

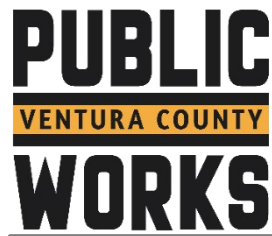
# **10<sup>th</sup> Annual Utility Meeting**

**May 14, 2025  
8:30 a.m. to 10:00 a.m.**

## **Focus on Excavations**

**Hosted by  
Ventura County Public Works Agency  
Roads & Transportation  
Permits Section**

# PERMITS SECTION



# **10<sup>th</sup> Annual Utility Meeting**

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## **Focus on Excavations**

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Roads & Transportation  
Permits Section**

# Agenda

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- **Agenda**
- Introductions ~ Permits Section & Speakers
- Who We Are & What We Do (RT, PS)
- Encroachment Ordinance, Definitions, Permits, & Web Page (ENG)
- Applications & Extensions (TECH)
- Inspections, Communication, Administrative Permits, Working With Contact, CRS E-11 & E-12, Pavement Repairs, & Traffic Control (INSP)
- Traffic Control Plans (TS)
- Design Phase & Future Construction Projects (D&C)
- Questions & Answers
- Quiz & Meeting Adjourned



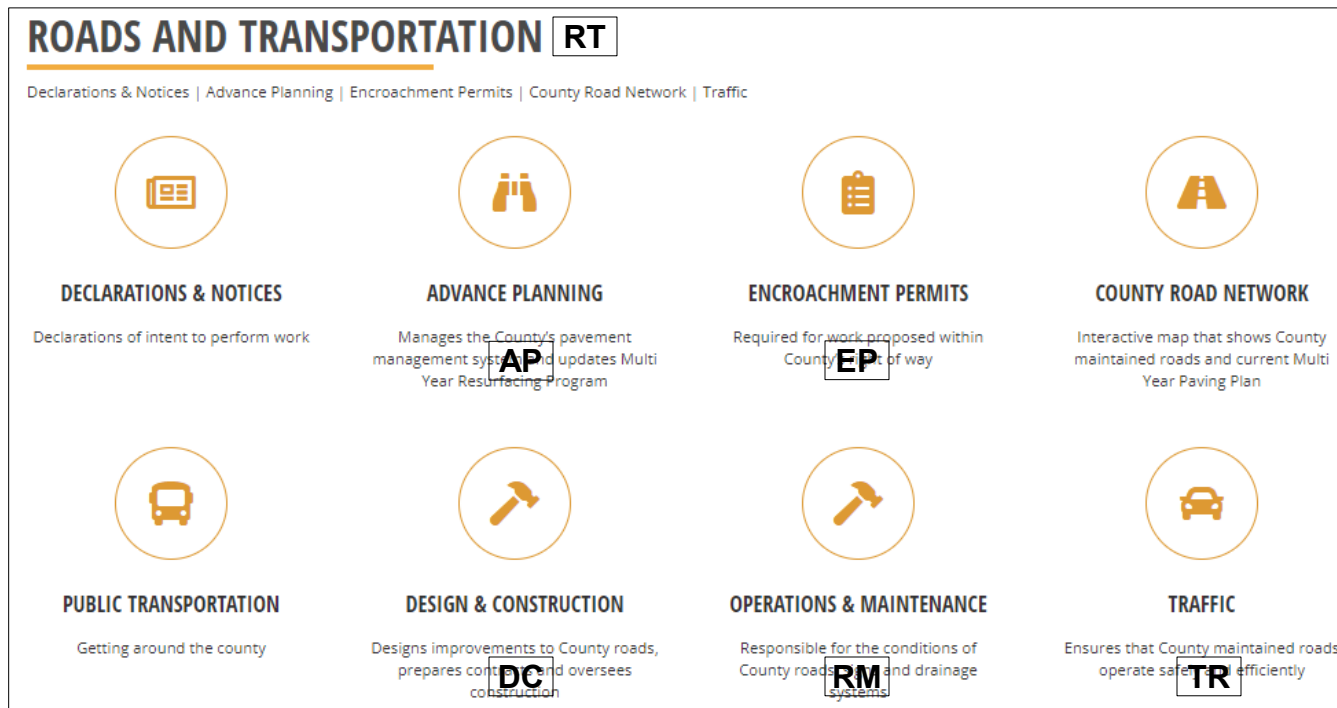
# Housekeeping

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- **Housekeeping**
- Refreshments in the Back of the Room ~ Coffee, etc.
- Restrooms in Hallway behind Room
- Present ~ Hold Questions till End of Presentations
- Virtual ~ Type Questions in Chat & Address at End
- Persons Here ~ They will see Presenter.
- Virtual Attendees ~ They will not see Presenter.
- Questions & Answers ~ After Presentations.
- Quiz ~ After Q&A (if we have time)

# VCPWA-RT – Who are we?

- Officially ~ Ventura County Public Works Agency – Roads & Transportation (VCPWA-RT)
- Five (5) Sections in Roads & Transportation



**RT**  
**AP**  
**PS**  
**DC**  
**RM**  
**TR**

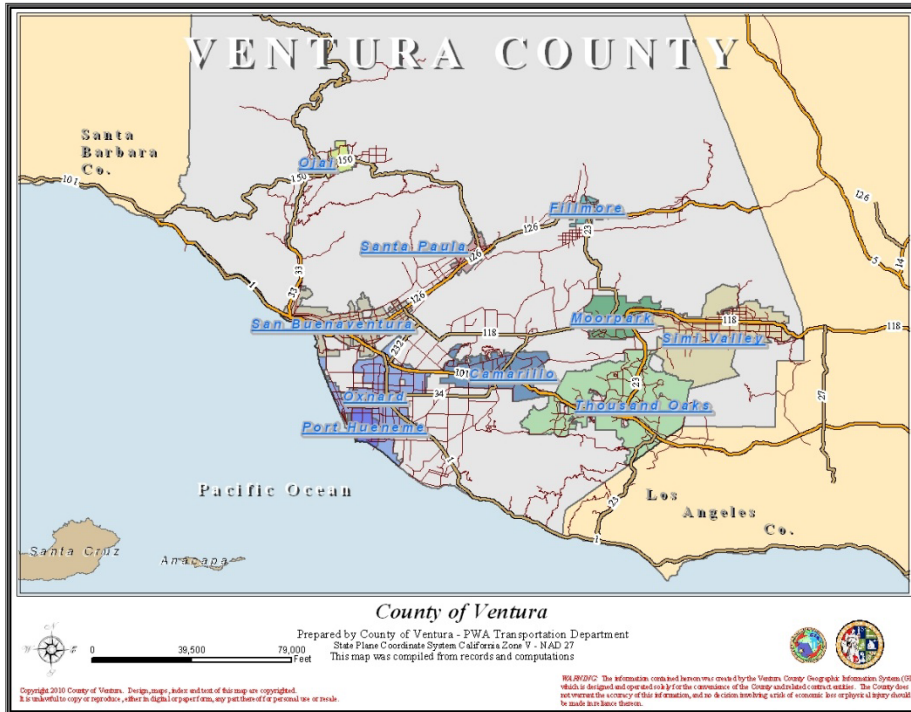
# Permits Section – Who are we?

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- **Permits Section (11)**
- Engineering Manager (1) – Christopher Solis
- Permits Engineer (1) - Gerald Weeks, Jr. “Gary”
- Technicians (2) - Luis Gonzalez and Edith Rivera
- Inspectors (3) – Richard Oropeza, Alexander Villa, and Manny Morales
- Student (1) – Joshua Smith
- Film Inspectors (3) – Michael Cooper, George Myers, and Hank Corcoran

# Permits Section – What do we do?

- Process, Review, Issue, and Inspect Permits
  - Permits for work in unincorporated county road right-of-way.
  - 540 ± centerline miles



County-maintained roads are outside the city boundaries.

Jurisdictions?  
County  
City  
State  
Federal  
Private

# Permits Section – What do we do?

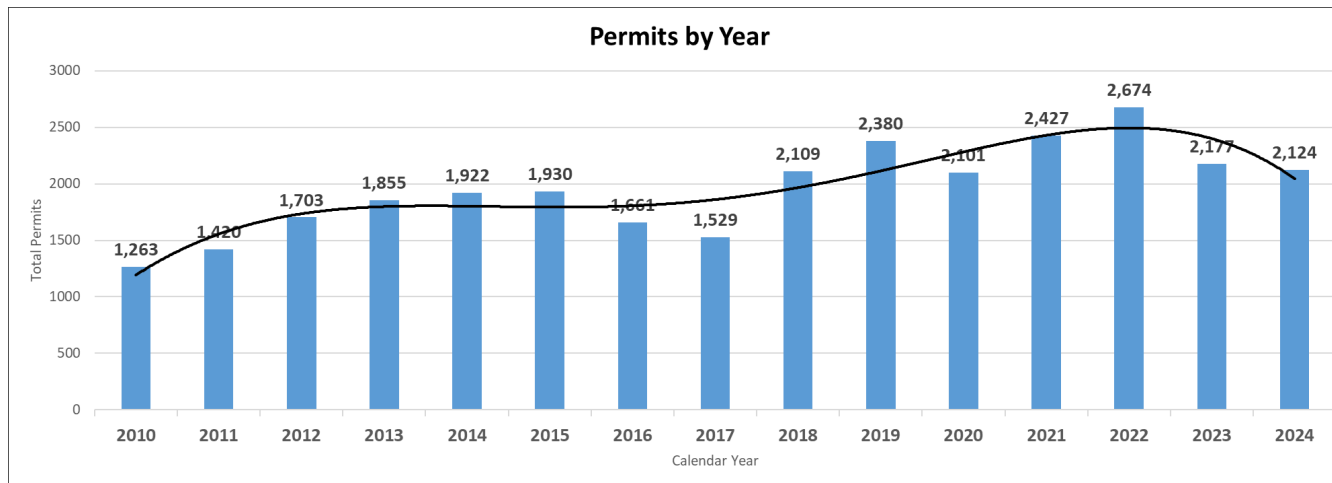
- Process, Review, & Issue Permits
  - 29 permit types



Sidewalk  
Curb/Gutter  
Driveways  
Excavations  
Filming  
Pole/Utility Work  
Paving  
Tree Work  
Traffic Only  
Trucks  
Wireless  
Use of R/W  
Special Events  
Long Term

# Permits Section – What do we do?

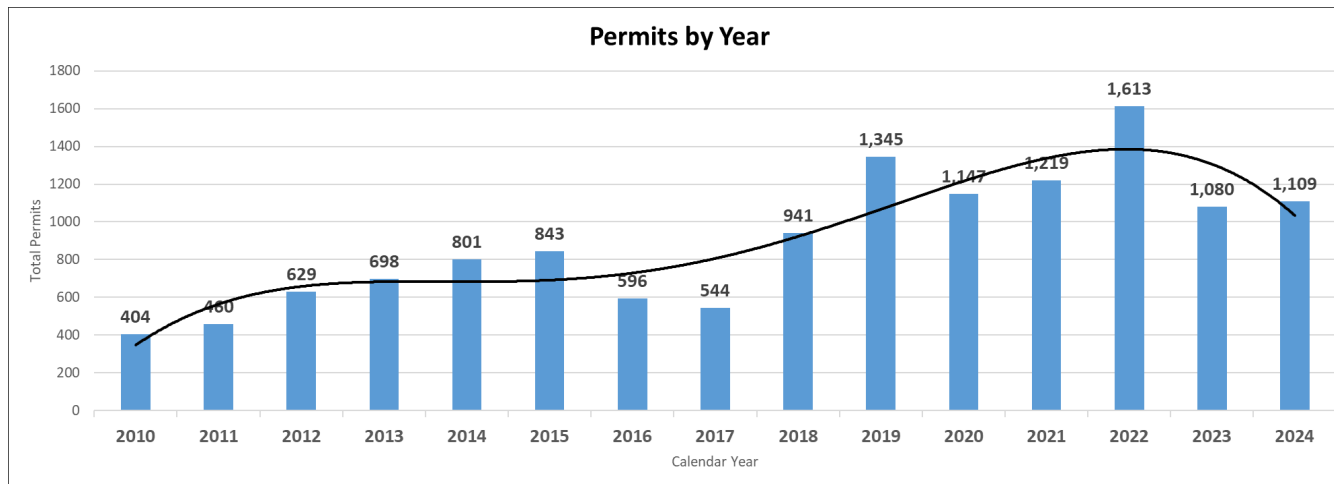
- Process, Review, & Issue Permits
  - 29 permit types
  - **CY24 ~ 2,124** permit, truck, and film permits



Sidewalk  
Curb/Gutter  
Driveways  
Excavations  
Filming  
Pole/Utility Work  
Paving  
Tree Work  
Traffic Only  
Trucks  
Wireless  
Use of R/W  
Special Events  
Long Term

# Permits Section – What do we do?

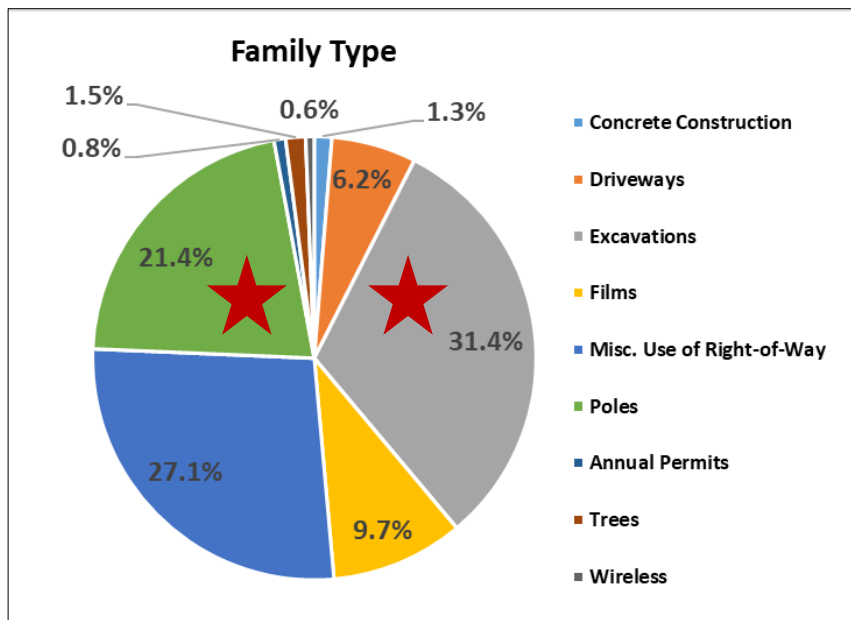
- Process, Review, & Issue Permits
  - 29 permit types
  - CY24 ~ 1,109** encroachment permits



Sidewalk  
Curb/Gutter  
Driveways  
Excavations  
Filming  
Pole/Utility Work  
Paving  
Tree Work  
Traffic Only  
Trucks  
Wireless  
Use of R/W  
Special Events  
Long Term

# Permits Section – What do we do?

- Process, Review, & Issue Permits
  - Half of our Encroachment Permits are
  - Excavation, Pole/Utility Work, or Traffic Control Only



Sidewalk  
Curb/Gutter  
Driveways  
**Excavations**  
Filming  
**Pole/Utility Work**  
Paving  
Tree Work  
**Traffic Only**  
Trucks  
Wireless  
Use of R/W  
Special Events  
Long-Term

K - Placing poles  
K1 - Annuals Pole Work

E - Major/Large Excavations  
E1 - Medium Excavations  
E2 - Small Excavations  
E3 - Annual Utility Permit

T - Traffic Control in ROW



# Permits Section – What do we do?

---

- Interact with Public & Many Stakeholders
  - Front Counter, Email and Phone
  - Applicants and Permittees
  - Contractors, Utilities, and Property Owners
  - Citizens ~ Concerns/Complaints and Requests for Information
  - Encroachments ~ Enforcement Actions, Letters and Notices
  - Other County Departments, Agencies and Cities
- Collect Permit and Other Fees
  - Permit Fees, Traffic Impaction Mitigation Fees, and Area-Specific Fees

- Inspect Permits
  - Three (3) Inspection Areas



South Area  
Manny Morales

pwa.transinspections@ventura.org  
(805) 654-2099

- 2022 ~ 3,756 inspections for 1,446 permits

# Permits Section – What do we do?

---

- Inspection and Field Reviews
  - Inspect Permitted Work
  - Investigate Concerns/Complaints
  - Enforcement ~ Unauthorized Activities and Encroachments

