



GRADING PERMIT SUBMITTAL CHECKLIST
LAND DEVELOPMENT SERVICES
800 South Victoria Avenue, Ventura, CA 93009-1600
(805) 654-3027 | PWA_LDservices@venturacounty.gov



The following items should be included in the Grading Plan Submittal application packet:

Please submit the following documents via email to PWA_LDservices@VenturaCounty.gov electronically (PDF)

- ☐ LDS-GP Grading Permit Submittal Checklist (this form)
- ☐ LDS-01 Grading Permit Application (must be signed and completed)
- ☐ LDS-02 Grading Plan Check and Processing Agreement
- ☐ LDS-03 Authorization of Agent (if required)
- ☐ LDS-04 Acknowledgement of Employment of Technical Consultants (signed by all consultants and owner)
- ☐ LDS-05 Grading Plan Checklist for Plan Check
- ☐ SW Form
- ☐ Plan Check Deposit/Fee- For current deposit/fee amounts, see "Schedule of Processing Fees & Deposits."
- ☐ Geotechnical Report
- ☐ Hydrology and Hydraulics Report
- ☐ Grading Plans - 24" x 36" - Ventura County Standard Grading Plan Title Sheet (CAD file available)
- ☐ LDS-11 Off-site construction permission letter (if required)
- ☐ The Construction Inspection Deposit must be submitted either at initial submittal, or prior to approval of the grading plan. For current deposit amounts, see "Schedule of Processing Fees & Deposits." Applicant is responsible for the actual cost of inspection.

Expiration of application. An application for which no permit is issued within 360 days following the date of application shall expire by limitation. Plans, documents, reports, and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. Upon written request by the applicant, prior to permit expiration, a permit application may be extended by the Building Official where necessary and for good cause, for an extended time period that is deemed practical, provided:

1. The project plans and specifications have been updated to reflect compliance with any new applicable code provisions that came into effect as a result of an adopted code change, and
2. The request for extension is accompanied by an Application Extension Fee and a Plan Review Fee as prescribed in the County's adopted Fee Schedule, for review of any required plan revisions,
3. There are no significant changes to the plans or the permit application.

Refund Recipient:

Name _____ Address _____

City _____ Zip Code _____ Phone _____

Email _____



LDS-01
GRADING PERMIT
LAND DEVELOPMENT SERVICES
800 South Victoria Avenue, Ventura, CA 93009
(805) 654-3027 | PWA_LDservices@venturacounty.gov

Permit No. _____



Grading Work Description _____

Assessor Parcel No(s) _____

Address of Work _____

Grading Type: ☐ Regular ☐ Engineered ☐ Stockpile ☐ Agricultural ☐ Oil Field ☐ Remove & Recompact ☐ Discretionary

Depth of Cut _____ Excavation _____ CY Export _____ CY Height of Fill _____ Fill _____ CY Import _____ CY

Destination of Surplus _____ Source of Import _____

Stormwater Form(s): _____ WDID: _____ QSP Required: Yes ☐ No ☐

VCPWA Comments: _____ VC DWG No(s) _____

PROJECT CONTACT INFORMATION

Permittee _____ Address _____

City _____ Zip _____ Email _____ Phone _____

Contractor _____ Address _____

City _____ Zip _____ Email _____ Phone _____

Civil Engineer _____ Address _____

City _____ Zip _____ Email _____ Phone _____

Soils Engineering _____ Address _____

City _____ Zip _____ Email _____ Phone _____

Geology _____ Address _____

City _____ Zip _____ Email _____ Phone _____

This permit authorizes only that work described hereon. Neither the issuance of this permit, nor the compliance with the provisions hereof or with any conditions imposed by this permit shall relieve any person from responsibility for damage to other persons or property nor impose any liability upon the governing agency for damage to other persons or property. All attached addenda are a part of this permit. All modifications of this permit or of the approved grading plan must be approved by the governing agency.

I hereby acknowledge that I have read this application and state that the above is correct, and that all excavation, grading and filling of land shall be in accordance with the approved plans, and the applicable grading ordinance. In consideration of the County issuing this grading permit the permittee agrees to comply with all provisions of this permit including the standard conditions (Page 2) and any special conditions attached hereto.

Your permit is not complete until a "NOTIFICATION OF COMPLETION - GRADING" is issued. Occupancy does not mean that your grading permit is complete.

