitting a signed permit application, Permittee accepts and agrees to comply with all terms and conditions, including those appearing on the permit application, these standard conditions, and all special conditions.

Conditions. Permittee is responsible for compliance with all conditions of the permit, regardless of whether Permittee employs contractors or others to perform the work.

Violation. Failure to comply with any condition of the permit, including work contrary to any condition of the permit, constitutes a misdemeanor violation of Ventura County Ordinance 4540 approved by the Board of Supervisors on March 19, 2019. A misdemeanor is considered a serious offense punishable with up to six months in jail, a \$1,000 fine, or both (VCCO § 13-2, 12200(b)). The violator may be liable for any costs or damages and permit fees may be doubled (VCCO § 12208, 12605). California State Law under the Streets & Highways Code authorizes the County to seek civil judgments to recover costs of removing unauthorized encroachments, including clean-up of waste, and recover a penalty of \$350 per day the encroachment continues after notice (S&H § 1480.5, 1483, 1484, 1485, 1496).

Standards. All construction must conform to the encroachment permit, these standard conditions, any special conditions, the Encroachment Ordinance (EO) 4540 (Ventura County Ordinance Code § 12000 et seq.) approved by the Board of Supervisors (BOS) on March 19, 2019 (EO 4540), the County Road Standards (CRS) approved by the BOS (CRS), the most current version of the Standard Plans and Specifications for Public Works Construction (SPPWC) (SPPWC), the Standard Land Development Specifications (SLDS), and the Ventura Countywide Storm Water Quality Management Program (VCSWQMP) (VCSWQMP) as part of the National Pollutant Discharge Elimination System Permit CAS004002 (Permit) as well as all State and Federal requirements of the Clean Water Act or as approved by the County. All of the above documents are incorporated herein by reference.

Inspection. Permittee must confer with Ventura County Public Works Agency Roads & Transportation (VCPWA-RT) (VCPWA-RT) Inspector (Inspector) listed on the permit or their designee and obtain approval to start work no later than two (2) working days prior to the desired start date. In addition, Permittee must call the Inspector before placing concrete. Failure to abide by permit conditions, required notifications, and inspections may result in one or more of the following: penalty fees; permit revocation; removal of the encroachment; reconstruction of the encroachment. Permittee must notify Inspector when work is completed.

Permit. Permittee must retain hard copy of permit at work location and submit to Inspector upon request, including any permit attachments, standard conditions, or special conditions.

Dig-Alert. Under Government Code Sections 4216.2 and 4216.9, this permit is not valid for excavation work until Permittee first obtains an Inquiry Identification (I.D.) Number (also called Dig Alert Number) from the Regional Notification Center. To obtain a pre-excavation I.D. number, call Underground Service Alert (USA) of Southern California toll free at 811 or 800-422-4133 a minimum of two (2) working days and maximum of fourteen (14) days before commencing excavation work. For more information regarding Dig Alert, go to <http://call811.com/>. For California, go to <http://call811.com/map-page/california>.

WORKING WITHOUT A PERMIT:

Violation. Any person who performs work or conducts activities in the right-of-way of a county-maintained

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roadway that would require a permit is guilty of a misdemeanor and is liable to the County for all expenses and any damages caused by the work or activity. VCPWA-RT may issue any permit on behalf of the person performing the work or conducting the activity without pre-application and the Permittee will be subject to all fees and costs required by the permit and the most current fee schedule (Fees). Any work without a permit is subject to penalty fees. For more information, see EO 4540 (EO 4540).

WORKING WITH AN EXPIRED PERMIT:

Extensions. Any valid permit that has expired with work not completed will be automatically extended ninety (90) days by the County's permitting software and charged a permit extension fee. If requested in writing prior to the permit expiration date, one extension of a reasonable duration will be granted at no charge. For the permit extension form, go to Apply for Permits (Apply for Permits). Email completed form to pwa.transpermits@ventura.org. Permit will be automatically extended two additional 90-day periods with fees (2nd and 3rd extension). After the 3rd extension, any unfinished or unapproved road restoration will be repaired by the County's paving contractor at a time of the County's own choosing. Permit will be extended until pavement restored. Permittee will be invoiced for the repairs. For Scope of Repair Work, see Note #8 under Restoration of Road Right-of-Way here below.