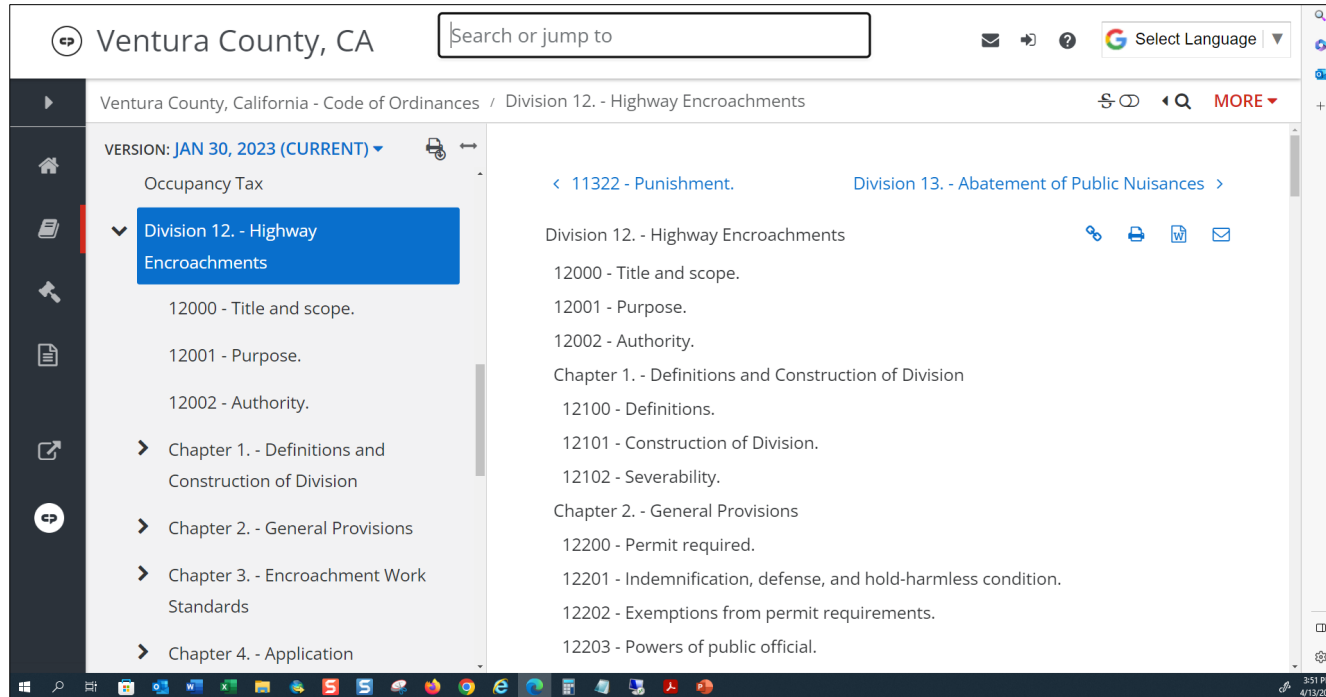
# Engineer

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# ENGINEER

# Encroachment Ordinance Update – March 19, 2019

- Encroachment Ordinance (EO 4540) Updated in 2019
- [https://library.municode.com/ca/ventura\\_county/codes/code\\_of\\_ordinances?nodeId=DIV12HIEN](https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeId=DIV12HIEN)



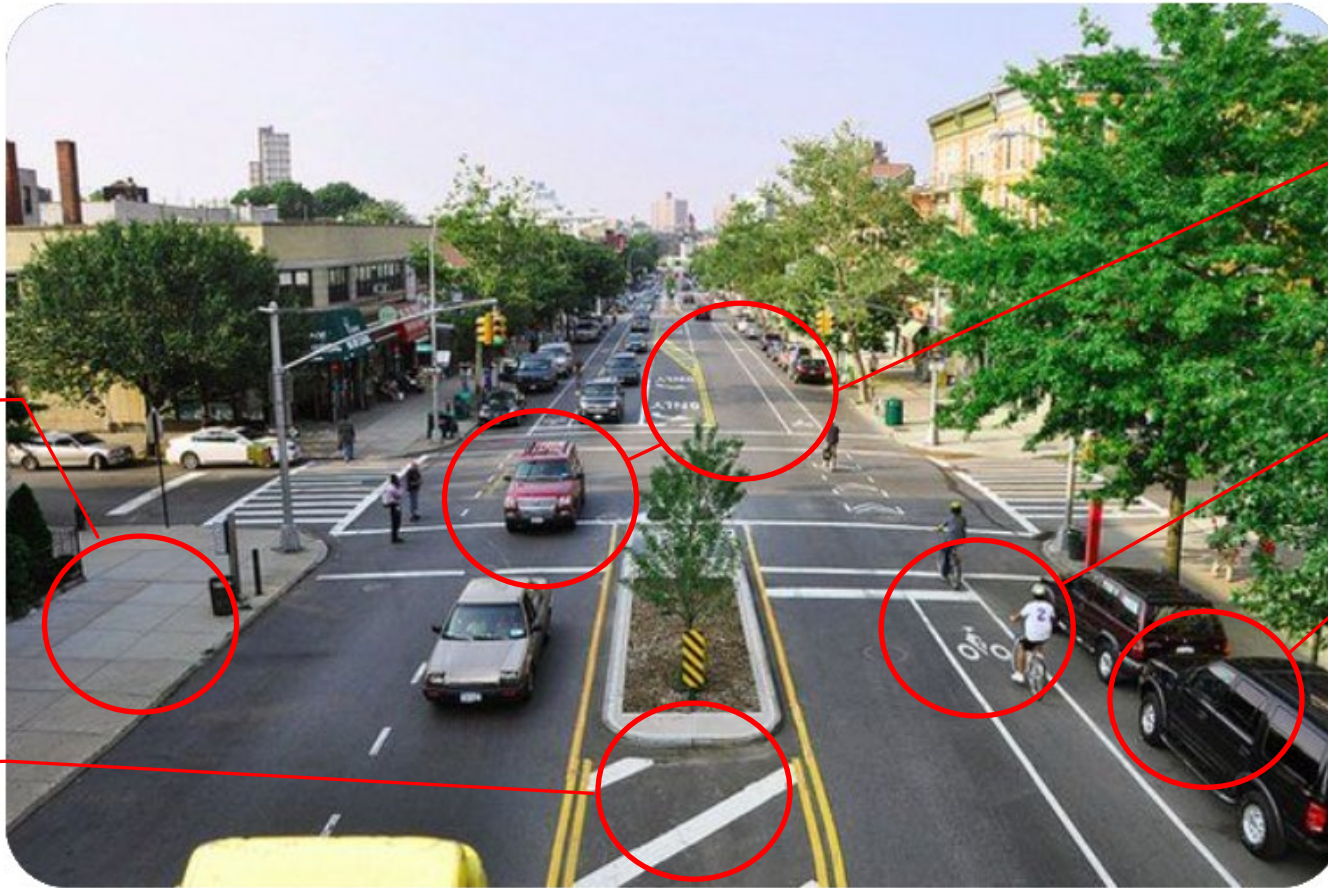
# Encroachment Ordinance Update – March 19, 2019

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- **Highlights in 2025**
- **Definitions** [12100](#)
  - Are you an applicant or permittee? Before and after permit issued.
  - Are you constructing an encroachment or doing encroachment work?
- **Permit Required** [12200](#)
  - Do you need a permit? Yes. Any permanent construction, any activity.
- **Road Closures** [12206](#)
  - Can you just close the road? No. Must plan ahead. Closure cannot interfere with safe and convenient travel of general public.
  - Soft versus hard closures.
- **Abandonments** [12209](#)
  - Encroachment removal without replacement ⇔ abandonments.
  - Can you abandon pipes in the road right-of-way? No. Abandoned or out-of-service pipes are still encroachments. Must received permission to abandon.

# Definitions ~ Items in the Road Right-of-Way

- **Road Geometry & Section View ~ Example Street**



Sidewalk

Median

Traveled  
Way or  
Travel  
Lane

Bike  
Lane

Parking  
Lane



# Definitions ~ Items in the Road Right-of-Way

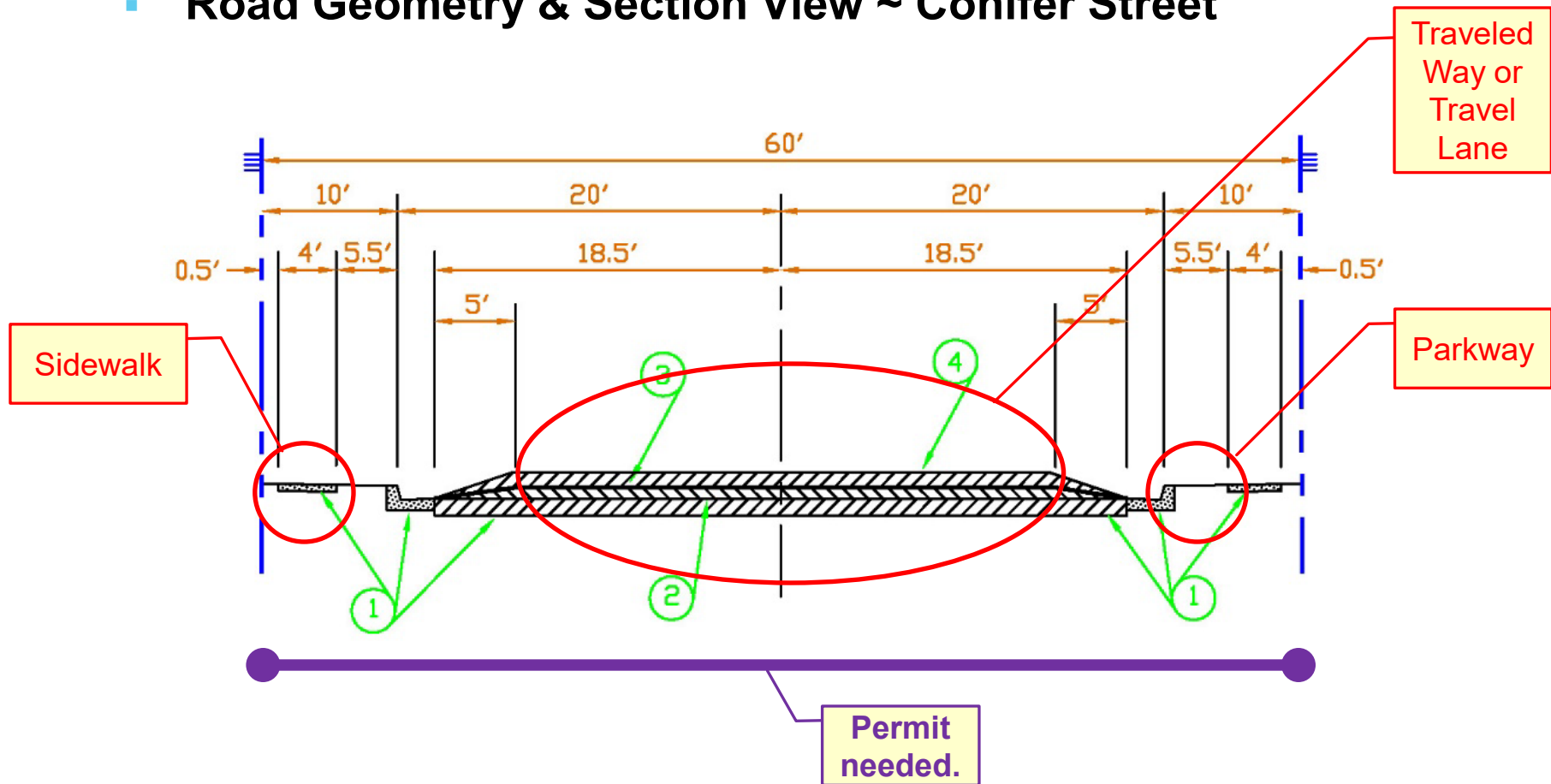
- **Road Geometry & Section View ~ Conifer Street**





# Definitions ~ Items in the Road Right-of-Way

- Road Geometry & Section View ~ Conifer Street**



# Permit Required ~ When?

---

- **When is Permit Required?**

- When is a permit required ([12200](#))? Most activities in road R/W. 16 listed.
  - 12200 - Permit required.
  - (a) Except as otherwise provided in this Division, it is **unlawful** for any person to do any of the following without first obtaining a permit from the Commissioner:
    - (1) Make or cause to be made any encroachment, including any **excavation**, in any highway;
    - (2) Place, change, or renew an existing encroachment in any highway;
    - (3) Place, construct, or repair any curb, gutter, sidewalk, driveway approach, pavement, base course, retaining wall, storm drain, culvert, **pipe, conduit**, cable, or other work of similar nature **in, over, along, across, or through** any highway;

# Permit Required ~ When?

---

- **Consequences of Working without Permit**
  - What are the consequences of working without a permit?
    - **Misdemeanor and Liable** ~ [12200\(b\)](#) ~ Any person who does any of the acts specified in this Section, without first having obtained a permit, is guilty of a misdemeanor and is liable to the County for all expenses and damages caused by the act.
    - **Double Fees** ~ [12605\(b\)](#) ~ Where any person, without having first obtained a permit, does any act for which this Division requires a permit, the specified permit fees are doubled. Payment of such double fee does not relieve any person from any requirement of this Division or from any penalty prescribed by this Division.

# Permit Required ~ What?

---

- **Permit Acknowledgement ~ Application & Permit**
  - **Highlights ~ Same Language as 2023**
    - Revocable, Hold Harmless
    - Misdemeanor, Perpetuity (continually maintain)

## 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.

## ACKNOWLEDGEMENT CONTINUED

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.

# Permit Required ~ Standard Conditions

- **Standard Conditions ~ Highlights**
- Emergency & local access.
- Flaggers (per CA MUTCD) ~ can see each other & radio communication.
- Road closures ~ plan ahead, monitors.
- Working near schools ~ congestion around schools.
- Peak hours ~ roads with restricted hours (7-9 a.m., 4-6 p.m.).
- Slurry backfill ~ required/preference.
- Restoration of road right-of-way (extend three (3) times then RT may restore roadway and invoice permittee).
- Links ~ everything needed for permit.

## Conditions

**2023 ENCROACHMENT PERMIT STANDARD CONDITIONS**

**Submission:** 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.

**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) (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 CA0004002 (CNPDES) 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) 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.

**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://cal811.com>. For California, go to <http://cal811.com/map-southern-california>.

**WORKING WITHOUT A PERMIT:**  
**Violation.** Any person who performs work or conducts activities in the right-of-way of a county-maintained 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

2023 Encroachment Permit Standard Conditions Page 1 of 8

# Permit Required ~ Emergencies & Extensions

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- **Emergency Repairs**

- Call (805) 654-2099 or email [pwa.transinspections@ventura.org](mailto:pwa.transinspections@ventura.org)
- Submit application to [pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org)

- **Extensions**

- Permit extended until work completed.
- Final paving per County Road Standards.
- Permit to remain open until pavement restoration complete.

# Permit Required ~ Administrative Permits

- **Administrative Permits ~ Highlights**
- Permit ID: PA25-000X
  - Routine maintenance
  - Short duration
  - Low speed / low volume roads
  - Road shoulders
  - No excavations
  - Inspector will discuss further.

## Excavations

### 2023 ADMINISTRATIVE PERMIT CONDITIONS SMALL EXCAVATIONS AND ROUTINE MAINTENANCE

**Submitted.** 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 charges 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 REPAIRS:

**Emergencies.** Emergency repairs require an immediate email to [PWA.TransPermits@ventura.org](mailto:PWA.TransPermits@ventura.org) and phone call to the Permit 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) Excavation is required, including, but not limited to, pole replacements, pole reinforcement, or any such preparatory work.
- (2) Work duration is more than eight (8) hours.
- (3) 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.vcpwaworks.org/applyforpermit/>.

**Small excavations.** Administrative permit holders may be eligible for a small excavation permit with the review fee waived. Small excavation permits are defined here below.

- Thirty (30) square feet or less and layout is anywhere in pavement or shoulder.

2023 Administrative Permit Conditions for Small Excavations and Routine Maintenance

Page 1 of 8

# Permit Required ~ Road Closures

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- **Road Closures**

- Can Excavator close a highway ([12206](#))? No. Soft closures. [Bonus.](#)
  - 12206 - Road closure, interference with highway use.

A permittee must plan and execute an encroachment in such a manner that the encroachment will not **unreasonably interfere** with the safe and convenient travel of the general public. Unless authorized in the permit, no permittee may **close** a public highway or **deny** to the general public the use of the public highway....

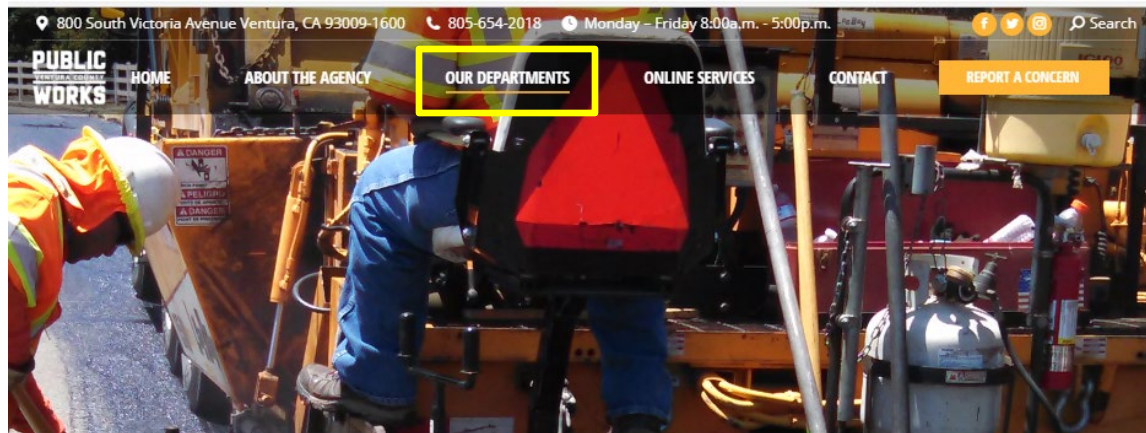
- Inspector will discuss further.