X Signature _____ Print Name _____ Date _____

PERMITTEE

Issued by: _____ Date Issued _____ Expiration Date _____

WORKER'S COMPENSATION

It is required that each applicant file the following:

1. A certificate of consent to self-insure issued by the Director of Industrial Relations, or
2. A certificate of Worker's Compensation Insurance issued by an admitted insurer, or
3. An exact copy certified by the Director of Industrial Relations or the insurer, or

Worker's Compensation Insurance Policy No. _____ Expiration Date _____

4. Statement of Understanding:

"I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Worker's Compensation Laws of California. I further certify that I will verify compliance with the Worker's Compensation Laws of California of all sub-contractors contracted by me for any participation on projects over which I have contractual jurisdiction."

I declare under penalty of perjury that the foregoing is true and correct.

X Signature _____ Date _____

FILL IN ALL BLANKS. IF NOT APPLICABLE, ENTER THE WORD "NONE or N/A"
Signature of this sheet constitutes agreement of Standard Conditions as described on page 2

STANDARD PERMIT CONDITIONS

1. Grading shall be in accordance with:
 - a. Ventura County Building Code (VCBC) Appendix J, Latest Edition,
 - b. Ventura County Public Works Agency (VCPWA) Grading Permit Conditions, General Grading Notes, and Approved Grading Plans,
 - c. Standard Specifications for Public Works Construction (SSPWC),
 - d. Ventura County Standard Land Development Manual & Specifications and any supplemental conditions if applicable.
2. The Permittee shall call for inspection by the Building Official at all required stages of work with a minimum 48-hours notice. The Permittee shall obtain approval of all stages of work by the Building Official prior to proceeding with the next stage of work. Work stages are identified below as described in VCBC:
 - a. Pre-grade
 - b. Initial
 - c. In progress
 - d. Rough grade
 - e. Final grade
3. The permittee shall be responsible for determining the existence and location of any existing underground facilities.
4. An excavator planning to conduct an excavation shall notify UNDERGROUND SERVICE ALERT—SOUTHERN CALIFORNIA (toll free at 811) at least two working days, and not more than 14 calendar days, before beginning that excavation. The excavator shall obtain a DigAlert ticket requesting the utility owners to mark or otherwise indicate the location of their subsurface facilities and shall renew ticket(s) as required to maintain validity throughout the duration of grading activities. The excavator shall determine the location and depth of all utilities, including all service connections, which have been marked by the respective owners and which may affect or be affected by its operations. The excavator shall take all necessary measures to protect all utilities and structures found at the site. (Ref: California Government Code Section 4216.)
5. Construction inspection deposits shall be made in accordance with the Board of Supervisor's adopted Fee and Deposit Schedule. The permittee shall pay the actual costs (including overhead) for services rendered. If at any time the actual costs exceed the deposits, the permittee shall pay the balance due before proceeding with further work. Failure to remit payment when due may result in the County issuing a "Stop Work Notice". Deposits not used will be refunded to the permittee at time of completion of all required work.
6. A preconstruction/pre-grade conference of all interested parties shall be held prior to any construction or grading. Any work performed under this permit prior to conducting a pre-grade meeting will be subject to whatever action including restoration to existing conditions before work was begun, that the County of Ventura deems necessary to inspect, correct and/or approve said work.
7. This permit is valid only to the extent of Ventura County Building Code. Permits and consent required by other interested Agencies and consent of the underlying fee owner of easement and that of easement holders shall be the responsibility of the permittee. The permittee shall be responsible for obtaining all necessary permits and permissions from affected property owners, public agencies, and others.
8. If the owner wishes to change any technical consultants, grading shall cease until a new technical consultant assumes and accepts responsibility for the grading.
9. If the property subject to this permit changes ownership, the seller shall notify the Building Official in writing of the pending transfer and pay any outstanding permit fees. The grading shall cease until the new owner contacts Land Development Services to transfer the permit to the new owner and deposit permit fees.
10. Any deviation from the approved grading plans requires prior approval by the Building Official. The permittee shall submit a change order application and revised plans for review and approval by Land Development Services, unless the Building Official provides prior approval for a minor field adjustment to be documented on the "As-Built" drawings.
11. Prior to the "Notice of Completion" – all grading disturbed areas must be stabilized and slopes vegetated with 70% coverage using native vegetation, where practical.



LDS-02
GRADING PERMIT PLANCHECK
PROCESSING DEPOSIT AGREEMENT
LAND DEVELOPMENT SERVICES
800 South Victoria Avenue, Ventura, CA 93009
(805) 654-3027 | PWA_LDServices@venturacounty.gov

Permit No. _____



I, _____, hereby authorize the County of Ventura to plan check and process the above referenced Grading Permit in accordance with the *Latest Edition of the Ventura County Building Code* and *A Resolution of the Board of Supervisors of the County of Ventura Establishing Fees For Grading Permits And Grading Plan Review Pursuant To The Ventura County Building Code*, dated May 20, 2025.