TRAFFIC-CONTROL AND SAFETY DEVICES:

Standards. Permittee must comply with the traffic-control and safety standards described in either the California Manual of Uniform Traffic Control Device (CAMUTCD) (CAMUTCD) or the Work Area Traffic Control Handbook (WATCH) by Building News, Inc., which are incorporated here by reference, or must submit site-specific traffic-control plans for approval by the County. All safety devices must conform to the requirements of the most current sign manual published by the California Department of Transportation and the applicable sections of the California Vehicle Code (Vehicle Code).

Emergency and local access. For any approved traffic control plan/system, whether a lane closure or soft road closure, emergency and local access shall be maintained in the work zone during the closure. Emergency personnel shall be given immediate access to the work zone. All permitted work shall cease to allow emergency access. Permittee's equipment and vehicles must be moved immediately to allow emergency access. Local residents must not wait more than five (5) minutes to access driveways in the work zone.

1. Signs. All sign sizes must comply with the CAMUTCD. Signs used during hours of darkness must be reflectorized. Permittee must provide and continually maintain construction area traffic-control signs, striping, properly equipped flagmen, and other traffic-control devices. All costs must be paid by the Permittee.
2. Stop-Work. Failure to provide acceptable traffic control or to comply with any other condition of the permit will result in a job shutdown and stop-work order until released by the County. A second failure by the Permittee to comply with any permit condition will result in a cancellation of the permit.
3. Traffic Control. All required traffic-control devices must be in place and must be inspected by the Inspector before any work begins. If traffic control is deemed deficient by authorized County personnel, then Permittee must cease all work and remove all personnel, equipment, and materials from the County road right-of-way until the required traffic-control devices are in place.
4. Signs. All stationary signs must be installed on four-inch by four-inch (4"x4") wood breakaway posts unless otherwise approved in writing by the County. Stationary signs are defined as permanent long-term signs that remain in place outside of normal working hours and when construction is not active. Place signs no closer than ten (10) feet from traveled way.
5. Signs. All non-stationary signs must be mounted on portable sign supports. Non-stationary signs are defined as temporary, short-term signs in place for less than twenty-four (24) hours and used for traffic control during active working hours, detours, etc.
6. Excavation and vertical obstruction. For any excavation or obstruction, the Permittee must provide

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adequate warning to the traveling public. All warning devices (reflectorized traffic control devices and/or lights) must be placed at 50-foot intervals or less as required by the CAMUTCD. Warning lights/systems must be placed the required distance before the excavation or obstruction and then along the excavation or obstruction. All warning devices must be in place no less than one-half (½) hour before sunset and or one-half (½) hour after sunrise and must remain until the work is completed and the right-of-way is made safe for the traveling public. The traveling public includes any user of the right-of-way whether employing motorized or non-motorized forms of travel or any use that is allowed in the road right-of-way.

7. Removal. Traffic-control signs must be removed in the reverse order in which they were placed. Reverse order is the last sign encountered by the traveling public to the first sign encountered.
8. Lane closures. When single-lane reversible flagging is used, the work zone must be short enough to provide line-of-sight visibility between the flagging stations in both directions of travel. The work zone shall be of sufficient length to provide line-of-sight visibility to the preceding warning sign from any flagging station. Cross streets entering/within the construction zone must also be flagged. Radio communication must be provided for all flaggers at all times.
9. Excavation or spoils. During work hours, Permittee must not place excavated material and equipment in traversed right-of-way or right-of-way not properly marked with safety devices. Permittee must provide and maintain sufficient safety devices, including, but not limited to, lights, barricades, signs, and watchmen, as necessary to protect the traveling public.
10. Responsibility. Permittee shall comply with all laws, regulations, and ordinances relating to the protection of persons or property. No omission on the part of the County to specify in the permit documents which safety devices must be installed or which preventive actions must be taken will release the Permittee from complying with local, state, or federal regulations. Upon discovery of non-existent, insufficient, or unsuitable safeguards for the traveling public, authorized County personnel may furnish, install, maintain, and relocate safety devices or take actions deemed necessary to protect the traveling public, and charge the Permittee in accordance with local, state, and federal regulations and the most current fee schedule adopted by the Board of Supervisors (BOS) (BOS).
11. Conflicting standards. For contradictory or conflicting traffic control requirements/systems between any manual, plan, specification, or other permit document, the most stringent (greatest or highest) requirement will apply. The County will determine the requirements when additional conflicts remain.
12. Deviations. Any deviation from these conditions requires review and approval by the County.