- **Traffic Control Plans – Typical Applications (TA-3, TA-6, TA-10)**
- **Must comply with California MUTCD**



# Permits Section – Webpage



## ENCROACHMENT PERMITS

Utility Installations and Repairs | Roadway and Drainage | Driveways | Sidewalks

Encroachment Permits are required for any work proposed within the County's road right-of-way and includes such work as utility installations and repairs, roadway and drainage improvements by developers, driveway construction, sidewalk repair, filming of motion pictures and still photography, placement of obstructions in the right-of-way such as fences, trees, poles, and overhead structures. Roadside vendors are not permitted in the road right-of-way. The Permits Section ensures that all construction work in the public right-of-way complies with County's adopted codes and engineering standards. In addition, the Section issues Transportation Permits for oversize vehicles travelling on County roads and collects Traffic Impact Mitigation fees. In 2020, a new Adopt-a-Road Program road roadside litter cleanup was implemented.

For more information, click on the links below or contact us through email at [pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org) or by phone (805) 654-2055.

To apply for a permit, visit [Apply for Permits](#). To adopt-a-road, see Guidelines under next link. For permit standards visit [Ordinances, Policies, and Guidelines](#).

APPLY FOR PERMITS

Apply for Permits

### QUICK LINKS

[Active Transportation Plan](#)

[County Road Inventory](#)

[County Road Standards](#)

[County, City, and Caltrans Projects](#)

[County Sidewalk Repair Standards](#)

[Federal Policies and Programs](#)

[Frequently Asked Questions](#)

[Multi Year Pavement Plan](#)

[Ordinances, Policies, and Guidelines](#)

[PWA-RT Interactive Map](#)

[SB1-RMRA Map](#)

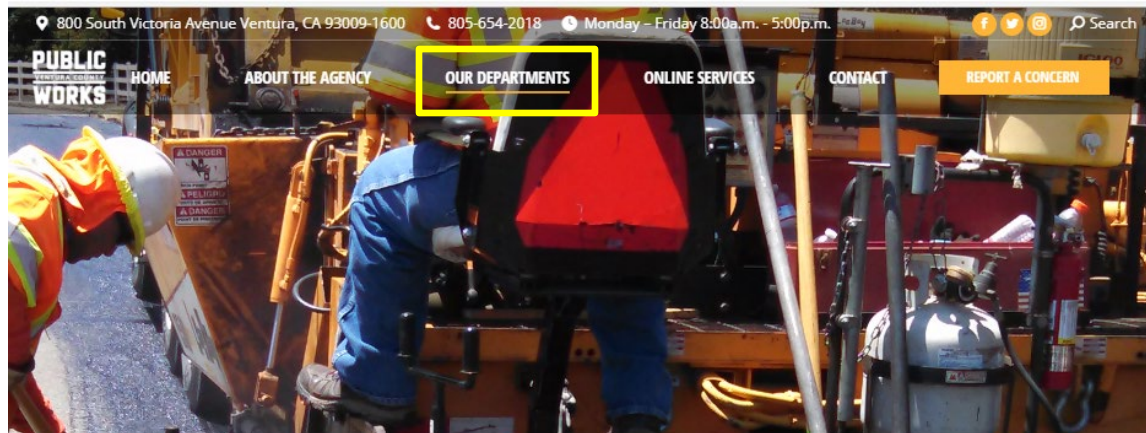
[Traffic Impact Mitigation Fees](#)

[Transportation Active Projects](#)

[Transportation Reports and Programs](#)

[Vehicle Miles Traveled Proposed Threshold](#)

# Permits Section – Webpage



## ENCROACHMENT PERMITS

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APPLY FOR PERMITS

Guidelines

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# Permits Section – Quick Links

## QUICK LINKS

Active Transportation Plan

County Road Inventory

County Road Standards

County, City, and Caltrans Projects

County Sidewalk Repair Standards

Federal Policies and Programs

Frequently Asked Questions

Multi Year Pavement Plan

Ordinances, Policies, and Guidelines

PWA-RT Interactive Map

SB1-RMRA Map

Traffic Impact Mitigation Fees

Transportation Active Projects

Transportation Reports and Programs

Vehicle Miles Traveled Proposed Threshold

## Road Inventory

### VENTURA COUNTY ROAD INVENTORY AND INDEX



The Ventura County Road Inventory and Index lists the County maintained public roads.

These roads have been formally accepted into the County road system as county highways by the Board of Supervisors or a designated representative. Only county highways are eligible to be maintained with County Road Funds. Roads not listed in the Road Inventory and Index are either city streets, private roads, or roads that have acquired public status by one means or another, but have not been accepted as county highways. Only the listed limits of roads are county highways. Many roads have city sections or nonmaintained sections that are outside of the limits of the county highway.

This Road Inventory and Index is hereby certified as the record of each county highway under Streets and Highways Code Section 908.

David Fleisch,  
Deputy Road Commissioner

#### DESCRIPTION OF CONTENTS

**ROAD NAME** - The Board of Supervisors officially names roads after review by Resource Management Agency - Planning Department staff and the Fire Protection District. The policy is to avoid duplication and keep the names as short as possible.

**LIMITS** - Road limits are described narratively to be easily recognized.

**MAINTAINED MILES** - Length is in miles to the nearest hundredth and is measured from the centerline of intersecting streets.

**RIGHT-OF-WAY (ROW)** - Dedicated easement width. A \* \* \* denotes ROW width varies for the section shown.

#### FEDERAL FUNCTIONAL CLASSIFICATION (FED FCL)

OPA Other Principal Arterial  
MA Minor Arterial  
MJC Major Collector  
  
MNC Minor Collector  
(blank) Local Roads

↑  
On System – eligible for Federal Funds  
↓  
Not eligible for Federal Funds

PWA - Transportation Department

### County of Ventura Road Inventory



Date: 3/6/2023  
Page 1 of 24

Information is subject to change.

Road Name	Limits	Sup. Dist.	Maintained Miles	ROW (ft)	*	Federal Highway Functional
Admiral Court	CDS - CDS	2	0.13	49		
Aggen Road	LA Av SR 118 - La Loma Av	2	1.80	60		MNC
Alder Springs Drive	Twin Springs Av - CDS	2	0.06	49		
Alelia Avenue	Violeta St - End	1	0.02	80		

# Permits Section – Quick Links

## QUICK LINKS

Active Transportation Plan

County Road Inventory

County Road Standards

County, City, and Caltrans Projects

County Sidewalk Repair Standards

Federal Policies and Programs

Frequently Asked Questions

Multi Year Pavement Plan

Ordinances, Policies, and Guidelines

PWA-RT Interactive Map

SB1-RMRA Map

Traffic Impact Mitigation Fees

Transportation Active Projects

Transportation Reports and Programs

Vehicle Miles Traveled Proposed Threshold

## Road Standards

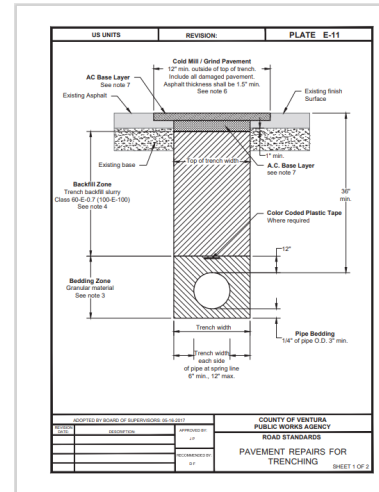
PUBLIC WORKS AGENCY

### ROAD STANDARDS

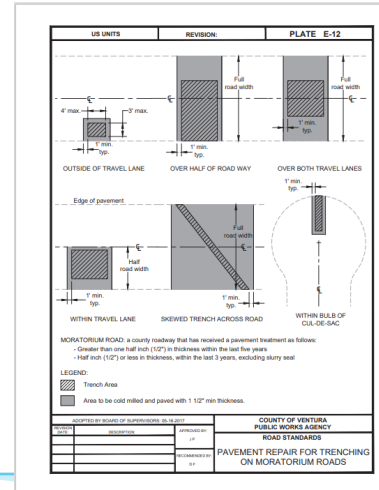


APPROVED BY BOARD OF SUPERVISORS  
(FOR APPROVAL DATES SEE INDEX)

Inspectors to Discuss  
CRS E-11 & 12



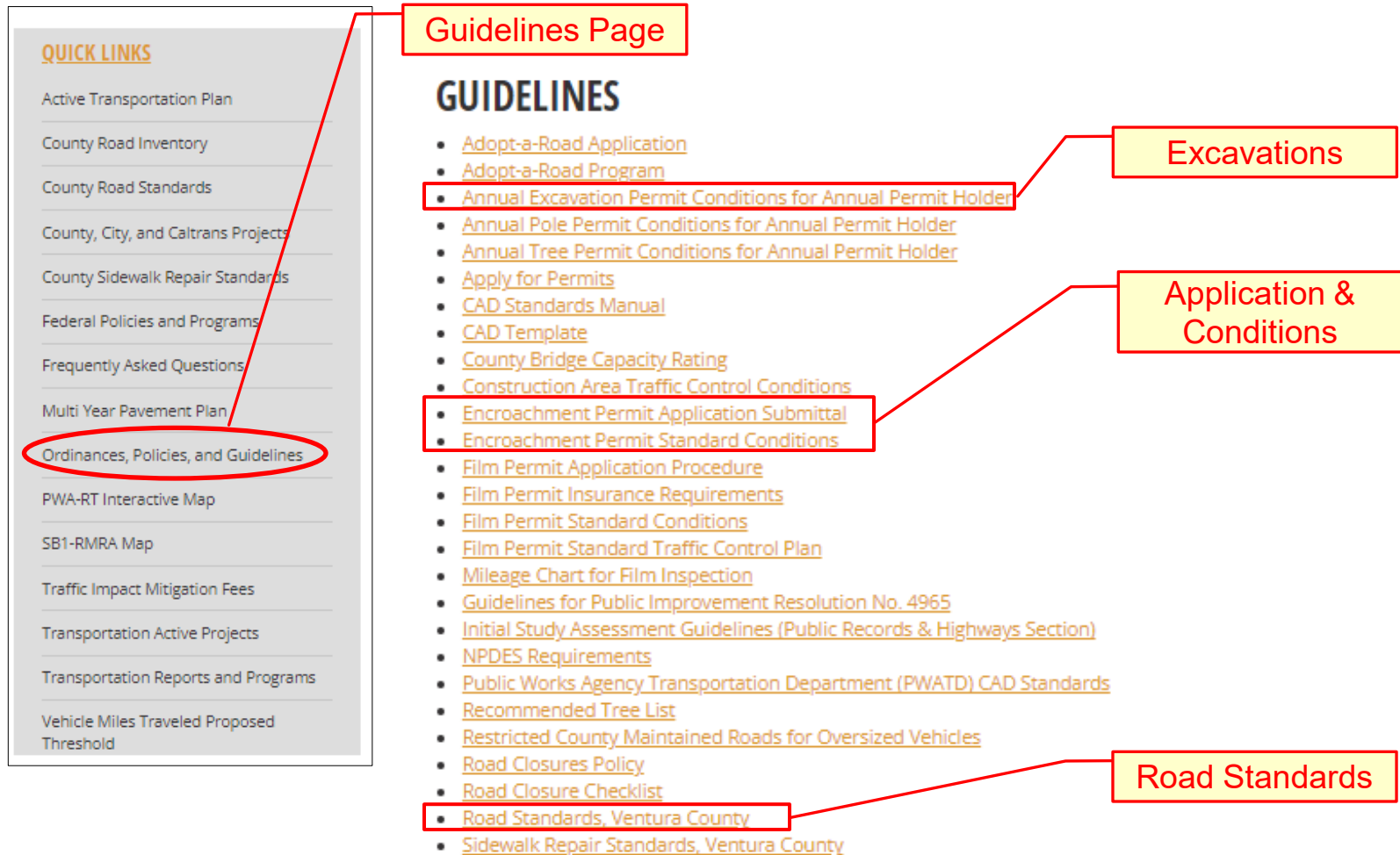
US UNITS	REVISION	PLATE E-11
<p><b>PLATE E-11 NOTES:</b></p> <ol style="list-style-type: none"> <li>Construction shall conform to Standard Specifications for Public Works Construction (SSPWC) except as noted.</li> <li>Trench width shall be as shown unless otherwise shown on the approved plans.</li> <li>Bedding material shall be granular with 100% passing 30" sieve, 90 to 100% passing the 30" sieve and not more than 4% passing No. 200 sieve.</li> <li>Backfill between the bedding zone and subgrade shall be Trench Backfill Slurry Class 60-E-1 (100-E-100). The Director of Public Works may approve the substitution of one of the following:                             <ol style="list-style-type: none"> <li>Controlled Low Strength Material (CLSM) (SSPWC 201-4), provided that laboratory control is provided to insure compliance with the specifications.</li> <li>Non-contraction backfill, provided that the backfill is tested and certified to meet the approved specifications for the material by an independent testing laboratory (SSPWC 217-2). A Quality Control Plan shall be submitted for approval.</li> </ol> </li> <li>Compaction shall not use flooding, ponding or jeting unless directed by Sole Engineer.</li> <li>A.C. Overlay shall be C1 or C2 PG 64-10, 1.5" minimum.</li> <li>A.C. Base Layer                             <ol style="list-style-type: none"> <li>Where existing pavement surface is AC the AC Base Layer thickness shall be equal to or greater than the existing AC thickness plus 1" with a minimum of 2" and a maximum of 8". For roads where Traffic Index is 7.0 or greater (Plates B-2, B-3 &amp; B-7a), the AC Base Layer thickness shall be 4" min.</li> <li>Where existing pavement surface is PCC pavement, saw cut 2" into the existing pavement at the outer edge of the trench and break the remaining thickness. Replace the PCC and base to the same depth as the existing pavement. The PCC shall be 900-C-3250.</li> </ol> </li> </ol>		
<p>APPROVED BY BOARD OF SUPERVISORS (SEE INDEX)</p>		
<p>COUNTY OF VENTURA PUBLIC WORKS AGENCY</p>		
<p>ROAD STANDARDS PAVEMENT REPAIRS FOR TRENCHING</p>		
<p>SHEET 1 OF 2</p>		



US UNITS	REVISION	PLATE E-13
<p><b>1. ABOVE GROUND UTILITY EQUIPMENT</b></p> <p><b>1.1 Where required:</b> It is the preference of the County of Ventura that all equipment and structures for utility company facilities be placed underground when located within the road right-of-way, or be located outside of the road right-of-way. However, the County recognizes undergrounding is not always operationally or economically practical and, therefore, establishes the following policy for the placement of poles, equipment, and structures above ground.</p> <p><b>1.2 Categories:</b> For the purpose of these policies, equipment will be broken into two categories, "small" and "large." Small equipment is defined as being less than 24" in height and less than 24" by 36" in area. Large equipment is defined as all others. Equipment must be located as close to the right-of-way boundary as possible.</p> <p><b>1.3 Design:</b> 1.3.1 Where curbs, gutters, and/or sidewalks exist, all above-ground small equipment or poles, when located in the road right-of-way, shall be located per SSPWC standard plan 101-2. 1.3.2 Where no curbs, gutters, and/or sidewalks exist, poles, equipment, and accessory structures must meet the minimum setback of ten (10) feet from the edge of pavement where feasible. No above-ground equipment may be placed within five feet of edge of pavement.</p> <p><b>1.4 Exceptions:</b> Exceptions, waivers, or variances to these policies may be granted on a case-by-case basis with review and approval by the Board Commissioner or his authorized representative.</p>		
<p>APPROVED BY BOARD OF SUPERVISORS (SEE INDEX)</p>		
<p>COUNTY OF VENTURA PUBLIC WORKS AGENCY</p>		
<p>ROAD STANDARDS ABOVE GROUND UTILITIES IN ROAD RIGHT-OF-WAY</p>		
<p>SHEET 2 OF 2</p>		



# Permits Section – Quick Links



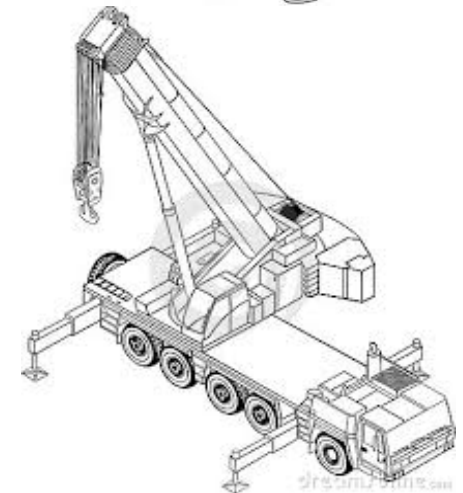
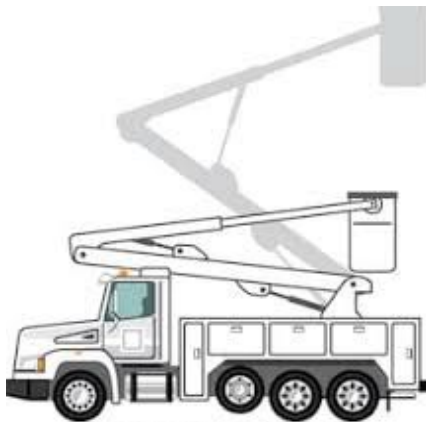
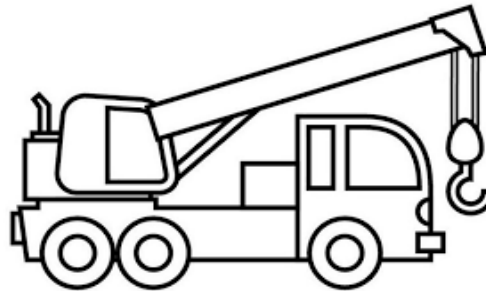
# Permittee – Why do we need a permit?