I am depositing in U.S. dollars the amount of \$ _____ which is for the grading plan check as indicated in the Payment Option Plan which is to pay for the actual County staff time to plan check and process my grading permit request. **In making this deposit, I acknowledge and understand that the deposit may cover all or a portion of the total plan check and processing costs. I also understand that these costs apply even if the grading permit application is withdrawn or not approved.**

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

1. Staff time from County of Ventura departments spent processing my grading permit plan check will be billed against this deposit using contract hourly rates. "Staff Time" may also include consultant fees if the County needs to have the project reviewed by consultants.
2. If plan check and processing costs exceed the available deposit, I will receive periodic invoices payable upon receipt. The County may suspend review of the Grading Permit until the invoices are paid.
3. If the total actual plan check and processing cost is less than the available deposit fee, the unused portion of the deposit will be applied toward the next required deposit or refunded to the applicant who signed this Agreement.
4. If the total actual plan check and processing cost is more than the deposit on file with the County of Ventura Public Works Agency, I agree to pay the difference according to the terms set by the Public Works Agency.
5. I may request a further breakdown or itemization of County invoices, but such a request is independent of the payment obligation and time frames. All requests must be received within 6 months of the charges being made.
6. Once the County completes the plan check phase for which the deposit is made, if additional plan check charges are anticipated to exceed the deposit the County may cease all work on the grading permit plan check until the applicant provides another deposit for the subsequent plan check phase, if applicable, which subsequent deposit shall be covered by the terms and conditions of this Agreement.

Dated: _____

Signature: _____

Title _____

Payment Option Plan

Regular Grading	Deposit
1st Plan Check	\$ 2,940.00
2nd Plan Check	\$ 1,745.00
3rd and Subsequent Plan Check	\$ 765.00
Total	\$ 5,450.00

Engineered Grading	Deposit
1st Plan Check	\$ 3,345.00
2nd Plan Check	\$ 1,980.00
3rd and Subsequent Plan Check	\$ 870.00
Total	\$ 6,195.00



LDS-03
AUTHORIZATION OF AGENT
TO ACT ON PROPERTY OWNERS BEHALF
LAND DEVELOPMENT SERVICES
800 South Victoria Avenue, Ventura, CA 93009
(805) 654-3027 | PWA_LDServices@venturacounty.gov

Permit No. _____



I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project (excluding the *Notice to Property Owner*, the execution of which I understand is my personal responsibility). My agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: _____

APN(s): _____

Project Address: _____

Name of Authorized Agent: _____

Address of Authorized Agent: _____

Phone Number of Authorized Agent: _____

E-Mail Address of Authorized Agent: _____

PROPERTY OWNER ACKNOWLEDGEMENT

I declare under penalty of perjury that I am the property owner for the address 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.

Property Owner's Name: _____

Property Owner's Signature: _____ Date: _____

Property Owner's Mailing Address: _____

Property Owner's E-Mail Address: _____

Property Owner's Phone Number: _____

Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner must be as shown on the latest Assessor records.

Staff Verification of Property Owner Signature: _____

Driver License

Notarized Letter

Other

Staff Signature

Date



LDS-04
ACKNOWLEDGEMENT OF EMPLOYMENT
OF TECHNICAL CONSULTANTS
LAND DEVELOPMENT SERVICES
800 South Victoria Avenue, Ventura, CA 93009
(805) 654-3027 | PWA_LDServices@venturacounty.gov

Permit No. _____



Address/Location of Property _____

Tract No. _____ APN(s): _____

The Owner(s) of the above described property hereby acknowledge that, as a condition of the Grading Permit and during all work authorized by said permit, a Registered Civil Engineer will be retained to be in responsible charge of the work and perform the duties of Civil Engineer in accordance with requirements of the Grading Ordinance and the Land Development Manual, and further, that professional consultants (soils and geology) will be employed to make test, investigations, perform inspections and file the reports that are or may be required for compliance with said Ordinance and Manual.

Should new consultants be hired following approval by the County of the original reports and grading plan, the new consultants shall be bound by the grading plan and recommendations contained therein. If the plan, recommendations or work completed are not acceptable to the new consultants they shall provide a new report with recommendations and supporting data which must then be incorporated on a change order plan to be submitted for approval by Land Development Services.