TRAFFIC CONTROL RESTRICTIONS:

1. Work hours. Working hours are limited from 7:00 a.m. to 5:00 p.m., or as modified on the permit, and as further restricted below. No work shall be performed at the work site between the hours of 5:00 p.m. and 7:00 a.m. the following day, except as provided here below.
2. Working days. Working days are limited to Monday through Friday, except when a holiday occurs on the weekday. No work may be performed on Saturdays, Sundays, or holidays as listed in the most current version of the Ventura County Standard Specification (VCSS) Section 6-7.2.1 (VCSS) or the most current and applicable Service Employees International Union (SEIU) Memorandum of Agreement (MOA) Section 1302 (MOA) without prior approval from the Permits Section. 1. June tenth or Thursday, June 19, 2025, and every June 19th thereafter occurring on a weekday is a new federal holiday.
3. Lane closures. Pre-notification and pre-planning is required. Restrictions stated herein may apply to lane closures. Night-work may be recommended or required for lane closures on some county-maintained arterials and thoroughfares. Wait times for vehicular traffic waiting to proceed through work zone must be minimized. Traffic must not wait longer than three (3) minutes or as specified on the permit and/or approved traffic control plan. Flaggers required at beginning and end of work zone and any cross street entering/within work zone.

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4. Road closures. Road closures are NOT allowed without adequate pre-notification and pre-planning. All road closures require prior written approval from the Road Commissioner.
 - a. Submittal. Traffic control plans, including detour plans, must be submitted more than three (3) weeks prior to the desired road closure date. Traffic control plans must be reviewed and approved no less than two (2) weeks ahead of the desired road closure date. Changes to road closure dates and times are discouraged. TCP approvals may be longer with revisions to TCP.
 - b. Detours. Detours must be reviewed and approved prior to any approved road closure date.
 - c. Advanced notification. Once the traffic control plan/system is approved, advanced notification to the traveling public will be required. Advanced notification may include one or both of the following: (1) stationary advanced warning sign (AWS) with time and date of road closure; (2) changeable message sign (CMS) with time and date of road closure and message regarding traffic delay or using alternative routes. AWS and/or CMS must be installed on any roadway designated on the approved traffic control plan or as stated in the permit conditions or as modified in Condition #5 here below. AWS and/or CMS must be installed five (5) days prior to the road closure date or as specified on the traffic control plan or conditions of approval. Additional AWS and/or CMS may be requested at any time up to the road closure date.
 - d. Traffic Order. Two (2) working days or forty-eight (48) hours, whichever is longer, prior to the road closure date, VCPWA-RT prepares a Traffic Order (TO) for the final approval from the Road Commissioner. Road closures are not officially approved until the Road Commissioner signs the TO. TO is disseminated to the public via County media, emergency personnel (police and fire), and any other interested parties.
 - e. Emergency and local access. Emergency and local access shall be maintained at all times. All road closure approvals are "soft" road closures.
 - f. Traffic Monitors. During road closure event/time, Permittee must provide monitors at either end of work zone. Traffic monitors must redirect traffic to detour. Local traffic must wait no longer than five (5) minutes to access driveways or private roads in road closure notification zone or as stated in permit conditions and/or traffic control plan.
5. Schools. Working hours are limited near schools. No work may occur on any road within five hundred (500) feet of any school during the general times indicated below:

High Schools	7:00 a.m. - 9:00 a.m.	2:00 p.m. - 3:30 p.m.
Middle Schools	8:00 a.m. - 9:00 a.m.	2:00 p.m. - 3:30 p.m.
Elementary Schools	7:00 a.m. - 9:00 a.m.	2:00 p.m. - 3:30 p.m.

Exceptions may be granted upon consent of the school principal and Permits Section.

6. Peak-hour restrictions. Work hours are limited on some county-maintained arterials and thoroughfares. Peak-hour restrictions are generally for high-speed and high-volume roadways. Roads not listed below will be listed in the permit-specific conditions of approval. No work that interferes with traffic may occur between 7:00 a.m. – 9:00 a.m. and 4:00 p.m. – 6:00 p.m., or as modified here below, on the following roads:
 - Central Avenue,
 - Channel Islands Boulevard,
 - Harbor Boulevard,
 - Hueneme Road,
 - Kanan Road,
 - Las Posas Road,
 - Lewis Road,