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- **Public Safety ~ Access and Safety**
- Encroachment removal ([12208](#))
  - (a) The Commissioner may immediately remove, or require the removal or relocation of, any encroachment, lawful or unlawful, that:  
**(5) Is detrimental to the public health, safety, or welfare.**

# Permittee – Why do we need a permit?

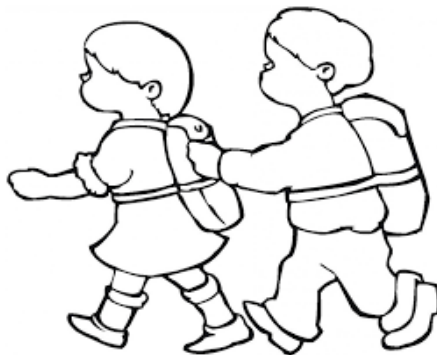
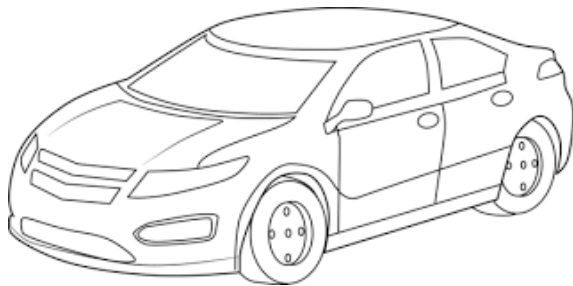
- **Safety of the Persons Working In/Near Roadway.**





# Permittee – Why do we need a permit?

- **Safety of the Traveling Public.**
- **Traveling Public ~ Vehicles, Pedestrians, and Bicyclists.**



# Technician

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# TECHNICIAN

# Application Process

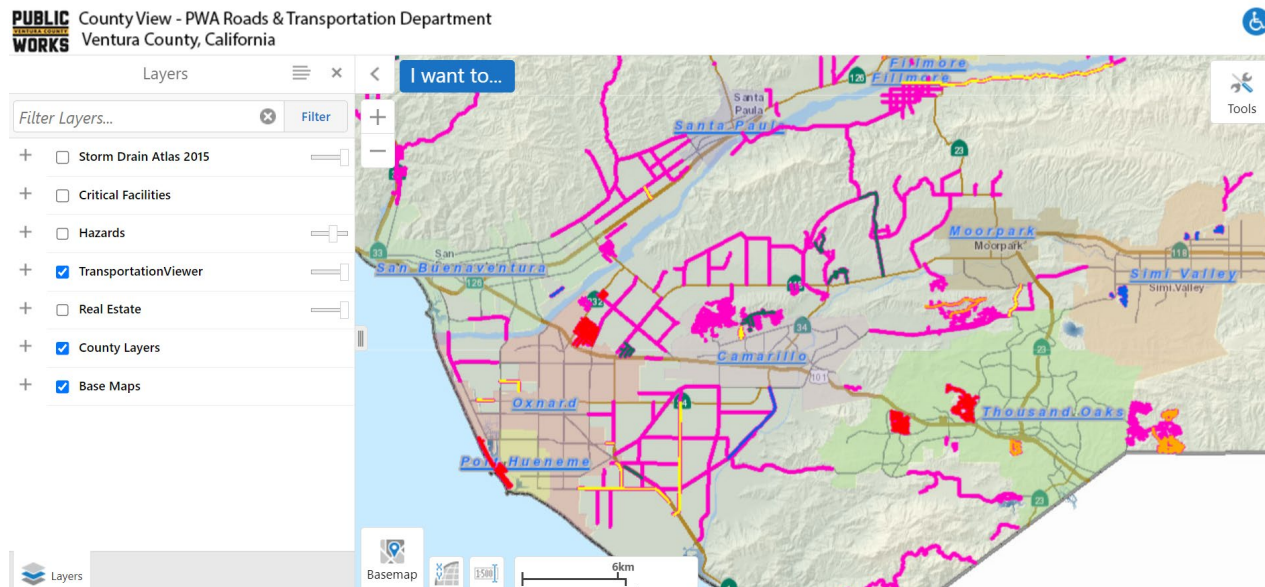
---

- Is your work impacting our roadways? [County View](#)
- Ways to apply
- Application Requirements
  - Permittees ~ Who is responsible? Agent Authorization
  - Complete Work Description
  - Accurate Excavation Size
  - Applicant's & Field Contact name, e-mail & phone number
  - GPS Coordinates/Marked Up Street View of Work Location
- Label Emergency Work on application
- Permit Extensions

# Is your work impacting our roadways?

## County View

<https://maps.ventura.org/PWA-Transportation/>



# Ways to Apply for Encroachment Permits

Fillable PDF. Email to  
[PWA.TransPermits@ventura.org](mailto:PWA.TransPermits@ventura.org)

Apply Online via Accela Citizens  
Access <https://vcca.ventura.org/>

**PUBLIC VENTURA COUNTY WORKS**

County of Ventura - Public Works Agency  
ROADS & TRANSPORTATION  
**ENCROACHMENT PERMIT APPLICATION**  
800 South Victoria Avenue L81630, Ventura, CA 93009  
(805) 654-2055 / Fax: (805) 654-7881  
Email: [pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org)  
An incomplete application will not be processed. If fields are not applicable, please insert N/A.

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

**LOCATION OF WORK:**  
Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Road Limits from Road Inventory: \_\_\_\_\_ Click link for [Road Inventory List](#)  
Nearest Cross Street: \_\_\_\_\_ Distance from nearest Cross Street (F.T.): \_\_\_\_\_

**DESCRIPTION OF WORK:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Excavation Length: \_\_\_\_\_ Excavation Width: \_\_\_\_\_ Excavation Depth: \_\_\_\_\_ Excavation Surface: \_\_\_\_\_  
Number of Driveways: \_\_\_\_\_ Width of Driveway/sidewalk: \_\_\_\_\_ Length of Sidewalk: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**APPLICANT INFORMATION:**  
Permittee: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Field Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**ATTACHMENTS INCLUDED:**  
☐ Plans ☐ Traffic Control Plan ☐ Insurance Certificate Estimated Construction Cost (\$): \_\_\_\_\_ Other: \_\_\_\_\_  
**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 hereupon, 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: \_\_\_\_\_ Date: \_\_\_\_\_  
SIGNATURE OF PERMITTEE  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
PRINT NAME

Rev. 08/2024

**County of Ventura Citizen Access**

WELCOME GO TO CITIZEN ACCESS NOW HELP CONTACTS TECHNICAL SUPPORT

Register for an Account Login

Search...

Home Building Code Compliance Fire Planning Public Works HHVC Env Health GIS

Advanced Search ▼

**Welcome to Ventura County Citizen Access**  
This on-line automated permitting system provides real-time, direct access to permit information via the internet (for addresses/ parcels located within the unincorporated areas of Ventura County only) - 24 hours a day, seven days a week. Anyone can research permits in general or check the status of a specific permit. And individuals, contractors and businesses can also apply and pay for permits, receive notices regarding their project, or even print an approved permit.

**Registration and Login**  
Applying or paying for a permit and other functions require registration and login. Please click the "Register for an Account" link above, or if you already have an account click the "Login" link above.

**Effective January 4th, 2023, ACI will be increasing the credit card service fee to 2.75%.**

**Please note: At this time, you must utilize either a desktop or laptop computer when registering for an account and/or navigating our web site. The use of mobile devices (cellular phones and/or tablets) is currently not supported. We apologize for any inconvenience.**

**General Information** **Building**  
Check/Research Permits

**Login**  
User Name or E-mail:   
Password:   
**Login »**  
☐ Remember me on this computer  
I've forgotten my password  
New Users: Register for an Account

**For Browser Compatibility**  
Please see Web Browser Requirements

# Ways to Apply for Encroachment Permits

Apply online at  
<https://www.vcpublicworks.org/rt-applications/>

The screenshot displays the website's navigation bar with links: HOME, ABOUT THE AGENCY, OUR DEPARTMENTS, ONLINE SERVICES, CONTACT, and a highlighted REPORT A CONCERN button. Below the navigation bar is a banner image of a yellow construction vehicle. The main heading is 'ROADS AND TRANSPORTATION - ENCROACHMENT FORMS'. Below this heading are seven application categories, each with an icon of a document with a checklist:

- EXCAVATION & MISCELLANEOUS CONSTRUCTION APPLICATION**  
Excavate, place, construct, repair, traffic control or any miscellaneous use of the public right-of-way.
- DRIVEWAY APPROACH APPLICATION**  
Installation of any residential, rural or commercial driveway apron.
- SPECIAL EVENT APPLICATION**  
Activity, conducted in the right-of-way, that affects normal traffic flow, for the purpose of recreation, fundraising, or competition, including, but not limited to, running, bicycling, automobile, and motorcycle events; parades; demonstrations; parties; gatherings; and assemblies.
- ADOPT-A-ROAD APPLICATION**  
Help keep your favorite roadway shoulders free of trash in the unincorporated areas of Ventura County. Roadways may be adopted for litter cleanup by qualified persons or groups.
- CITIZEN ACCESS**  
Using VC Citizen Access, members of the public can search and review permit information, and permit applicants and property owners can upload and download documents, look up processing statuses, and pay for permit fees online using a credit card.
- AGENT AUTHORIZATION**  
For agent or contractor to act on permittee's behalf.
- INSURANCE REQUIREMENTS**  
Information of insurance requirements and an example of certificate of insurance and endorsement pages.

# Application Requirements

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- Complete Work Description
- Accurate Excavation Size
- Applicant Information: Name, Address, Phone number & Email
- Field Contact Information: Name, Phone Number & Email
- Start date at least a minimum 3 days in advance. Must call in DIG ALERT 811 (<https://www.digalert.org/>)
- GPS Coordinates/Marked Up Street View of Work Location
- Work Order Map
- Emergency Repairs
  1. Call (805) 654-2099 or email [pwa.transinspections@ventura.org](mailto:pwa.transinspections@ventura.org)
  2. Submit application to [pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org)

# Permittees ~ Who is responsible? Agent Authorization

**APPLICANT INFORMATION:**

Permittee: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Field Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**ATTACHMENTS INCLUDED:**

☐ Plans ☐ Traffic Control Plan ☐ Insurance Certificate Estimated Construction Cost (\$): \_\_\_\_\_ Other: \_\_\_\_\_

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 for cause. In consideration of the issuance of this permit, I agree, and by use hereof, my agents, employees, contractors, and subcontractors, shall be bound by the provisions of California Vehicle Code Sections 35/80, 35/82, Division 12 of the Ventura County Code, and any special conditions included with this permit and any special conditions hereupon, 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: \_\_\_\_\_ Date: \_\_\_\_\_  
SIGNATURE OF PERMITTEE  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Permittee must  
be the utility  
owner**

## COUNTY OF VENTURA Public Works Agency - Transportation Division

### AGENT AUTHORIZATION TO ACT ON PERMITTEE'S BEHALF

I hereby authorize the following person to act as my agent to apply for, sign, and file the documents necessary to obtain the permit required for my project. My company or firm (or myself, as owner) shall remain the Permittee, and my agent shall receive all communication related to my project unless I have otherwise notified the County.

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Brief Summary of Description of Work)

Project Location: \_\_\_\_\_  
\_\_\_\_\_  
(Address or Road Names)

Name of Authorized Agent: \_\_\_\_\_  
Company Name of Authorized Agent: \_\_\_\_\_  
Address of Authorized Agent: \_\_\_\_\_  
Phone Number of Authorized Agent: \_\_\_\_\_  
E-Mail Address of Authorized Agent: \_\_\_\_\_

### PERMITTEE ACKNOWLEDGEMENT

I declare under penalty of perjury that I am the permittee for the project at the location listed above, and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Permittee's Address (if applicable): \_\_\_\_\_  
Permittee's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Permittee's E-Mail Address: \_\_\_\_\_  
Permittee's Phone Number: \_\_\_\_\_  
Date: \_\_\_\_\_ Permittee's Signature: \_\_\_\_\_



An incomplete application will not be processed. If fields are not applicable, please insert N/A.

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

**LOCATION OF WORK:**

Street No: 123 Street Name: \_\_\_\_\_ Main Street \_\_\_\_\_ City: Ventura Zip code: 93003  
Road Limits from Road Inventory: \_\_\_\_\_ SR 126 - 970n Orchard St \_\_\_\_\_ Click link for [Road Inventory List](#)  
Nearest Cross Street: \_\_\_\_\_ North Street \_\_\_\_\_ Distance from nearest Cross Street (FT): 1500' N/O

**DESCRIPTION OF WORK:**

Excavate and restore pavement for repair of damaged utility line. Traffic Control TA-10. GPS: 34.281314, -119.302697

Excavation Length: 4 Excavation Width: 5 Excavation Depth: 4 Excavation Surface: Asphalt  
Number of Driveways: N/A Width of Driveway/sidewalk: N/A Length of Sidewalk: N/A  
Start Date: 5/8/2023 Estimated Completion Date: 5/12/2023

**APPLICANT INFORMATION:**

Permittee: Ventura County Water Company Phone: 805-758-5555 Email: Bobby.Boucher@vcwaterco.org  
Address Street No: 800 Street Name: Ventura Street City: Ventura Zip code: 93009  
Primary Contact: Bobby Boucher Phone: 805-758-5555 Email: Bobby.Boucher@vcwaterco.org  
Contractor: Aaron's Water Repair Inc. Phone: 805-217-3555 Email: aaronwaterrepair@gmail.com  
Address Street No: 963 Street Name: Maple Drive City: Oxnard Zip code: 93030  
Field Contact Person: Aaron Smith Phone: 805-987-4561

**ATTACHMENTS INCLUDED:**

☐ Plans ☐ Traffic Control Plan ☐ Insurance Certificate Estimated Construction Cost (\$): \_\_\_\_\_ Other: \_\_\_\_\_

**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 hereupon, 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: Bobby B. Date: 5/4/2023  
SIGNATURE OF PERMITTEE  
Name: Bobby Boucher Title: Water Maintenance Supervisor  
PRINT NAME

Rev. 12/21/20

Accurate excavation size

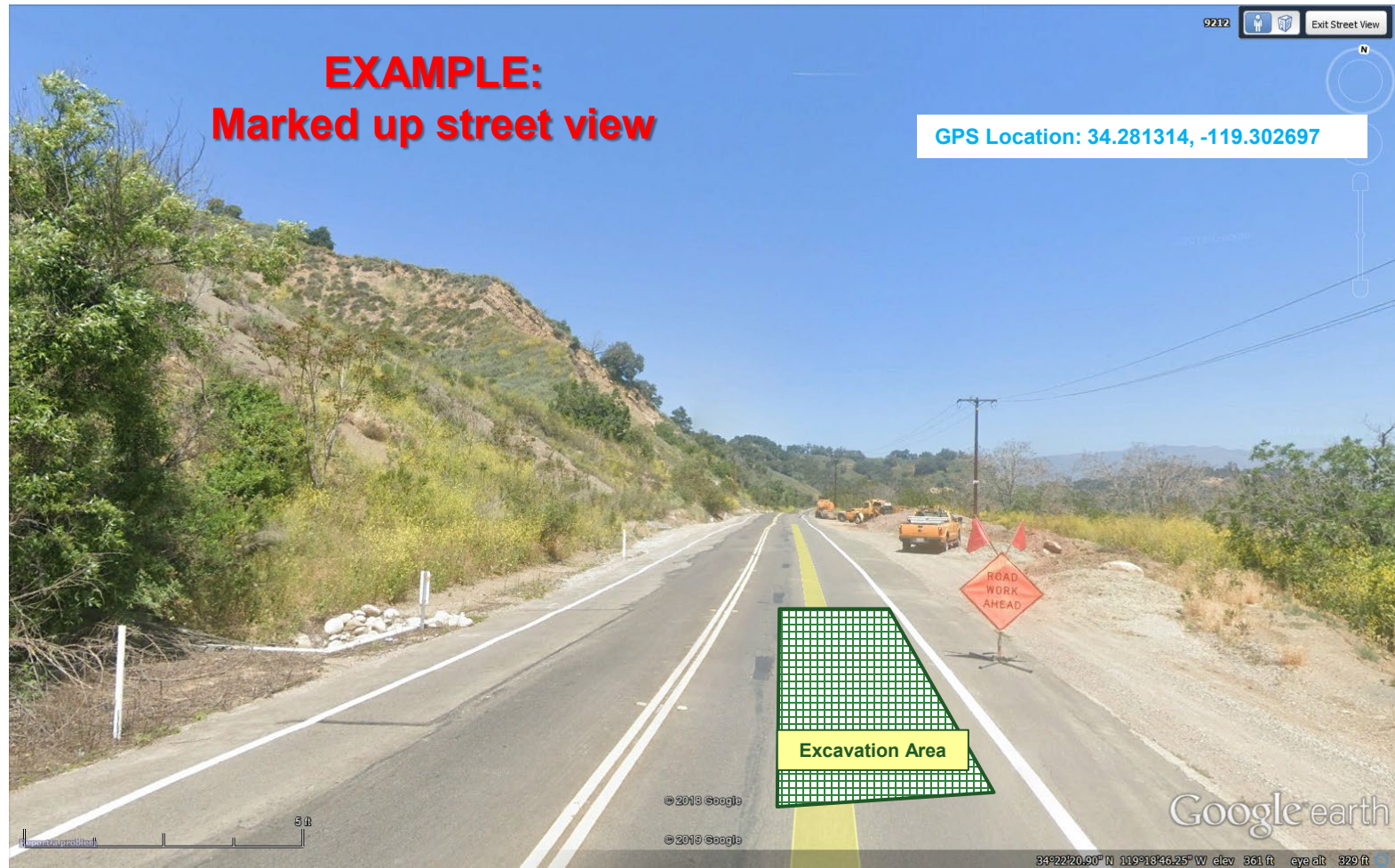
Start date x3 days in advance

Proper Description of Work  
GPS Coordinates

Valid contact information for  
Permittee & Field Contact

Signed by Permittee

# Site Map/Street View or Engineered Plans



# Permit Extensions

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## Process

- Permits with an associate billing account are automatically extended.
- 14-day before permit expiration date an automatic email is sent to permittee.
- Permittee must apply for extension if work is not complete. Permittee is responsible to coordinate scheduled work with assigned inspector. Please use form or notify us via email.
- If extension is requested prior to permit expiration, only the first extension fee will be waived.
- Extension fees will be invoiced for each automatic extension