Owner(s) Signature _____ Date _____ Phone _____

Owner(s) Name _____ Address _____

Email: _____ City _____

The undersigned verify that they have been retained as stated above and agree to notify the County within 48 hours if such employment is terminated. It is further understood that all Soils and/or Geology Reports are to be coordinated by and submitted to the County by the Civil Engineer.

Civil Engineer _____ Date _____ Phone _____
(Signature)

Name _____ Firm _____ Reg. No. _____

Email: _____

Soils Engineering _____ Date _____ Phone _____
(Signature)

Name _____ Firm _____ Reg. No. _____

Email: _____

Geology _____ Date _____ Phone _____
(If applicable) (Signature)

Name _____ Firm _____ Reg. No. _____

Email: _____

QSD/QSP/CPESC _____ Date _____ Phone _____
(If applicable) (Signature)

Name _____ Firm _____ Reg. No. _____

Email: _____

INSTRUCTIONS: This document must be completed and filed with the County before the grading permit may be issued.



LDS-05
GRADING PLAN CHECK CHECKLIST
PUBLIC WORKS AGENCY | LAND DEVELOPMENT SERVICES
800 South Victoria Avenue, Ventura, CA 93009-1670
(805) 654-3027 | PWA_LDServices@venturacounty.gov



Application Date: _____ Grading Permit Number: _____

APN(s)#: _____ Address of Site: _____

Reviewed: _____
Date of 1st Check Date of 2nd Check Date of 3rd Check

Note:

1. This Application expires if permit is not issued within one year of date of first check.
2. Submit complete package for the permit issuance as requested in the plan check letter. Additional Fees may be collected.
3. This form "LDS-05" shall be completed and signed below by the preparer of the Grading Plans and Submitted with the application. The preparer of the plans should use this checklist as a guide with minimum requirements.

Printed Name Signature Date

The following checked items must be corrected, completed and submitted prior to permit approval.

ADMINISTRATIVE

COMPLETE
YES NO N/A

- ___ 1. Complete all sections of the Grading Permit Application.
- ___ 2. Technical Acknowledgment Form LDS-04 must be submitted with the grading permit application and must be signed by:
- | OK | ✓ | N/A | OK | ✓ | N/A |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | Owner | | | Engineering Geologist |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| | | Civil Engineer | | | QSD/QSP/CPESC |
| ☐ | ☐ | ☐ | | | |
| | | Soils Engineer | | | |
- ___ 3. Retaining walls, bridges, and exterior stairways connected to structures or within path of exit require a separate permit and must be submitted to Ventura County Building and Safety Department for permit. Add note "Separate Permit Required" to the plans.
- FYI 4. Fire Department requirements for roadway/driveways should be followed.
- ___ 5. A registered Civil Engineer is required to prepare the plan if the Cut or Fill quantity exceeds 500 cubic yards or drainage facilities are required or geological issues are present. Engineer must Sign and Stamp each sheet of the Grading Plans on all submittals.

- ___ 6. A standard county grading cover sheet is required for all grading plans. A county signature block is required for remaining grading sheets. Obtain the 24X36 sheet size CAD title block at <https://www.vcpublishworks.org/es/lds-documents/> under "GRADING PERMITS" tab.
- ___ 7. A Will Serve Letter (WSL) from the water purveyor may be required for Building Permit Issuance. WSL may only be processed for purveyors with accepted Water Availability Letters (WAL) on file with County of Ventura Public Works Agency. To confirm WAL acceptance, identify water purveyor here_____.
- ___ 8. Offsite grading shown requires a separate grading permit or an offsite permission letter.
- ___ 9. Provide representative digital photographs of all property lines and private or public streets adjacent to the proposed grading. Streets shall be documented up to 400 feet from the project site (VCBC § J101.7.1). Emailing photos is acceptable.
- ___ 10. Comply with conditions of approval for Planning Project #_____.
- ___ 11. Your grading as shown is discretionary. This will require compliance with CEQA.
- Where the average natural slope within the area to be graded exceeds 10% and the amount of excavation or fill exceeds 10,000 cubic yards.
 - Where the average natural slope within the area to be graded exceeds 35% and the amount of excavation or fill exceeds 1,000 cubic yards.
 - Where the proposed grading slopes exceed 40 feet in vertical height.
 - Where the proposed grading is within an area officially designated by the County as a Sensitive Ecological, Archaeological, Scenic, or Biological Sensitive Area.
 - Where the total truck roundtrips for the grading operation carrying earth materials exceeds 5 trucks per hour, or occurs during peak traffic hours, or creates a safety hazard for ingress or egress routes such as truck staging, clogging turn pockets, or line of sight.
- ___ 12. The project site has been cited for unauthorized grading or grading non-compliance. (UN or GC #_____). Show the location and extent of the unauthorized grading on the plan. The UN or GC Investigation balance due of \$_____ must be paid prior to issuance of the grading permit.
- ___ 13. Show the trunk location of all protected trees within the area of grading (including access roads and storage areas). Show the approximate outline of all protected tree canopies with trunks outside the grading area that are within 50' of the limits of grading, including canopies of trees growing on adjacent parcel(s). Contact Planning Div. for tree permit information including a list of protected trees & required setbacks. Visit website: <https://vcrma.org/tree-permits-and-the-tree-protection-ordinance>. Provide a copy of Planning's Tree Permit or Exemption letter. If no trees are in the area of disturbance or affected per the ordinance then state here:_____.