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- Moorpark Road,
 - Pleasant Valley Road,
 - Rice Avenue,
 - Rose Avenue,
 - Santa Clara Avenue,
 - Santa Rosa Road,
 - Telegraph Road,
 - Tierra Rejada Road,
 - Victoria Avenue,
 - Wendy Drive,
 - and any other road designated by the County.
7. Graduation Days. Work on roadways below cannot interfere with increased traffic due to graduation ceremonies at local high schools or universities. Permittee must contact local school to confirm dates here below. No work may be performed on the following roadways near the following schools on known graduation dates:
- Central Avenue & Rose Avenue / Rio Mesa HS / 06/04/25 (1st Wednesday of June, Contact School)
 - Central Street / Piru ES / mm/dd/yy (1st Tuesday and Wed. of June, Contact School)
 - Kanan Road / Oak Park HS / 05/22/25 (4th Thursday of May, Contact School)
 - Lewis Road / CSUCI / 05/17/25 (3rd Saturday of May, Contact School)
 - Santa Rosa Road / SRES (PVSD) / 06/12/25 (2nd Thursday of June, Contact School)
 - Santa Rosa Road / Moorpark College / mm/dd/yy (3rd Friday of May, Contact School)
 - and any other road designated by the County.

BACKFILL, COMPACTION, AND CLEANUP:

Open excavations. All open excavations must be properly filled immediately. Upon completion of the work, the excavation must be backfilled and compacted in accordance with County Road Standards (CRS) Plate E-11 and E-12 (CRS). CRS E-11 and E-12 specify the County standard for the materials and methods. Ninety percent (90%) compaction is required for excavations in the dirt shoulder areas. Backfilling must commence within forty-eight (48) hours, or two (2) working days, whichever is less, after the excavation or trenching work is completed, except when longer durations are approved by the County.

1. Backfill slurry. Backfill between bedding and subgrade must be trench backfill slurry Class 60-E-0.7 (100-E-100, one-sack slurry) unless otherwise approved by the County. Two-sack slurry or sleeving may be required for shallow depths. Refer to CRS Plate E-11 and E-12.
2. Depth. Below-grade utilities must be installed/constructed at the minimum depth. The minimum cover over any pipe or conduit installed under any right-of-way must comply with CRS Plate E-11. Lesser cover in parkways or sidewalk areas must be reviewed and approved by the County.
3. Traffic-rated steel plans and non-working hours. Open excavations shall be covered or filled during non-working hours. Permittee shall not leave any open excavation within the County of Ventura road right-of-way, whether paved or unpaved, outside of normal working hours. At the end of each workday, all excavations within roads, parkways, medians, shoulders, etc., must be covered with non-skid traffic-rated steel plates or backfilled to a smooth, level grade, free of humps or depressions, satisfactory for public use and acceptable to the County.

Non-skid-surface traffic-rated steel plates must be welded together and securely pinned in place with cold patch around edges. Steel plates must be recessed in the pavement on high-speed roads, any road with a speed limit equal to or greater than 30 MPH, or as modified by authorized County personnel. Steel plates may not remain in place more than seven (7) calendar days at any one

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location. Advanced warning signs are required for steel plates in the roadway. Use Steel Plate Ahead W8-24 warning signs on Type-II barricades in both directions (Signs). Exceptions require written approval from the County.

4. Traffic signals and loop detectors. Permittee must contact the Inspector prior to excavating within five hundred (500) feet of any traffic signal or daily vehicle counter. Loop detectors must be marked by the County prior to any excavation in the vicinity of the traffic signal or counter. Regardless of marking or notification, whether such marking occurred or not, Permittee remains liable for the replacement of any damaged loop detectors. Permittee must replace damaged loop detectors to the satisfaction of the County or joint-owner of the signal.
5. Temporary paving. Unless permanent paving is placed immediately, Permittee must place and continually maintain temporary paving, bituminous resurfacing two-inch (2") thick, wherever excavation is made through pavement, sidewalk, or driveways. Permittee must consistently maintain all temporary trenches. Temporary paving must be temporary. Long-term use of temporary paving is not permitted.
6. Compaction testing. Trench backfill material, compaction, and resurfacing must conform to CRS Plate E-11. Trench backfill slurry is required in backfill zone. Deviations from trench backfill slurry require pre-approval. Submit request in writing for review and approval. For approved deviations, Permittee must submit Quality Control Plan for review and approval as required by CRS E-11. Permittee must provide compaction testing and written compaction report by a registered civil or geotechnical engineer.
7. Cleanup. Upon completion of any excavation work, Permittee must remove all obstructions, materials, and debris from the right-of-way. Permittee must clean the right-of-way to a safe and usable condition. Additional work will be required for unsatisfactory cleanup.
8. Vacating right-of-way. No materials or equipment or appurtenances may be stored in the road right-of-way during night-time or non-working hours. Permittee must remove all items from the right-of-way. Exceptions must be reviewed and approved by the County prior to the work-day. When approved, stored items must be placed no less than ten (10) feet from the edge of pavement. When right-of-way is available beyond ten (10) feet, place items further from edge of pavement. Any stored items must be marked with barricades equipped with flashing warning lights. Deviations must be reviewed and approved by the County.
9. Diesel-powered vehicles or equipment. Pursuant to Title 13 California Code of Regulations (Code), no driver or operator of any (1) diesel-fueled commercial motor vehicle with gross weight greater than 10,000 pounds or (2) of any mobile off-road diesel-fueled equipment may allow the vehicle to remain at idle. Any fuel spill or hazardous waste spill must be removed immediately. After the spill-event, the roadway must be restored to its original condition no less than seven (7) working days after the spill or as required by the Inspector.
10. Shoring. Permittee must shore all excavations deeper than five (5) feet or as required by the California Division of Occupational Safety and Health (Cal OSHA). When shoring will be required, submit a copy of the shoring plan to the Inspector at least forty-eight (48) hours or two (2) working days, whichever is longer, before the excavation activity begins. Permittee shall not enter trenches deeper than five (5) feet or any other confined spaces without proper protection as required by Cal OSHA.