# Permit Extensions

## Courtesy Notice

From: PWA Transportation Permits [mailto:pwa.transpermits@ventura.org]  
Sent: Thursday, January 11, 2018 6:01 PM  
To:  
Cc: Inspector\_Name@ventura.org  
Subject: Upcoming Encroachment Permit Expiration: PEXX-000Y, 123 Saticoy Ave

Permit Details:  
PEXX-000Y  
Name of Water Company  
Permittee Name  
123 Saticoy Ave  
Excavate and restore driveway approach area for emergency water main repair with proper notification; regular fees.

Dear Permittee,

The subject permit, detailed above, will expire on January 25, 2018. If the work specified in the permit will not be entirely completed on or before this date, an extension is required. In accordance with the conditions of your annual permit, one permit extension of reasonable duration will be granted at *no charge when an application for extension is filed prior to the permit expiration date*. The application for extension can be completed online by clicking the following link:  
<http://pwportal.ventura.org/TD/Residents/Streets and Transportation/Apply for a Permit/EP ExtensionApplication.pdf>

Any valid permit that has expired with work not completed will be automatically extended for 90 days and the Permittee shall be charged a permit extension fee.

If the work has been completed, provide the date of completion to your inspector, Inspector Name at (805) 123-4567, no later than January x, 2018 so that we can properly close-out the permit.

Best regards,  
Permits Section  
PWA-Transportation Department  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009-1620  
Ph- 805-654-2055  
Fax 805-654-5169

County of Ventura Transportation Department Encroachment Permit Section Website  
<http://vcpublicworks.org/transportation-department/road-encroachment-permit>

View permit status and make credit card payments with Citizen Access:  
<http://vcca.ventura.org/vcca.aspx>

Find locations, parcels, and jurisdictions with our interactive map, County View:  
<http://gis.ventura.org/CountyView/>

# Permit Extension Application

[https://s29422.pcdn.co/wp-content/uploads/2019/01/EP\\_ExtensionApplication.pdf](https://s29422.pcdn.co/wp-content/uploads/2019/01/EP_ExtensionApplication.pdf)



County of Ventura - Public Works Agency  
ROADS & TRANSPORTATION  
**ENCROACHMENT PERMIT EXTENSION,  
RE-ACTIVATION, REVISION, or CANCELLATION REQUEST**  
800 South Victoria Avenue, L#1620, Ventura, CA 93009  
(805) 654-2055 / Fax: (805) 654-7881  
Email: [pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org)

FOR STAFF USE ONLY	
Date	_____
Applied:	_____
Trust No.:	_____

<input type="checkbox"/> Extension / Re-activation <input type="checkbox"/> Work Revision <input type="checkbox"/> Cancellation <i>(Check all that apply)</i>			
<b>PERMIT INFO</b>	Permit Number:	Project Address:	
	Permit Contact Name:	Today's Date:	
	Email:		Phone:
<b>PROPOSED CHANGES</b>			
Revised Description of Work:			
No. of Working Days Needed:	New Construction Start Date:	New Construction End Date:	Did Construction Start? <input type="checkbox"/> Y <input type="checkbox"/> N <small>(Select one)</small>
<b>REASON FOR THE REQUEST</b>			

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

## ACKNOWLEDGEMENT

I hereby apply for permission to extend, modify, or cancel a previous permit to encroach upon the County right of way or other County property. I understand that any the original permit or modifications that may be granted as a result of this request may be revoked by the County at any time. In consideration for issuance of a 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 the original permit and any special conditions hereupon, or attached hereto.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of: ☐ Owner or ☐ Authorized Agent (include Authorization Form)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Submit**

**Clear Form**



# Permit Extensions

**From:** PWA Transportation Permits <[pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org)>  
**Sent:** Sunday, April 16, 2023 8:01 PM  
**To:** **Permittee Email**  
**Cc:** PWA Transinspections <[PWA.TransInspections@ventura.org](mailto:PWA.TransInspections@ventura.org)>  
**Subject:** Encroachment Permit Extension: PEYY-XXXX-X, 123 Main Street

Permit Details:  
PEYY-XXXX-X  
Utility Company Name  
Permittee Name  
123 Main Street  
Excavate and restore pavement for repair of damaged utility line. Traffic Control TA-10. GPS: 34.281314, -119.302697

Dear Permittee,

Attached, please find the subject permit extension in accordance with our Annual Permit policy:

"The following circumstance will result in the issuance of a permit and placement of charges directly onto the permittee's billing account without notice. Any valid permit that has expired with work not completed will be automatically extended 90 days and shall be charged a permit extension fee."

If you have any questions, concerns, or need any additional assistance, please contact us.

Best regards,  
Permits Section  
PWA-Transportation Department  
County of Ventura  
800 S. Victoria Avenue  
Ventura, CA 93009-1620  
Ph- 805-654-2055  
Fax 805-654-5169

County of Ventura Transportation Department Encroachment Permit Section Website  
<http://vcpublicworks.org/transportation-department/road-encroachment-permit>

View permit status and make credit card payments with Citizen Access:  
<http://vcca.ventura.org/vcca.aspx>

Find locations, parcels, and jurisdictions with our interactive map, County View:  
<http://gis.ventura.org/CountyView/>

# Inspector

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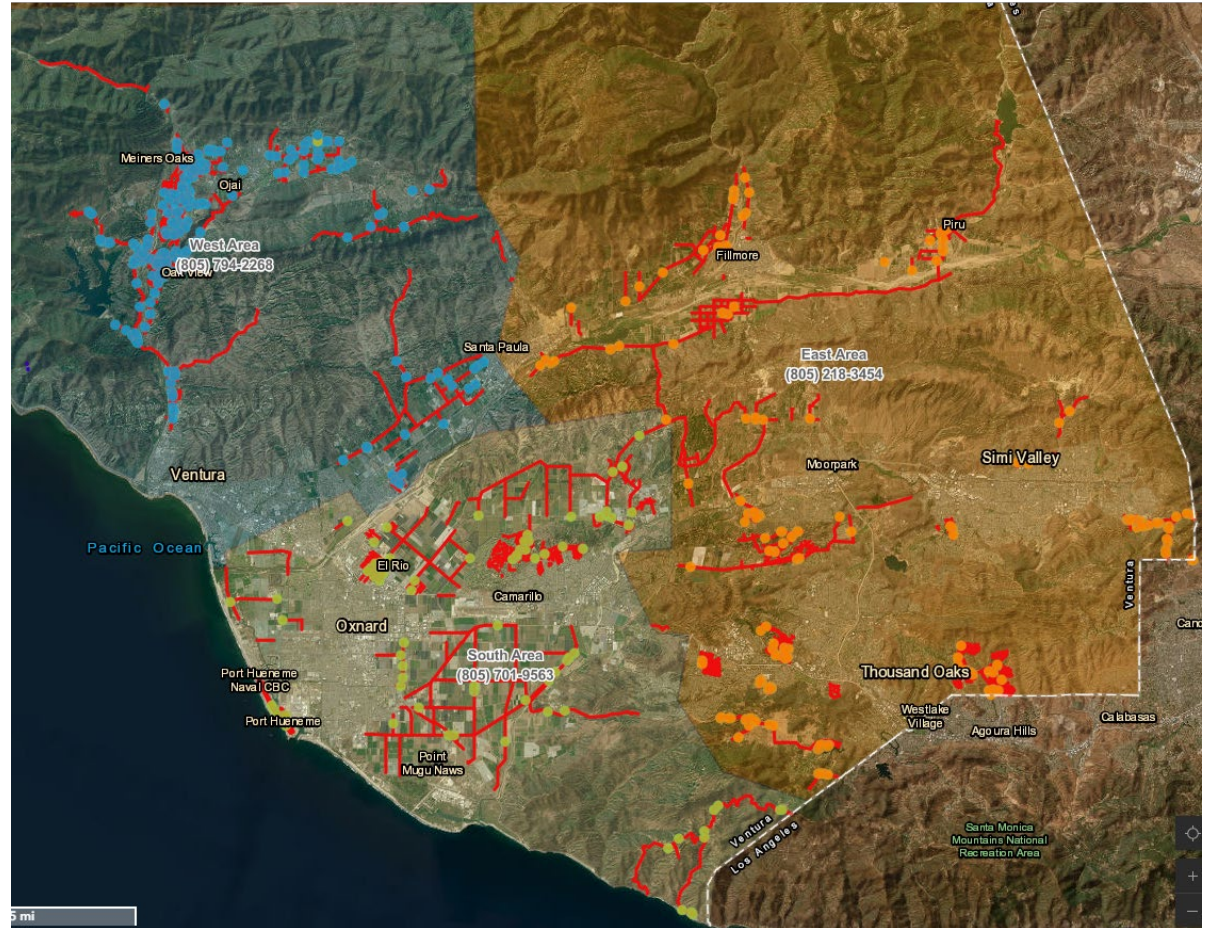
# INSPECTOR



# Inspection Areas

## Three (3) Inspection Areas

- West – Richard Oropeza  
(805) 794-2268
- East – Alexander Villa  
(805) 218-3454
- South – Manuel (Manny) Morales  
(805) 701-9563





# Communication

**Inspections: [PWA.TransInspections@ventura.org](mailto:PWA.TransInspections@ventura.org) (805) 654-2099**

**Work shall not start prior to contacting the inspections contact above**



PWA Encroachment Permit Office  
800 South Victoria Avenue, Ventura, CA 93009  
Email: [PWA.Trans.Permits@ventura.org](mailto:PWA.Trans.Permits@ventura.org)  
Phone (805) 654-2055  
<https://www.vcpublishworks.org/rt/encroachment/>

Permit No.: \_\_\_\_\_  
Issued Date: \_\_\_\_\_  
Trust Fund No.: \_\_\_\_\_  
Permit Type: \_\_\_\_\_  
Sub Area: \_\_\_\_\_

- Inspection Hot Line : (805) 654-2099
- Inspections email :  
[PWA.TransInspections@ventura.org](mailto:PWA.TransInspections@ventura.org)
- Communicate: Scheduled Works Dates, Completion of Work, Questions, Inspections Requests, Inspection Cancelations, Emails Preferred



# Communication ~ Email from Permits

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## Contact Us 48 Hours Prior to Starting Work

Dear (insert utility),

Attached, please find the subject permit and related information therein or attached. If you have any questions, concerns, or need any additional assistance, please contact us.

**Work shall not start prior to contacting the (INSPECTION AREA) Inspector**

**Inspections: [PWA.TransInspections@ventura.org](mailto:PWA.TransInspections@ventura.org) (805) 654-2099**

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.

# Communication ~ Examples from Utility

## Examples of Notification

### ***Voicemail Example***

The (utility company) will be working at (address/location) under (permit number) on (date) from (time frame).

Basic scope of work (i.e. excavation, traffic control for access, potholing, etc.).

Let us know who the field contact for permit is (name, phone number/email address).

### ***Email Example***

*SUBJECT: Insp Date Req, Location, Permit No*

*Good morning,*

*I would like to set up inspections for the following location on Wednesday 5/14. Please let me know if you need anything else to get these on schedule.*

*PERMIT# : PE25-9999*

*DATE : FRIDAY 5/14*

*TIME: 8AM - 4 PM*

*LOCATION : 118 ALEX DR, MOORPARK*

*FOREMAN : LUIS GONZALEZ*

*PHONE : 123-456-7890*

*SCOPE OF WORK : ASPHALT REPAIR*

*COMPANY: GW PAVING*

# Work Without Contact

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## Consequences of Not Contacting Inspector

- Inspector's Time Lost ~ Inspections & Phone Calls
- Additional Fees for Inspector's Time, Permit Revisions, & Extensions
- Additional Cost/Time for Reconstructing Rejected Work
- Emergency Repairs:
  - (1) Email or Call Inspector at:  
pwa.transinspections@ventura.org or 805-654-2099;
  - (2) Application submitted to:  
pwa.transpermits@ventura.org by next business day;
  - (3) Application questions, Email or Call Technicians at:  
pwa.transpermits@ventura.org or 805-654-2055.

# Administrative Permits

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## When is it ok to work under PA?

- Administrative Permits: PA25-000X
  - Less than 8 Hours of work
  - No Excavations
  - Work Zone is Less than 100 Feet
  - Accessing Facility for Minor Repairs / Maintenance.
  - Traffic Signs on Roadway (Not in the Truck)
- 
- Note: Permittee is responsible for compliance with all conditions of the permit, regardless of whether permittee employs contractors or others to perform the work

# Administrative Permits

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## Traffic Control for PA

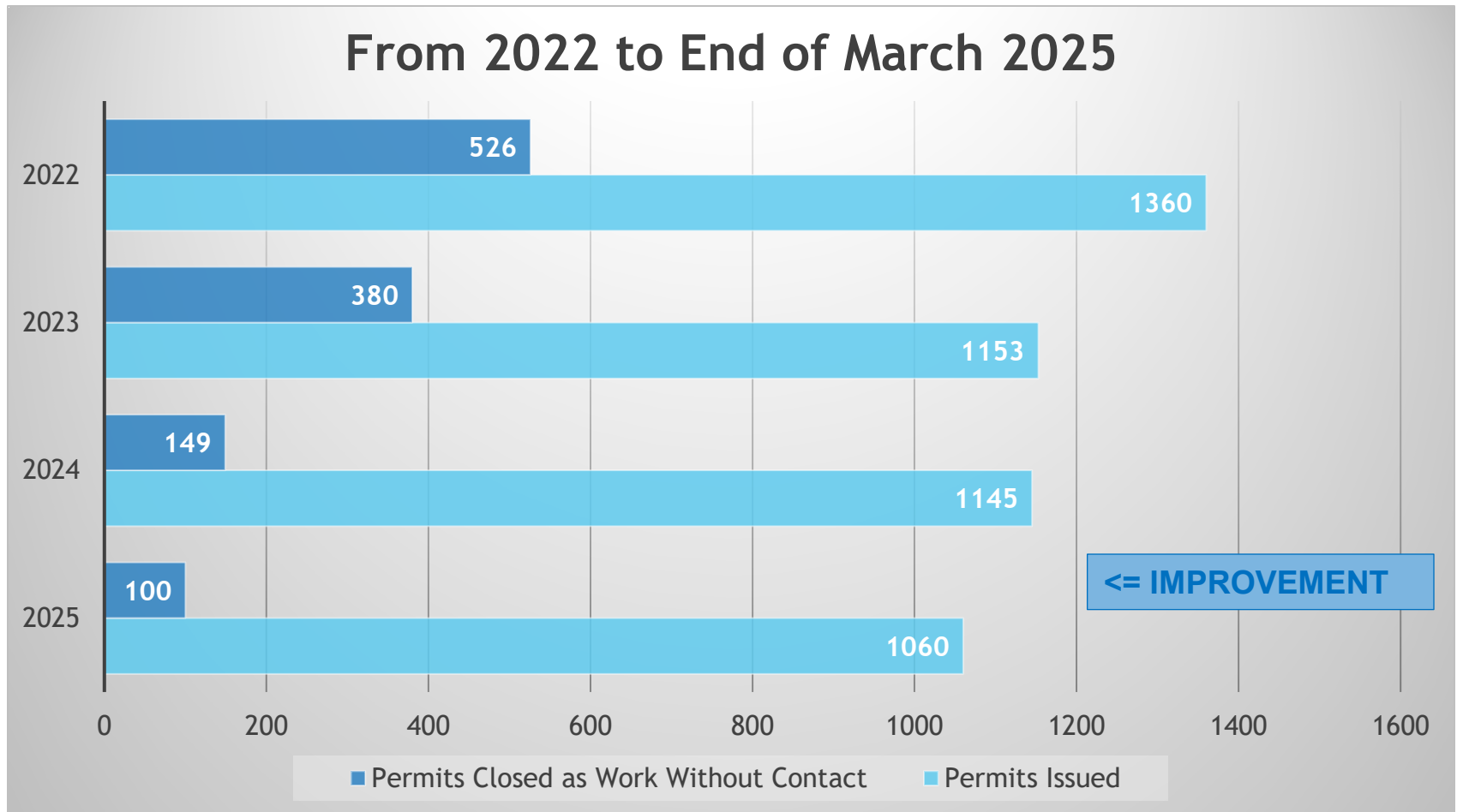
### **Local Residential Roads**

- Speed Limits: 25 mph or less posted or observed
- Traffic Control: Shoulder Work (TA-3); Shoulder Work with Minor Encroachment (TA-6); Flagging Operation (TA-10).