- ___ 14. A watercourse permit from Watershed Protection is required for work in a Red Line Channel, or a flowage easement.
- ___ 15. The project is located within a FEMA Floodplain. Please complete and submit the Floodplain Development Permit Application packet with the appropriate fee.
<https://www.vcpublishworks.org/es/lds-documents/> under the "FLOODPLAIN PERMIT" tab.
- ___ 16. Provide a Zoning Clearance for the project. ZC# _____
- ___ 17. Conditions from the Floodplain Development permit FD _____ have been met.
- ___ 18. Indicate Assessor's Parcel Number(s) on all plan sheets.
- ___ 19. Indicate Grading Permit number on all plan sheets. Leave the "VCPWA Drawing No." box Blank.
- ___ 20. Submit Form No. LDS-03 if agent acts on behalf of the owner.
- ___ 21. No grading in coastal zone October 1 to April 15. Add statement to plans if in coastal zone.
- ___ 22. Check the CC & R's on the deed and with the Home Owners Association for restrictions on the proposed grading or if not applicable, state "No HOA" here: _____.
- ___ 23. A Grading Security Bond is required prior to permit issuance. Provide an Engineers estimate of the grading & drainage improvement construction cost.
- ___ 24. The Grading Permit inspection deposit must be paid prior to permit issuance.

GRADING

- ___ 25. Provide "Original" existing topography of property to 100 feet beyond project boundaries or as otherwise agreed.
- ___ 26. Earthwork Quantities of Cut and Fill must be provided. Destination of export, or source of import and haul route is required.
- ___ 27. Final grade elevations must be shown on Pads and final contours shown on Cut and Fill slopes.
- ___ 28. Slope grades must be clearly identified (i.e., 2:1 Cut or 2:1 Fill).

FYI 29. Setbacks must be:

- a. From toe of slope to structure, the setback should be $H/2$ need not exceed 15 ft.
- b. From top of slope to foundation, the setback should be $H/3$ need not exceed 40 ft.
- c. From toe of slope to property line, the setback should be $H/2$ but 2 feet (0.6 m) minimum and need not exceed 20 ft.
- d. From top of slope to property line, the setback should be $H/5$ but 3 feet (0.6 m) minimum and need not exceed 10 ft.

___ 30. A Vicinity Map is needed with sufficient information to find the property in the field. Provide Gate Codes for access to the site.

___ 31. The footprint of all structures within 100 feet of the grading disturbed area must be shown.

___ 32. Show cross-section(s) as noted on plan.

___ 33. An appropriate engineer's scale must be used. Indicate scale graphically and numerically.

___ 34. Indicate true north on the plans.

___ 35. Indicate source and verification of base contours. (Typical plan note: "Topography Verification, Contours were verified by field survey dated 00-00-00 by XXX Land Survey Inc.").

___ 36. Identify cut/fill line(s) and limits of the overall disturbed area of the project.

FYI 37. Use of exposed plastic pipe in areas of high fire hazard may not be prudent.

___ 38. All easements must be shown on the property. Construction within easement requires written permission from the easement holder(s). Are all easements shown? _____

___ 39. A legend must be provided that identifies existing and proposed contours, cut/fill daylight lines, over-excavation limits, wall location, property lines, right-of-ways, easements, County/City boundaries, utilities, storm drains, etc.