RESTORATION OF ROAD RIGHT-OF-WAY:

Restoration. Upon completion of the encroachment work authorized by a permit, the Permittee must restore the right-of-way to a condition equivalent to the right-of-way condition immediately before the encroachment work was commenced, unless otherwise authorized or required in writing. The right-of-way includes all bridges and other structures within the right-of-way when encroachment work commenced.

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Failure. In the event that the Permittee fails to act promptly to restore the right-of-way as required, or should the nature of any damage to the right-of-way require restoration before the Permittee can be notified or can respond to the notification, the County may, at its option, make the necessary restoration at Permittee's expense. Should this occur, the Permittee must reimburse the County for all costs incurred in accordance with the Encroachment Ordinance 4540 (EO 4540).

1. Maintenance. Permittee must continually maintain the permitted work, trenches, backfill, paving, and all other road facilities affected by this permit.
2. Physical road features. Permittee must repair or replace all road striping, road symbols, raised pavement markers, object markers, signs, drainage systems, other physical attributes, or other markings in the right-of-way, that are damaged, removed, or obliterated as a result of the Permittee's work. Permittee must use thermoplastic paint for restriping. Where the stop bar is damaged or removed, Permittee must replace the stop bar by the end of the same workday. Repairs and replacements must be equal to or better than the original improvements and must match them in finish and dimensions.
3. Pavement restoration. Where any pavement has been removed, the Permittee must replace the pavement to a thickness one (1) inch greater than that of the surrounding pavement or surface and in no event to a thickness less than three (3) inches or greater than eight (8) inches or as required by the County. The base material must be replaced to the same thickness as that of the surrounding base course.
4. Moratorium roads (overlays). All roadways overlaid within the previous five (5) years of the permitted excavation are subject to special repair procedures, including but not limited to, complete overlay of the lane(s) in which the excavation is made, as specified in the special conditions and CRS E-11 and E-12 (CRS). For paving history, go to County View Mapping (County-View). Potholing or excavations exceeding two-percent (2 %) of pavement area, either the half-width or full width, will require a seal coat.
5. Moratorium roads (rehabilitation). All roadways rehabilitated within the previous two (2) years of the permitted excavation are subject to special repair procedures, as determined at the time of permit issuance and specified in the Special Conditions. Mainline replacements with extensive potholing may be required to seal coat the entire roadway or half the roadway.
6. Road shoulders. Shoulders must be restored and treated with like materials. Repairs made in the right-of-way must not interfere with the existing drainage or flow line in the area.
7. Other encroachments. The Permittee must investigate and be aware of all existing facilities below-grade or above-grade lawfully within the right-of-way that are within the limits of the project. The Permittee must not interfere with, alter, remove, or encroach upon any existing public or private facility without the consent of its owner. If it becomes necessary to relocate an existing facility, this must be done at the Permittee's expense to the satisfaction of the facility's owner. Permittee must identify owner of facility and submit owner consent in writing of facility to be relocated prior to permit issuance. After permit issuance, when relocation is necessary, work may be stopped until consent is obtained. The Permittee must support and protect all wires, cables, pipes, conduits, poles, and other apparatus, both aerial and underground, by a method satisfactory to the owner. The owner has the right to support or protect any of its facilities at the sole expense of the Permittee. In case any of said wires, cables, pipes, conduits, poles, or apparatus should be damaged (and for this purpose, pipe conduit or other encasements are considered part of a structure), they must be repaired at the Permittee's expense.
8. Failure to restore roadway completely. Unless an extension in addition to the third (3rd) extension is reviewed and approved by the County, incomplete road repairs will be completed by the County's paving contractor after the 3rd extension. Permit will continue to be extended until pavement restored. All expenses for the repair shall be borne by Permittee. Maximum number of extensions will be three (3) or one year from valid permit start date, unless additional extensions are approved. Paving scope of work for County's paving contractor will include all paving items in CRS Plate E-11, except for work around