### **Collector Roads or Higher Speed / Higher Volume Roads**

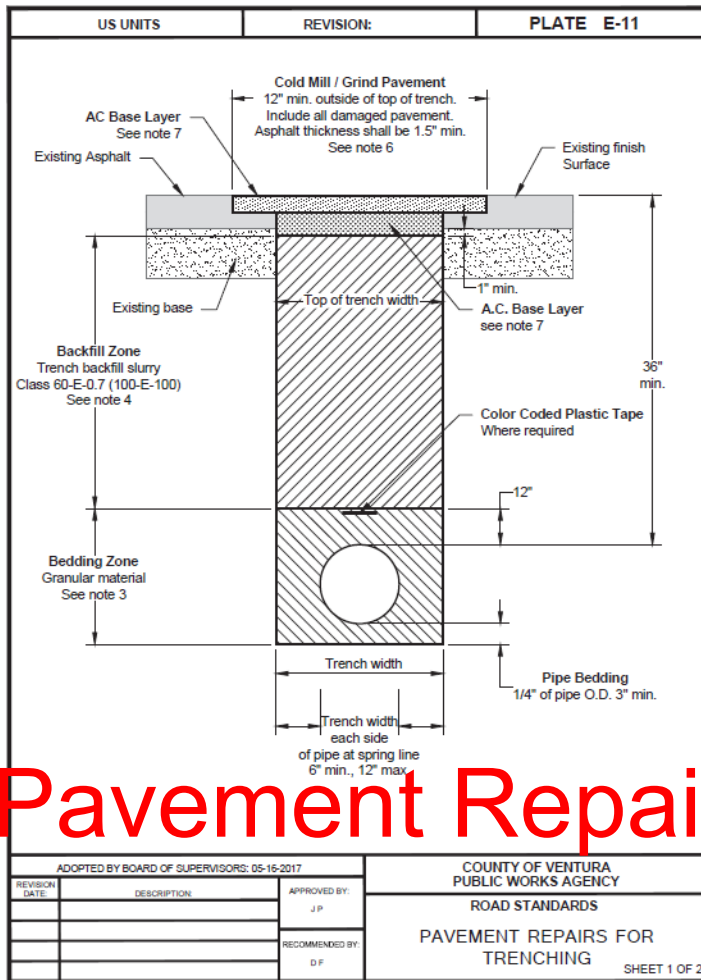
- Speed Limits: 30 mph or greater posted or observed
- Traffic Control: Shoulder Work (TA-3) Only; No Flagging; No Traffic Delays; No Work in Traveled Way or Bicycle Lane.

# Working With Contact – Improvement



# County Road Standard (CRS) Plate E-11

CRS  
E-11



US UNITS	REVISION:	PLATE E-11																		
<p><b>PLATE E-11 NOTES:</b></p> <ol style="list-style-type: none"><li>1. Construction shall conform to Standard Specifications for Public Works Construction (SSPWC) except as noted.</li><li>2. Trench width shall be as shown unless otherwise shown on the approved plans.</li><li>3. Bedding material shall be granular with 100% passing 3/4" sieve, 90 to 100% passing the 3/8" sieve and not more than 4% passing No. 200 sieve.</li><li>4. Backfill between the bedding zone and subgrade shall be Trench Backfill Slurry Class 60-E-0.7 (100-E-100). The Director of Public Works may approve the substitution of one of the following:<ol style="list-style-type: none"><li>a. Controlled Low Strength Material (SSPWC 201-6), provided that laboratory control is provided to insure compliance with the specifications.</li><li>b. Non-cementitious backfill, provided that the backfill is tested and certified to meet the approved specifications for the material by an independent testing laboratory (SSPWC 217-2). A Quality Control Plan shall be submitted for approval.</li></ol></li><li>5. Compaction shall not use flooding, ponding or jetting unless directed by Soils Engineer.</li><li>6. A.C. Overlay shall be C1 or C2 PG 64-10, 1.5" minimum.</li><li>7. AC Base Layer<ol style="list-style-type: none"><li>a. Where existing pavement surface is AC the AC Base Layer thickness shall be equal to or greater than the existing AC thickness plus 1" with a minimum of 3" and a maximum of 8". For roads where Traffic Index is 7.0 or greater (Plates B-2, B-3 &amp; B-7a), the AC Base layer thickness shall be 4" min.</li><li>b. Where existing pavement surface is PCC pavement, saw cut 2" into the existing pavement at the outer edge of the trench and break the remaining thickness. Replace the PCC and base to the same depth as the existing pavement. The PCC shall be 560-C-3250.</li></ol></li></ol>																				
<h1 style="color: red; margin: 0;">&amp; Trench Backfill</h1>																				
<p>ADOPTED BY BOARD OF SUPERVISORS: 05-15-2017</p> <table border="1" style="width: 100%; border-collapse: collapse;"><tr><th style="width: 15%;">REVISION DATE</th><th style="width: 45%;">DESCRIPTION</th><th style="width: 40%;">APPROVED BY:</th></tr><tr><td> </td><td> </td><td>J P</td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>		REVISION DATE	DESCRIPTION	APPROVED BY:			J P													<p>COUNTY OF VENTURA PUBLIC WORKS AGENCY</p> <p>ROAD STANDARDS</p> <p>PAVEMENT REPAIRS FOR TRENCHING</p> <p style="font-size: small;">SHEET 2 OF 2</p>
REVISION DATE	DESCRIPTION	APPROVED BY:																		
		J P																		
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><th style="width: 15%;">REVISION DATE</th><th style="width: 45%;">DESCRIPTION</th><th style="width: 40%;">RECOMMENDED BY:</th></tr><tr><td> </td><td> </td><td>D F</td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>		REVISION DATE	DESCRIPTION	RECOMMENDED BY:			D F													
REVISION DATE	DESCRIPTION	RECOMMENDED BY:																		
		D F																		

## Pavement Repairs & Trench Backfill



# County Road Standard (CRS) Plate E-12

## CRS E-12

US UNITS	REVISION:	PLATE E-12
<p>OUTSIDE OF TRAVEL LANE</p>	<p>OVER HALF OF ROAD WAY</p>	<p>OVER BOTH TRAVEL LANES</p>
<p>WITHIN TRAVEL LANE</p>	<p>SKewed TRENCH ACROSS ROAD</p>	<p>WITHIN BULB OF CUL-DE-SAC</p>
<p><b>MORATORIUM ROAD:</b> a county roadway that has received a pavement treatment as follows:</p> <ul style="list-style-type: none"> <li>- Greater than one half inch (1/2") in thickness within the last five years</li> <li>- Half inch (1/2") or less in thickness, within the last 3 years, excluding slurry seal</li> </ul>		
<p><b>LEGEND:</b></p> <ul style="list-style-type: none"> <li> Trench Area</li> <li> Area to be cold milled and paved with 1 1/2" min thickness.</li> </ul>		
<p>ADOPTED BY BOARD OF SUPERVISORS: 05-16-2017</p>		<p>COUNTY OF VENTURA PUBLIC WORKS AGENCY</p>
<p>REVISION DATE: _____</p> <p>DESCRIPTION: _____</p>	<p>APPROVED BY: _____ J P</p>	<p>ROAD STANDARDS</p>
<p>RECOMMENDED BY: _____ D F</p>	<p>PAVEMENT REPAIR FOR TRENCHING ON MORATORIUM ROADS</p>	

**MORATORIUM ROAD:** a county roadway that has received a pavement treatment as follows:

- Greater than one half inch (1/2") in thickness within the last five years
- Half inch (1/2") or less in thickness, within the last 3 years, excluding Greater than one half inch (1/2") in thickness within the last five years, excluding slurry seal

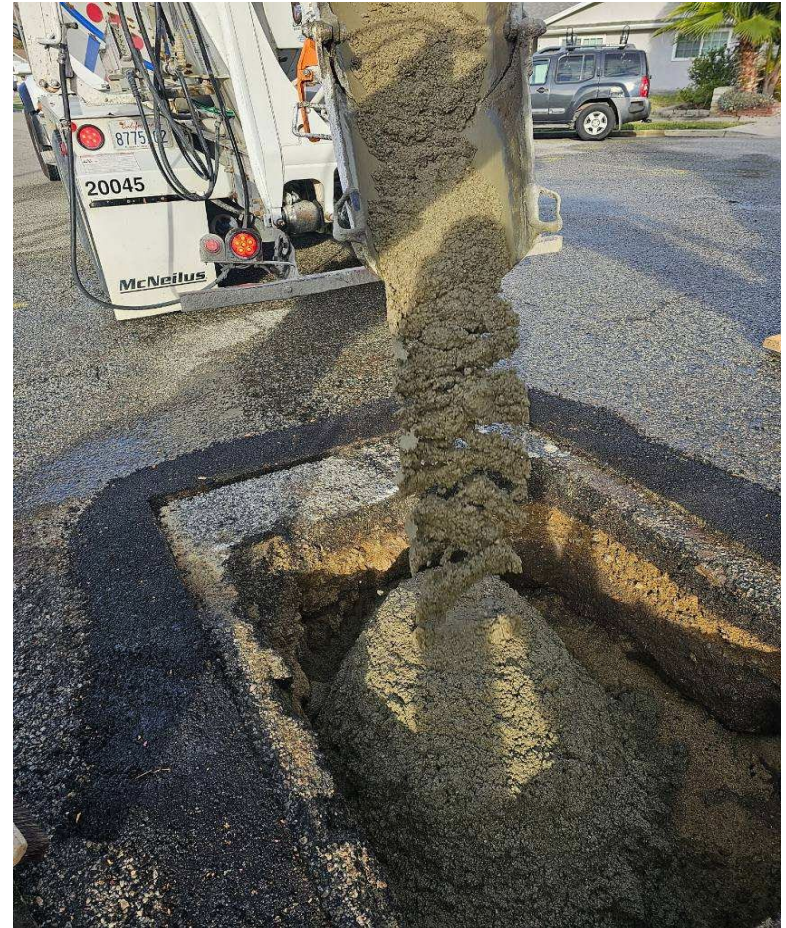


# Pavement Repairs & Trench Backfill



Asphalt materials: PG 64-10  
Base Course:  $\frac{3}{4}$ "  
Final Course:  $\frac{1}{2}$ " and T-Grind

Backfill Alternative: Backfill material may be 100-E-100 Slurry, or a material compacted to 95% relative compaction as verified by Soils Engineer and with a Quality Control Plan submitted prior to starting work.





# Pavement Repairs ~ Good vs Bad



- Excavations not to County Road Standards
- Use of Cold Mix for too long

- Restoration of Right-of-Way.

# Traffic Control ~ Good vs Bad

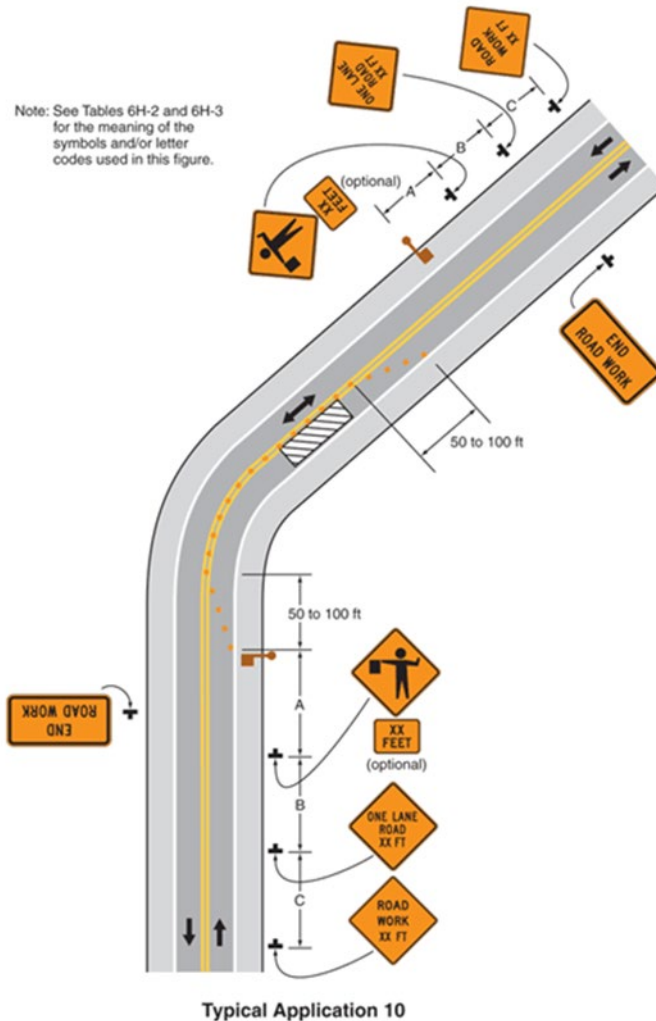
- No Traffic Control Personnel
- No Signage
- No Contact of Emergency Work





# Lane Closure vs Road Closure

Figure 6H-10. Lane Closure on a Two-Lane Road Using Flaggers (TA-10)



## Lane Closure

- Will require Traffic Control Personnel
- Traffic Control Plans (TCP) or from MUTCD Handbook
- Taking one lane Only
- Radios to communicate

# Lane Closure vs Road Closure

## Road Closure

- Submit application 2+ weeks prior to starting work
- Traffic Control Plans, Traffic Control Personnel, Traffic Section Approval
- CMS or Road Closure Sign stating Date & Time of Closure to Residents X Days prior to Closure
- No parking signs 72 Hours prior (if approved)
- Work with Residents that may be Impacted
- Soft vs Hard Closure



# TRAFFIC SECTION

# TRAFFIC TEAM



Matt  
Litvinas

Engineer  
Manager



Eliceo  
Mendoza

Engineer



Greg  
Teran

Engineering  
Technician



Jerrold  
Lata

Engineering  
Technician

[PWA.TRAFFIC@VENTURA.ORG](mailto:PWA.TRAFFIC@VENTURA.ORG)



# WHAT DO WE DO?

INSTALL/MODIFY TRAFFIC DEVICES

CITIZEN COMPLAINTS

ASSET MANAGEMENT

ROAD CLOSURE & TCP REVIEW



# ROAD CLOSURE LIMITATIONS

## HIGH TRAFFIC VOLUMES

- OVERNIGHT WORK

## IMPACT TO SCHOOLS

- WEEKDAY PEAK HOUR RESTRICTION
- WEEKEND WORK

## LACK OF ADVANCE NOTICE

- 5 DAY PUBLIC NOTICE
- EMERGENCY SERVICES COORDINATION

## TRAFFIC ORDER

### ORDER CLOSING A COUNTY ROAD

The Road Commissioner of the Public Works Agency, pursuant to the provisions of Section 7046 of Chapter 1, Division 7, Ventura County Ordinance Code, having determined that for the protection of the public, it is necessary to close the hereinafter described portion of County road; it is accordingly

*ORDERED that Cortez Street, from Stroube Street to Orange Drive, will be closed to through traffic from 6:00 a.m. on May 5, 2025 to 8:00 p.m. on May 6, 2025. This closure is for scheduled construction work relating to the El Rio Pedestrian Improvements project. Emergency vehicles and local residents will be allowed access all times.*

IT IS FURTHER ORDERED that appropriate signs and barricades giving notice of said closure shall be erected at the limits of the closure to indicate the closure to the public, and the closure shall be effective upon the erection of said barricades and signs.

This order is made pursuant to Section 7046 of Chapter 1, Division 7 of the Ventura County Ordinance Code, and shall cease to be operative upon the restoration of the roadway and the removal of the barricades.