___ 40. Encroachment permit required. Contact the VCPWA Roads & Transportation Dept. and obtain necessary permits.

___ 41. All Existing Utilities (subsurface, Exposed, Overhead, Etc.) within the vicinity of the work area shall be shown on the plans. Are all utilities shown? _____

DRAINAGE

___ 42. Building pad drainage must be a minimum of 2%. Impervious surfaces within 10-feet of the building foundation shall be sloped a minimum of 2% away. Ground immediately adjacent to the foundation requires minimum 5% slope away from the building for a minimum distance of 10-feet. (CBC §1804.4)

- ___ 43. Signed and stamped hydrology & hydraulic calculations are needed to demonstrate that no additional runoff from the property occurs as a result of this project. The hydrology report should include a map showing drainage areas and estimated runoff. The report shall include analysis for several frequency storms (2, 10, 50 and 100 year) and demonstrate that the proposed site drainage will either retain or detain the difference between Q predeveloped and the Q developed. (VCBC §J105.3.5)

FYI 44. Diversion or concentration of runoff is not allowed.

- ___ 45. A paved interceptor drain is required on top of all graded slopes greater than 5 feet in height and receiving water from an area above, with the drainage direction and flow line elevations shown. (VCBC § J110.3)
- ___ 46. Berms or swales must be placed on top of all fill slopes, with drainage direction and flow line elevations shown. Detail B-1 on the standard grading cover sheet.
- ___ 47. A drainage terrace of 8 feet in width shall be established at no more than 30 feet vertical intervals on cut and fill slopes. When only one terrace is required it shall be at mid height. For cut and fill slopes greater than 100 feet up to 129 feet in vertical height a terrace width of 20 feet at mid height is required.
- ___ 48. Provide energy dissipaters at drainage outlets with supporting calculations/letter to show the runoff from the dissipater is non-erosive. If rip-rap is used, un-grouted riprap is encouraged.

STORMWATER POLLUTION CONTROL

- ___ 49. Complete and submit Form DS-06 "Stormwater Permit Requirements for New Development and Redevelopment Questionnaire". If Post construction BMP's are required, please contact the County Stormwater Program at (805) 662-6737.
- ___ 50. Complete and submit "DS-07 Stormwater Permit Requirements for Construction Activities Questionnaire".
- ___ 51. Please complete and submit the appropriate Storm Water Quality Form(s).

SW-1

SW-2

SW-HR

- ___ 52. A Notice of Intent and a Storm Water Pollution Prevention Plan are required for more than one (1) acre of disturbed area. WDID must be registered in SMARTS system. Provide the WDID# on the plans & of copy of the NOI. See:
https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/
- ___ 53. Graded slopes shall be planted/stabilized prior to "Notice of Completion-Grading" (VCBC § J111). Identify method(s) on plans.

- ADDITIONAL ITEMS:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Provide response to all review comments on this checklist or directly on the plan.



SW Form

MINIMUM BEST MANAGEMENT PRACTICES FOR ALL CONSTRUCTION SITES

Prior to the commencement of any clearing, grading, or excavation, contractors of projects with construction activities shall prepare this best management practices (BMPs) worksheet on the form provided herein. The completed SW Form is required to be available at the project site throughout construction.

The purpose of implementing BMPs is to effectively prohibit the entry of pollutants from the construction site into the storm drain system during construction. Erosion and sediment source control BMPs should be considered for both active and inactive construction areas. BMPs for wind erosion and dust control are also included. The BMPs may require modification as the project progresses and as conditions warrant.

The BMPs shall be implemented in accordance with the National Pollutant Discharge Elimination System (NPDES) Ventura Countywide Stormwater Municipal Permit No. CAS004004 (Order R4-2021-0105) dated July 23, 2021.

The applicant/owner is responsible for ensuring that all project contractors and subcontractors implement all applicable BMPs.

Project Name

Project Information (as applicable)

Assessor Parcel Number:

Grading Permit No.:

Building Permit No.:

Conditional Use Permit No.:

Location:

General Description:

Construction Start Date:

Construction Completion Date:

Disturbed Area in Acres:

Best Management Practices - BMPs

Complete the following table. The BMPs listed shall be used unless determined not applicable or inadequate. Additional BMPs may apply and should be added to the bottom of the table. BMP descriptions and details can be downloaded from the California Stormwater Handbooks at www.casqa.org or Construction Site Best Management Practices (BMP) Manual <https://dot.ca.gov/programs/construction/storm-water-and-water-pollution-control/manuals-and-handbooks>.