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the pipe in the bedding zone. Scope may include, but not limited to the following: cold mill / grinding one (1) foot around excavation; asphalt concrete pavement and base; removal and replacement of unapproved backfill with slurry backfill; and traffic control for excavation in lane of traffic (lane closure).

9. Other requirements. Abandonment of any object or pipe above or below-grade is not permitted without prior review and approval. Any object or pipe above or below-grade not approved for in-place abandonment must be removed in its entirety from the road right-of-way.

SURVEY MONUMENTS:

Advanced notification. The Permittee must notify the Inspector at least fourteen (14) days before starting work, to allow for the preservation of any survey monuments of record, or benchmarks that might be disturbed or destroyed during construction. Permittee shall not disturb or destroy survey monuments, lot corners, or benchmarks without the consent of the County Surveyor. County Surveyor can be reached at 805-654-2068 (County Surveyor).

Adjustments. When a change is made in the finished elevation of the pavement of any roadway in which a Ventura County Standard Survey Monument well is located, the Permittee must adjust the monument well cover to the new grade per CRS Plate E-4 (CRS), within seven (7) days of finished paving unless otherwise specified. The Permittee must bear the expense of survey monument preservation as well as the adjustment of monument well covers to new grade.

RECORD OF INSTALLATION (AS-BUILT PLANS):

As-Built. Permittee must submit as-built plans to the Permits Section. Within sixty (60) days after the complete installation, a corrected set of maps or atlas sheets drawn to a scale showing the complete installation of the utility must be submitted electronically. Abandonments in-place are not permitted, except as approved by the County. For more information, see EO 4540 (EO 4540).

1. Records. Furnishing the record drawing will not relieve the Permittee of the obligation to maintain permanent location records and accurately locate the subsurface encroachment to facilitate County work or Board-Governed District work or Underground Service Alerts.
2. Responsibility. The Permittee is liable for all costs incurred by the County as a result of inaccurate location data provided by the Permittee, and indemnify and hold the County harmless regarding any liability arising from the installation of the facility within the County right-of-way.
3. Deviations. Any deviation from the above conditions requires prior written approval by the County

LINKS:

Accela Citizen Access: <https://vcca.ventura.org/CitizenAccess/Welcome.aspx>

Applications: <https://www.vcpublishworks.org/applyforpermits/>

BOS: <https://www.ventura.org/board-of-supervisors/agendas-documents-and-broadcasts/>

Cal OSHA: <https://www.dir.ca.gov/dosh/>

CAMUTCD: <http://www.dot.ca.gov/trafficops/camutcd/camutcd2014rev4.html>

County Surveyor: <https://www.vcpublishworks.org/es/countysurveyor/>

County-View Mapping: <https://www.ventura.org/transportationgis/>

CRS: See Guidelines or SPPWC.

CVC: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>

Dig-Alert: See USA.

EO 4540: https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeId=DIV12HIEN

Extensions: See Applications.

Fees: See Applications.

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Guidelines: <https://www.vcpublicworks.org/rt/ordinancespoliciesguidelines/>.
Municode: See EO 4540.
NPDES: <http://www.vcstormwater.org/documents/reference/ventcopermit.pdf>
Signs: <https://dot.ca.gov/programs/safety-programs/sign-charts>
SLDS: See SPPWC.
SPPWC: <https://www.vcpublicworks.org/esd/standardsandmanuals/>
USA: <http://call811.com/map-page/california>
VCPWA-RT: <https://www.vcpublicworks.org/rt/>
VCSS: See SPPWC.
VCSW Programs: <https://www.vcstormwater.org/>
VCSWQP: <https://www.vcstormwater.org/>