Dated \_\_\_\_/05/01/25\_\_\_\_\_



Anitha Balan  
Deputy Road Commissioner

cc: PWA Road Maintenance [PWA.Road@ventura.org](mailto:PWA.Road@ventura.org)  
PWA Permits [PWA.TransInspections@ventura.org](mailto:PWA.TransInspections@ventura.org)  
County Sheriff's Department [Watch.Commander@ventura.org](mailto:Watch.Commander@ventura.org)  
California Highway Patrol Public Information Officer [Jorge.Alfaro@chp.ca.gov](mailto:Jorge.Alfaro@chp.ca.gov)  
California Highway Patrol Dispatch Supervisor [R.Luisich@chp.ca.gov](mailto:R.Luisich@chp.ca.gov)  
California Highway Patrol Moorpark [TWrcn@chp.ca.gov](mailto:TWrcn@chp.ca.gov)

T:\Administration\Template Forms\Traffic\Traffic Order Closing a County Road\_Template.docx

Rev. 6/14/2023

# ROAD CLOSURE LIMITATIONS

---

***“EMERGENCY VEHICLES AND LOCAL RESIDENCES  
WILL BE ALLOWED ACCESS AT ALL TIMES.”***

## EMERGENCY ACCESS

APPLICANT SHALL PROVIDE A SINGLE  
EMERGENCY LANE WITHIN 2  
MINUTES OF NOTIFICATION

12' WIDE TRAVEL PATH  
13.5' VERTICAL CLEARANCE

## LOCAL RESIDENCE

APPLICANT MUST COORDINATE WITH  
LOCAL RESIDENCES THEY HAVE THE  
ABILITY TO EGRESS/INGRESS THE  
NEIGHBORHOOD

## 6. STREET NAMES AND SPEED LIMITS

## ++ 8' LONG PARADE BARRICADE

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**2**

**3**

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# SPEED LIMITS – COMMON TCP MISTAKE

NUMBER OF SIGNS  
NEEDED

SPACING OF SIGNS

SPACING AND SIZE OF  
CONES

TAPER LENGTHS

## BASIC SPEED LAW



## MODIFIED SPEED LIMITS

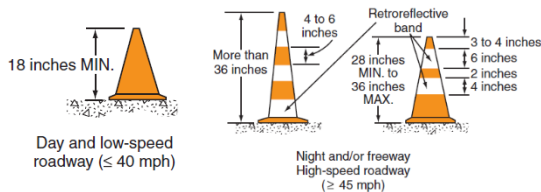
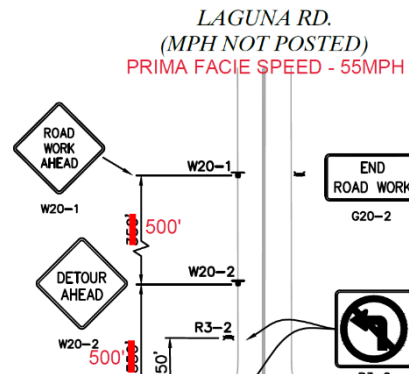


Table 6H-3. Meaning of Letter Codes on Typical Application Diagrams

Road Type	Distance Between Signs**		
	A	B	C
Urban (low speed)*	100 feet	100 feet	100 feet
Urban (high speed)*	350 feet	350 feet	350 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,640 feet



# OTHER COMMON TCP ISSUES

FORGETTING SIGN DISTANCES

DETOURING THROUGH PRIVATE ROADS

CONE SIZE AND DIMENSIONS

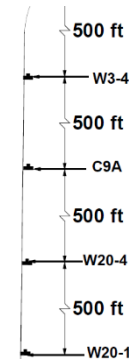
TAPER LENGTHS

USING CUSTOM SIGNS AND DEVICES

BIKE LANES

## NOT SPECIFYING DISTANCES

### CORRECT



### INCORRECT

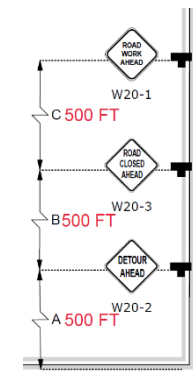


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Expressway / Freeway	1,000 feet	1,500 feet	2,640 feet

## Design & Construction

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# DESIGN & CONSTRUCTION

# Design & Construction Division

---

# PRESENTATION





# 2025 Utility Coordination Meeting

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**Roads & Transportation**  
**Design & Construction Division**

# Design & Construction Standard Operating Procedures

## Preliminary Engineering Phase (0 - 35%)

- First Utility letters sent
- Project Managers update/review utility log and notes any potential conflicts
- Coordination with Utility company
- Notice to relocate or adjust to accommodate utilities

## Design Phase (35 % – Bidding Process)

- Utility Relocation/Right-of-Way process
- Acquisition from Real Estate Services  
(6 months – 1 year, varies)
- Resolution of utility conflict
- Second Utility letters sent

## Construction Phase

- Coordination with Utility companies, field markings



## Paving Utility Letters

- Five year moratorium
- 2 Notifications
- Adjust to grade within 3 weeks of project completion – no permit fee

# Design & Construction

## Upcoming Paving Projects – Summer/Fall 2025

- Pavement Resurfacing – Hueneme & Oxnard West/Plain Areas
- Pavement Resurfacing – Jenny/Lesser/Ruth
- Pavement Resurfacing – Center School & Todd

## Emergency/Disaster Relief

- Various construction projects around Ventura County mainly related to drainage issues



## Upcoming Grant Projects

- CMAQ – Ventura Ave Ped/Bike Improvements
- HSIP – Ped Crossing & Guardrail Upgrades



# Design & Construction Standard Operating Procedures

## D&C DESIGN & CONSTRUCTION SCHEDULE

As of 4/3/2025					2025												2025	2026							
No.	PROJECT	PM / PE	Tech / Contractor	Over-sight	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
	EMERGENCY															STORM 2024 FEMA DEADLINE 10/10/25		STORM 2024 FHWA 100% REIMB. 11/27/25							
1	Bridge Rd Bridge Slope Protection X50662 (OFF SYSTEM) \$800K	Luckey	Mendoza	Hespenheide	DESIGN & ENV (CONSULTANT)							★	◆	⬢		CM/INSP.									
2	Lockwood Vly Rd WO MP1.75 & Culvert MP12.69 X50661 (ON SYSTEM) \$660K	Espinoza	Huizar	Stults	DESIGN & ENV (CONSULTANT)								★	◆	⬢		CM/INSP.								
3	Matilija Cyn Rd Storm Damage Repair MP 0.5 X50648 (OFF SYSTEM) \$1.8M	Patricio	Consultant	Stults				⬢	DESIGN & ENV															★	◆
	URGENT																								
4	Loma Dr Culvert Replacement MP 0.01 50665 \$250K	Luckey - De Leon	Morua	Hespenheide	DESIGN & ENV						★	◆	⬢	INSP: TBD											
5	Foothill Rd & Santa Susanna Pass Rd Culvert Replacement 50664 \$250K	Espinoza	Huizar	Stults	DESIGN & ENV						★	◆	⬢	INSP: POLLARD											
6	Yerba Buena Slope Repairs MPs 0.93, 1.94 & 2.61 50666 \$1M	Espinoza - Braza	Consultant	Stults				RFQ PR CHANGE		DESIGN							★	◆	⬢	CM/INSP.					
7	Balcom Canyon Rd Road Separation MP 5.66 X50660 (ON SYSTEM) +\$2M	Hespenheide	Consultant	Laurie	STUDY					RFQ PR CHANGE					DESIGN							★			
	CAPITAL IMPROVEMENTS																								
8	Koenigstein Rd Paving 50654 Priority 2	Negm	Stuart	Hespenheide	◆	⬢				CM/INSP															
9	El Rio Pedestrian Impvts 50616	Laurie - Patricio/Stults	Consultant	Laurie	CM/INSP																				
10	System Impvts at Intersections Countywide 50617	Espinoza	Consultant	Stults		INSP: POLLARD																			
11	Oxnard W, Oxnard Plain Paving 50634	Luckey	Mendoza	Hespenheide	DESIGN		★	◆	⬢			CM/INSP													
12	Ventura Ave Ped and Bike Lanes 50574	Patricio	Huizar	Stults	DESIGN			★	◆	⬢		INSP: POLLARD													
13	Piru Canyon Road Storm Damage 50657	Luckey - Braza	Morua	Hespenheide	DESIGN & R/W				★	◆	⬢			INSP: TBD											
14	Pedestrian Crossing Enhancements Countywide 50643	Negm	Morua	Hespenheide	DESIGN					RFA for CON by 5/31/25		★	◆	⬢	INSP: TBD										
15	Guardrail Upgrades Countywide 50644	Negm	Huizar	Hespenheide	DESIGN					RFA for CON by 5/31/25		★	◆	⬢	INSP: TBD										

# Design & Construction Standard Operating Procedures

## D&C DESIGN & CONSTRUCTION SCHEDULE

As of 4/3/2025					2025												2026										
No.	PROJECT	PM / PE	Tech / Contractor	Over-sight	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun					
15	Guardrail Upgrades Countywide 50644	Negm	Huizar	Hespenheide	DESIGN				RFA for CON by 5/31/25			★	◆	●	INSP: TBD												
16	Jenny/Lesser/Ruth Paving 50641	Braza - Luckey	Morua	Hespenheide	DESIGN							★	◆	●	INSP: POLLARD												
17	Rumble Strips, Curve Wrng Signs 50645	Patricio	Consultant/Huizar	Stults	PA/ED & PS&E								★	◆	●	INSP: TBD											
18	Nyeland Acres Paving 50624	Patricio	Huizar	Stults								■	DESIGN				★	◆	●	INSP: POLLARD							
19	E Oak Park Paving 50647	Luckey	Morua	Hespenheide					DESIGN														★	◆	●		INSP: TBD
23	El Rio Paving 50668 Priority 3	Patricio	Huizar	Stults	SURVEY/FIELD INSP										DESIGN				★	◆	●						
20	Oak View/ Piru Paving 50652 Priority 2	Negm	Morua	Hespenheide	DESIGN											■	DESIGN				★	◆					
21	Pleasant Valley Sturgis Paving 50651 Priority 2	Espinoza	Huizar	Stults	DESIGN												■	DESIGN					★				
22	Newbury Park & Rolling Oaks Paving 50667 Priority 3	Patricio	Huizar	Stults	SURVEY/FIELD INSP										■	DESIGN											
24	SR-118 Left Turn Lane @ Moorpark Water Rec. Fac. 32806	Stults	Consultant	Laurie	PS&E									■													
25	Sumac Drive Storm Drain Replacement 50655	Luckey	TBD	Hespenheide	DESIGN & R/W																						
26	Bridge Deck Rehab Var. Locations 50656	De Leon	Huizar	Hespenheide	DESIGN & ENV																						
27	Hueneme Road Widening 50629	Hespenheide	Consultant	Laurie	PA/ED & PRELIM. DESIGN																				PR CHANGE		
28	Las Posas Rd @ 5th St 50564	Stults	Consultant	Laurie	PA/ED & PS&E & R/W																						
29	Somis Farmworker Housing EP/ROW 602B166	Laurie	NA	Laurie	R/W					●			■	CON OVERSIGHT													
30	SATICOY AREA Ped Improvements 50642	Espinoza	Consultant	Stults			■		●								PA/ED & PS&E										
31	PIRU AREA Ped Improvements 50646	Negm	Consultant	Hespenheide			■		●								PA/ED & PS&E										
O&M WORK ORDERS														STORM 2024 FEMA DEADLINE 10/10/25													
38	Canda Larga Rd Slope Storm Damage Repair MP 2.78 XXXXXX (OFF SYSTEM) \$120K	Luckey	Morua	Hespenheide	BCA			DESIGN			■	O&M, INSP: TBD															
39	San Cayetano St Road Reconstruction XXXXX (OFF SYSTEM) \$320K	Luckey	TBD	Hespenheide				DESIGN			■	O&M, INSP: TBD															
40	Shekell Rd Slope Repair MP 0.56 XXXXX (OFF SYSTEM) \$75K	Patricio	Huizar	Stults				DESIGN				■	O&M, INSP: TBD														
41	Center School & Todd Paving 50653	Patricio	Huizar	Stults				DESIGN			■	O&M PAVING, INSP: TBD															
42	Ventura Ave MP 0.52 Culvert Pipe Replacement 50669	Negm	Consultant	Hespenheide				■	PS&E		O&M, INSP:																



# Questions



## Questions & Answers

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# QUESTIONS & ANSWERS



## Quiz & Meeting Adjourned

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# QUIZ & MEETING ADJOURNED

# Quiz

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- Question #1
- Can a utility abandon a pipeline in county road right-of-way?

# Quiz

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- Answer #1
- Can a utility abandon a pipeline in county road right-of-way?
  - No, pre-approval from Road Commissioner is required.

# Quiz

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- Question #2
- What is the preferred method of backfill for a trench?

# Quiz

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- Answer #2
- What is the preferred method of backfill for a trench?
  - Slurry backfill.

# Quiz

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- Question #3
- If your excavation is 81 SF, then what SF is your pavement overlay?

# Quiz

---

- Answer #3
- If your excavation is 81 SF, then what SF is your pavement overlay?
  - T-cut so 1-foot plus around 9x9, therefore 11x11 or 121 SF.



# Quiz

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- Question #4
- When there is an emergency leak or repair, when should the utility contact VCPWA-RT?

# Quiz

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- Answer #4
- When there is an emergency leak or repair, when should the utility contact VCPWA-RT?
- As soon as possible.  
(805) 654-2099 or  
[pwa.transinspections@ventura.org](mailto:pwa.transinspections@ventura.org).

# Quiz

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- Question #5
- Can a utility excavate on a moratorium road?
  - If your excavation is on a moratorium road, then how large is the area to be cold milled and paved with 1 ½ inches of asphalt concrete?

# Quiz

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- Answer #5
- Can a utility excavate on a moratorium road? **Yes.**
  - If your excavation is on a moratorium road, then how large is the area to be cold milled and paved with 1 ½ inches of asphalt concrete?
  - **Depends: Half width or full width.**

# Quiz

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- Question #6
- How long is a Utility responsible for a pipeline in a county-maintained roadway?

# Quiz

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- Answer #6
- How long is a Utility responsible for a pipeline in a county-maintained roadway?
  - Continually, in perpetuity. As long as it is there.

# Quiz

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- Question #7
- Can an Administrative Permit Holder excavate under the PA permit?



# Quiz

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- Answer #7
- Can an Administrative Permit Holder excavate under the PA permit?
  - No, a separate individual permit is needed. PA for short-term, routine maintenance.

# Quiz

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- Question #8
- You are working on Santa Rosa Road. Can you begin working at 7 a.m.? Yes or no.

# Quiz

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- Answer #8
- You are working on Santa Rosa Road. Can you begin working at 7 a.m.? Yes or no.
  - If answer is No, then why?  
Peak-Hour Restrictions from  
7-9 a.m. and 4-6 p.m.  
Means you cannot work during  
those times.

# Quiz

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- Answer #8

- **Peak-Hour Restrictions.**  
**Which roads?**

- Central Avenue,
- Channel Islands Boulevard,
- Harbor Boulevard,
- Hueneme Road,
- Kanan Road,
- Las Posas Road,
- Lewis Road,
- Moorpark Road,
- Pleasant Valley Road,
- Rice Avenue,
- Rose Avenue,
- Santa Clara Avenue,
- Santa Rosa Road,
- Telegraph Road,
- Tierra Rejada Road,
- Victoria Avenue,
- Wendy Drive,

# Quiz

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- Questions (answers from Presentation)
- 1. Can a utility abandon a pipeline in county road right-of-way?
- 2. What is the preferred method of backfill for a trench?
- 3. If your excavation is 81 SF, then what SF is your pavement overlay?
- 4. When there is an emergency leak or repair, when should the utility contact VCPWA-RT?
- 5. Can a utility excavate on a moratorium road?
- 6. How long is a Utility responsible for a pipeline in a county-maintained roadway?
- 7. Can an Administrative Permit Holder excavate under the PA permit?
- 8. You are working on Santa Rosa Road? Can you work at 7 a.m.?

# Quiz

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- Answers
- 1. Can a utility abandon a pipeline in county road right-of-way?
  - No, pre-approval from Road Commissioner is required.
- 2. What is the preferred method of backfill for a trench?
  - Slurry backfill.
- 3. If your excavation is 81 SF, then what SF is your pavement overlay?
  - T-cut so 1-foot plus around 9x9, therefore 11x11 or 121 SF.
- 4. When there is an emergency leak or repair, when should the utility contact VCPWA-RT?
  - As soon as possible. (805) 654-2099 or [pwa.transinspections@ventura.org](mailto:pwa.transinspections@ventura.org).

# Quiz

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- Answers (cont.)
- 5. Can a utility excavate on a moratorium road?
  - Yes.
- 6. How long is a Utility responsible for a pipeline in a county-maintained roadway?
  - Continually, in perpetuity. As long as it is there.
- 7. Can an Administrative Permit Holder excavate under the PA permit?
  - No, a separate individual permit is needed. PA for short-term, routine maintenance.
- 8. You are working on Santa Rosa Road? Can you work at 7 a.m.?
  - If answer is No, then why? Peak-Hour Restrictions from 7-9 a.m. and 4-6 p.m. Means you cannot work during those times.



# Ventura County Test - Question

What year did California become a state?