Table A. Minimum BMPs for All Construction Sites

BMPs Selected <i>Noted by IDs from the California Stormwater BMP Handbooks</i>		Use BMP		(If no, explain)
		Yes	No	
Site Management				
N/A	Housekeeping			
Erosion Controls				
EC-1/SS-1	Scheduling			
EC-2/SS-2	Preservation of Existing Vegetation			
WE-1	Wind Erosion Controls			
Sediment Controls				
(SE-1/ SC-1, SE-8/SC-8)	Perimeter Controls (e.g., Silt Fence, Sandbag Barriers, etc.)			
TC-1	Stabilized Construction Site Entrance/Exit			
Non-Stormwater Management				
NS-1	Water Conservation Practices			
NS-2	Dewatering Operations			
Waste Management				
WM-1	Material Delivery and Storage			
WM-3	Stockpile Management			
WM-4	Spill Prevention and Control			
WM-5	Solid Waste Management			
WM-8	Concrete Waste Management			
WM-9	Sanitary/Septic Waste Management			
Additional BMPs Selected				

1. GRADING ACTIVITIES SHALL BE IN ACCORDANCE WITH THE VENTURA COUNTY BUILDING CODE (VCBC) APPENDIX J - GRADING, LATEST EDITION AND VENTURA COUNTY AGENCY WORKING AGREEMENT (VCPWA) GRADING PERMIT CONDITIONS.
2. THE GRADING PERMIT AND WORK SHOWN IN THESE PLANS IS VALID ONLY TO THE EXTENT OF THE VENTURA COUNTY BUILDING CODE APPENDIX J - GRADING. PERMITS OR PERMISSIONS THAT MAY BE REQUIRED BY OTHER REGULATORY AGENCIES OR INTERESTED PARTIES ARE THE RESPONSIBILITY OF THE PERMITTEE.
3. A PRE-CONSTRUCTION MEETING SHALL BE HELD AT THE SITE PRIOR TO ANY GRADING ACTIVITY OR LAND DISTURBANCES WITH THE FOLLOWING PARTIES PRESENT: OWNER, GRADING CONTRACTOR, DESIGN CIVIL ENGINEER, GEOTECHNICAL ENGINEERING PROFESSIONAL, GEOLOGICAL PROFESSIONAL, VCPWA INSPECTOR, AND OTHER JURISDICTIONAL AGENCIES WHEN REQUIRED.
4. THE PERMITTEE SHALL BE RESPONSIBLE FOR DETERMINING THE EXISTENCE AND LOCATION OF ANY EXISTING UNDERGROUND FACILITIES.
5. AN EXCAVATOR PLANNING TO CONDUCT AN EXCAVATION SHALL NOTIFY UNDERGROUND SERVICE ALERT--SOUTHERN CALIFORNIA (TOLL FREE AT 811) AT LEAST TWO WORKING DAYS PRIOR TO THE START OF ANY EXCAVATION. THE EXCAVATOR SHALL OBTAIN A DIGILET TICKET REQUESTING THE UTILITY OWNERS TO MARK OR OTHERWISE INDICATE THE LOCATION OF THEIR SUBSURFACE FACILITIES AND SHALL RENEW TICKET(S) AS REQUIRED TO MAINTAIN VALIDITY THROUGHOUT THE DURATION OF GRADING ACTIVITIES. THE EXCAVATOR SHALL DETERMINE THE LOCATION AND DEPTH OF ALL UTILITIES, INCLUDING ALL SERVICE CONNECTIONS, WHICH HAVE BEEN IDENTIFIED BY THE ENGINEER AND WHICH ARE NOT SHOWN ON THE PLANS AND RECORD DRAWINGS. THE EXCAVATOR SHALL TAKE ALL NECESSARY MEASURES TO PROTECT ALL UTILITIES AND STRUCTURES FOUND AT THE SITE. (REF. CALIFORNIA GOVERNMENT CODE SECTION 4216.)
6. HEAVY EQUIPMENT SHALL NOT BEGIN UNTIL AFTER 7:00 AM AND SHALL END BY 7:00 P.M. SAME DAY. NO WORK BEYOND 4:30 PM UNLESS APPROVED BY VCPWA.
7. TOTAL TRUCK ROUND TRIPS FOR THE GRADING OPERATIONS CARRYING EARTH MATERIALS SHALL NOT EXCEED 5 TRUCKS PER HOUR OR OCCUR DURING PEAK TRAFFIC HOURS. A VEHICLE AUTHORIZED TO DO SO UNDER AN APPROVED DISCRETIONARY GRADING PERMIT AND APPROVAL BY VCPWA GRADING INSPECTOR. TRUCK TRAFFIC SHALL NOT CREATE A SAFETY HAZARD FOR INGRESS OR EGRESS ROUTES SUCH AS TRUCK STAGING, CLOGGING TURN POCKETS, OR LINE OF SIGHT.