# Ventura County Test - Answer

What year did  
California  
become  
a state?  
Sept. 9, 1850



# Ventura County Test - Question

When was  
Ventura County  
established?



# Ventura County Test - Answer

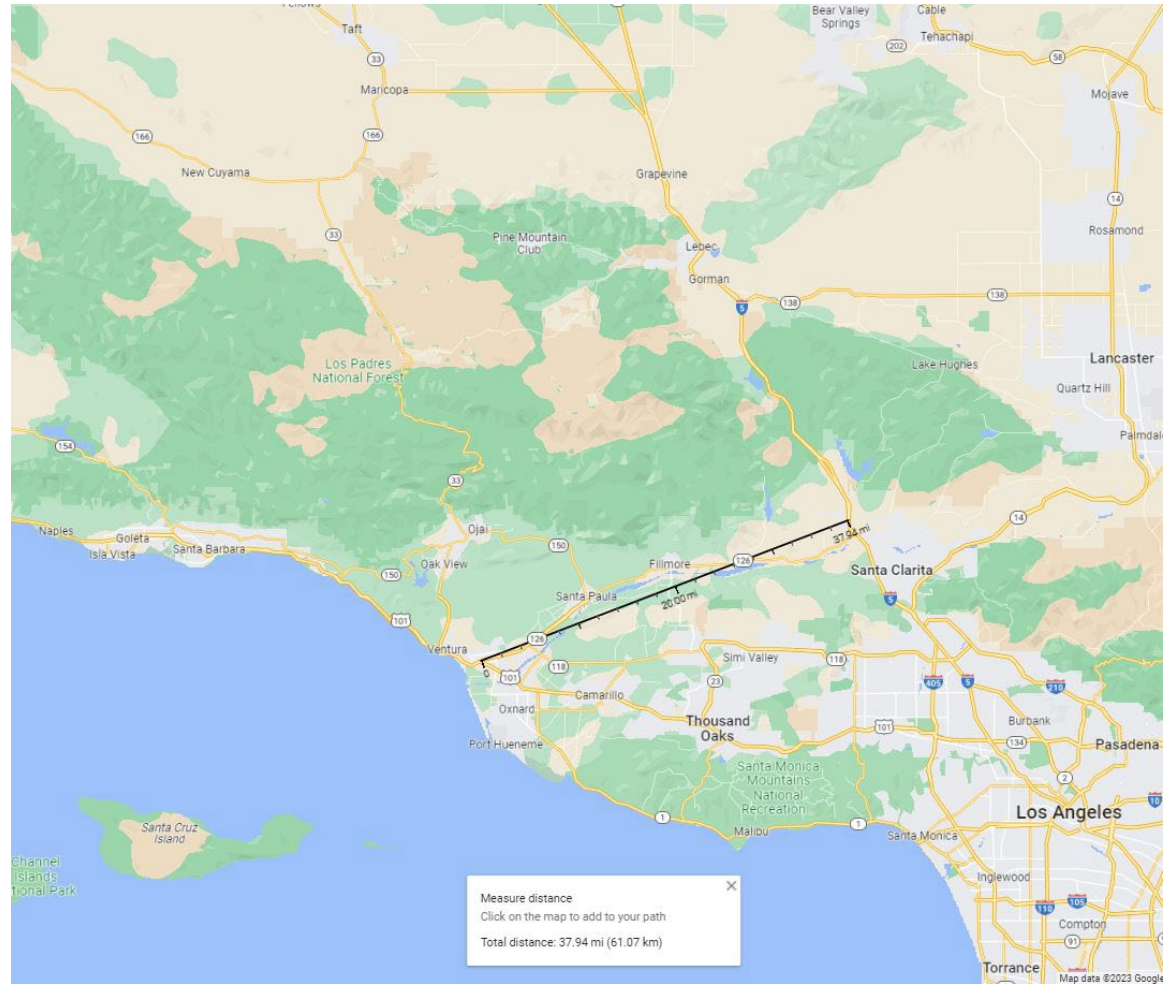
When was  
Ventura County  
established?  
January 1, 1873





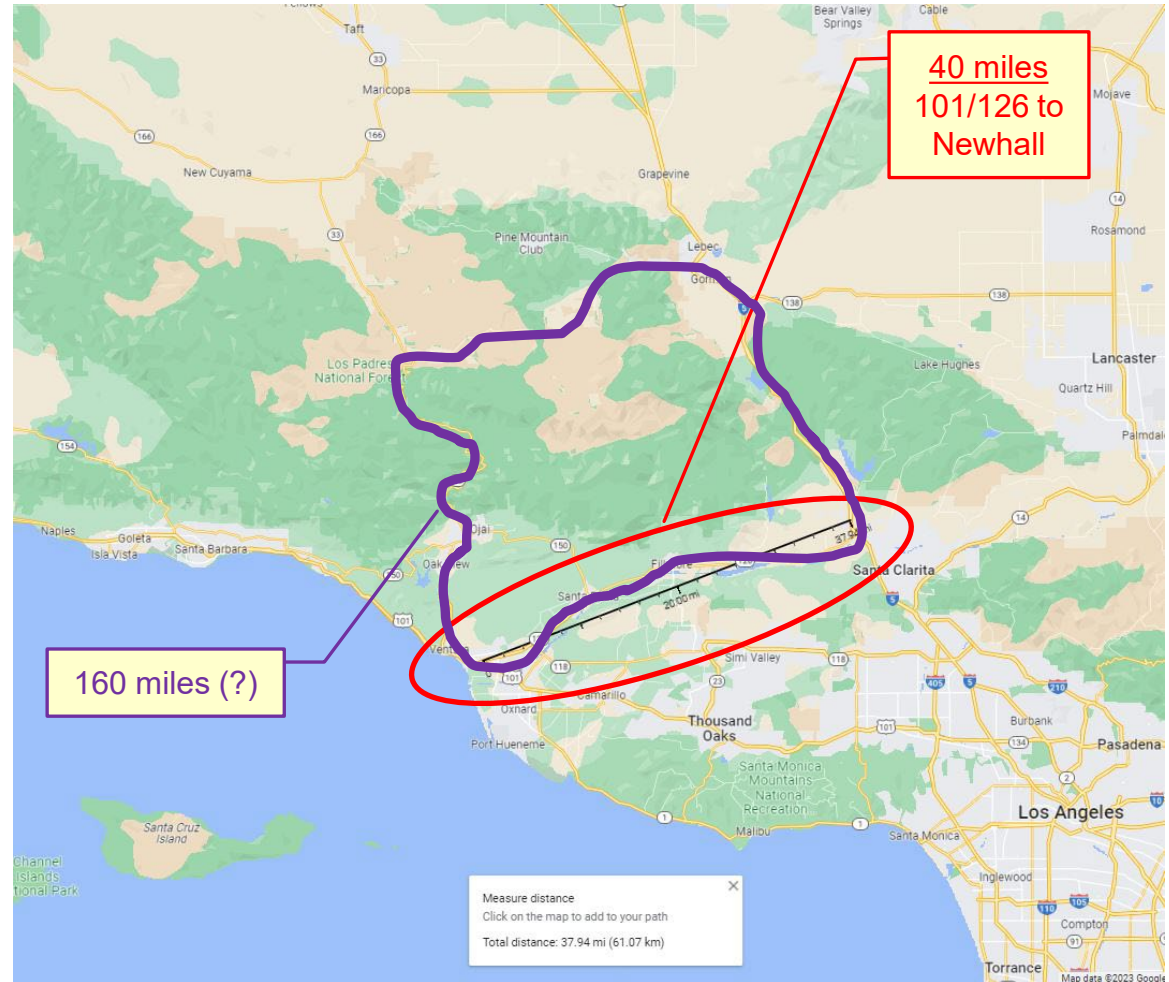
# Ventura County Test - Question

How long does it take to drive around Ventura County?



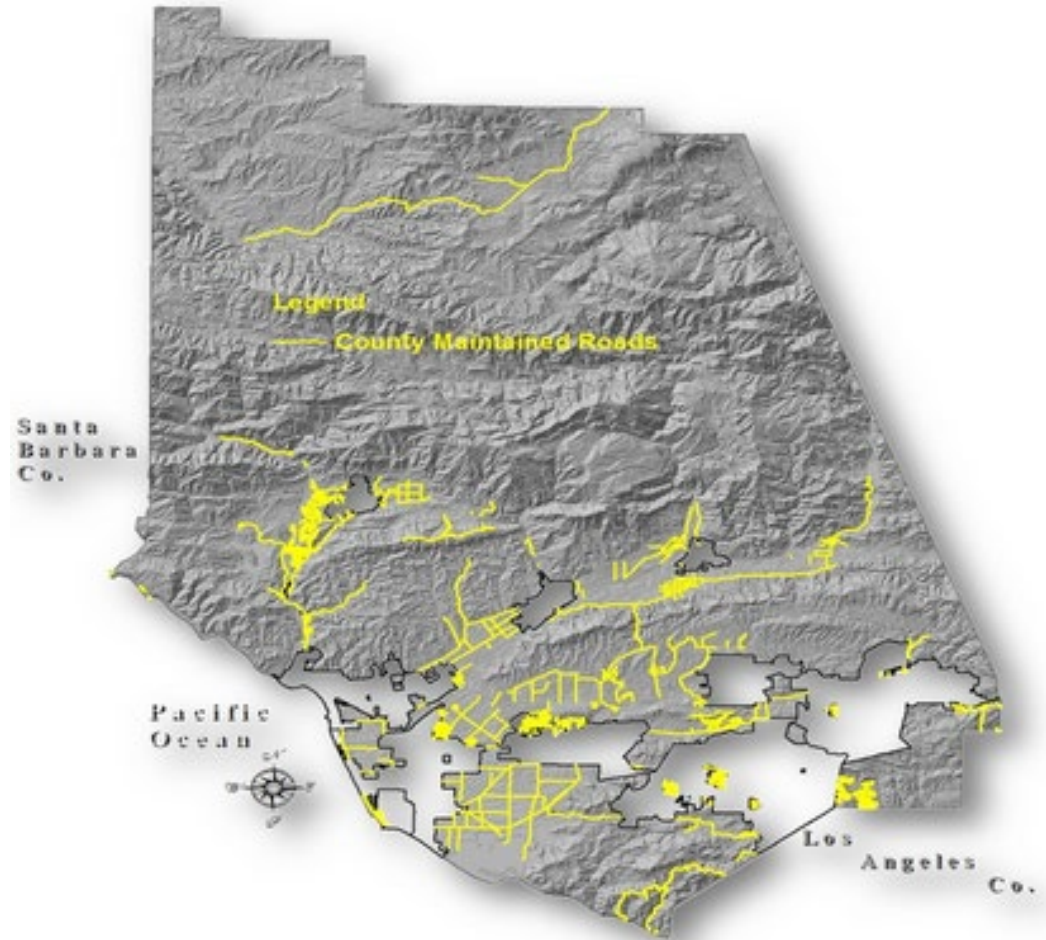
# Ventura County Test - Answer

How long  
does it take  
to drive  
around  
Ventura  
County?  
**Five (5)  
hours.**



# Ventura County Test - Question

How many  
road miles are  
in the  
unincorporated  
areas?

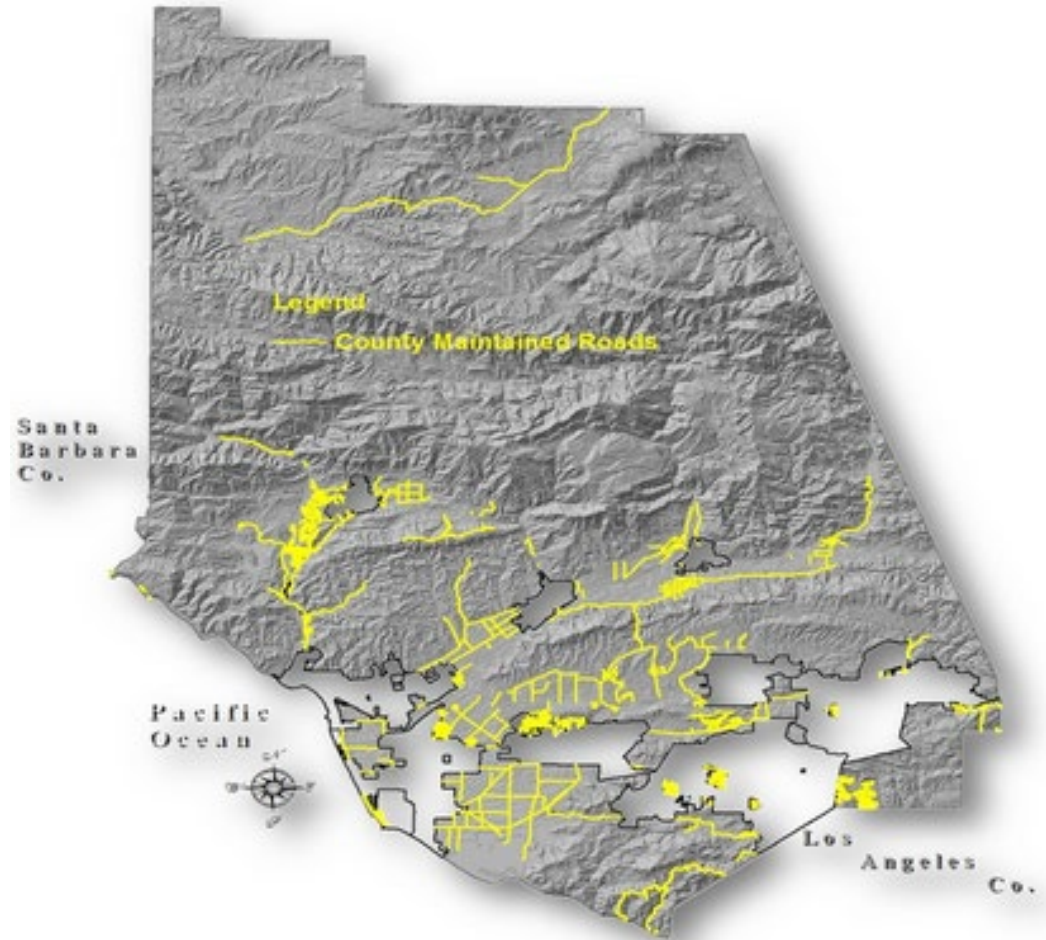




# Ventura County Test - Answer

How many  
road miles are  
in the  
unincorporated  
areas?

**542 road miles.**



# Ventura County Test - Question

What is the highest peak in Ventura County?



# Ventura County Test - Answer

What is the  
highest peak  
in Ventura  
County?

Mount Pinos:  
8,831 feet.





# Ventura County Test – Mount Pinos



# Ventura County Test – Questions

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- Questions
- What year did California become a State?
- When was Ventura County established?
- How long does it take to drive around Ventura County via State Route 33, Lockwood Valley Road, Interstate 5, and State Route 126 back to Ventura?
- How many centerline miles in unincorporated Ventura County?
- What is the highest mountain in Ventura County?

# Ventura County Test – Answers

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- Answers
- What year did California become a State?
  - September 9, 1850. 31<sup>st</sup> State.
- When was Ventura County established?
  - January 1, 1873. VC split from SBC.
- How long does it take to drive around Ventura County via State Route 33, Lockwood Valley Road, Interstate 5, and State Route 126 back to Ventura?
  - Five (5) hours.
- How many centerline miles in unincorporated Ventura County?
  - 542 miles and 1084 edge miles.
- What is the highest mountain in Ventura County?
  - Mount Pinos: 8,831 feet.

# 10<sup>TH</sup> ANNUAL UTILITY MEETING

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MEETING ADJOURNED.  
ALL DONE!!!  
THANKS FOR COMING.  
THANK YOU TO PS  
STAFF THAT BROUGHT  
REFRESHMENTS.



# VCPWA-RT ~ Contact Information

Person	Position	Email	Phone
Technicians	Technicians	PWA.TransPermits@ventura.org	(805) 654-2055
Inspectors	Inspectors	PWA.TransInspections@ventura.org	(805) 654-2099
Luis Gonzales	Technician	Luis.Gonzales@ventura.org	(805) 654-2047
Edith Rivera	Technician	Edith.Rivera@ventura.org	(805) 654-2055
Richard Oropeza	Inspector	Richard.Oropeza@ventura.org	(805) 794-2268
Alexander Villa	Inspector	Alexander.Villa@ventura.org	(805) 218-3454
Manny Morales	Inspector	Manny.Morales@ventura.org	(805) 701-9563
Gerald Weeks, Jr. "Gary"	Engineer	Gerald.Weeks@ventura.org	(805) 654-2071
Christopher Solis	Manager	Christopher.Solis@ventura.org	(805) 654-2087
Gianfranco Laurie ~ DC	Deputy Director	Gianfranco.Laurie@ventura.org	(805) 654-2063
Cody Stults ~ DC	Manager	Cody.Stults@ventura.org	(805) 477-1975
Matthew Hespenheide ~DC	Manager	Matt.Hespenheide@ventura.org	(805) 654-2187
Matthew Litvinas ~ TS	Manager	Matthew.Litvinas@ventura.org	(805) 654-2589
Eliceo Mendoza ~ TS	Engineer	Eliceo.Mendoza@ventura.org	(805) 654-2056