8. NO GRADING ACTIVITY SHALL OCCUR IN ANY WETLAND, BLUE-LINE STREAM, RED-LINE CHANNEL, OR FLOODPLAIN WITHOUT THE PROPER PERMITS & PERMISSION FROM THE VCPWA & VENTURA COUNTY RESOURCE MANAGEMENT AGENCY (RMA), OR OTHER AGENCIES HAVING JURISDICTION.
9. RETAINING WALLS, BRIDGES, AND OTHER STRUCTURES REQUIRE A SEPARATE PERMIT FROM BUILDING AND SAFETY.
10. ALL RECOMMENDATIONS MADE BY THE GEOTECHNICAL ENGINEERING PROFESSIONAL (AND GEOLOGICAL PROFESSIONAL, WHERE EMPLOYED) CONTAINED IN THE REPORTS AS APPROVED BY VCPWA SHALL BE A PART OF THIS GRADING PLAN.
11. ALL DISTURBED SURFACES SUBJECT TO EROSION SHALL BE PROTECTED IN ACCORDANCE WITH THE VENTURA COUNTY WIDE MUNICIPAL STORMWATER NPDES PERMIT. SEDIMENT AND EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED FULLY FUNCTIONAL.
12. ALL AREAS TO RECEIVE FILL SHALL BE INSPECTED AND APPROVED BY THE GEOTECHNICAL ENGINEERING PROFESSIONAL (AND GEOLOGICAL PROFESSIONAL, WHERE EMPLOYED) AND VCPWA INSPECTOR AFTER REMOVAL OF UNSUITABLE MATERIAL AND EXCAVATION OF KEYWAYS AND BENCHES, AND PRIOR TO PLACEMENT OF SUBSURFACE DRAINAGE SYSTEMS OR FILL.
13. ALL MATERIALS DEEMED UNSUITABLE FOR PLACEMENT IN COMPACTED FILL (I.E. SHALE, SODS, RUBBISH, TRASH, LUMBER, ORGANIC MATERIAL, ASHES AND OTHER DEBRIS, UNUSUAL COLOR, CONTAMINATION, AND SULFIDE ODOR) SHALL BE REMOVED FROM THE SITE AND PROPERLY DISPOSED OF. MATERIALS SUCH AS CONSTRUCTION MATERIALS OR DEBRIS FROM EXISTING STRUCTURES SHALL BE REMOVED FROM THE SITE AND PROPERLY DISPOSED OF IN COMPACTED FILL. WHERE EXCAVATED MATERIAL IS LARGER THAN TWELVE INCHES IN LARGEST DIMENSION, IT MUST BE BROKEN INTO SMALLER PARTICLE SIZES, BEFORE BEING USED AS FILL.
14. THE GEOTECHNICAL ENGINEERING PROFESSIONAL SHALL DIRECT THE REMOVAL OF ANY EXISTING UNDERGROUND STRUCTURES SUCH AS SEPTIC TANKS, IRRIGATION LINES, ETC.
15. ANY WATER WELL LOCATED WITHIN THE AREA OF DISTURBANCE SHALL BE REPORTED TO VCPWA, WATERSHED PROTECTION, WATER RESOURCES DIVISION, PRIOR TO ITS MODIFICATION, ABANDONMENT, OR DESTRUCTION.
16. ANY OIL WELL LOCATED WITHIN THE AREA OF DISTURBANCE SHALL BE REPORTED TO THE STATE OF CALIFORNIA, GEOLOGIC ENERGY MANAGEMENT DIVISION PRIOR TO ITS MODIFICATION, ABANDONMENT, OR DESTRUCTION.
17. ALL TEMPORARY EXCAVATIONS AND KEYS FOR BUTTRESS OR STABILIZATION PILLS MUST BE EXAMINED BY THE GEOTECHNICAL PROFESSIONAL, GEOTECHNICAL ENGINEERING PROFESSIONAL, AND VCPWA INSPECTOR TO ENSURE THAT ALL POTENTIAL PLANES OF FAILURE HAVE BEEN EXPOSED IN THE EXCAVATION AND WILL BE ADEQUATELY SUPPORTED BY THE PROPOSED BUTTRESS. FIELD CERTIFICATION MUST BE SUBMITTED BY THE CONSULTANTS PRIOR TO PLACING FILL.
18. THE GEOTECHNICAL ENGINEERING PROFESSIONAL (AND GEOLOGICAL PROFESSIONAL, WHERE EMPLOYED) SHALL PROVIDE RECOMMENDATIONS AND APPROVE CORRECTIVE WORK TO ENSURE SLOPE STABILITY WHERE UNSTABLE MATERIAL IS EXPOSED.
19. THE USE OF CORRUGATED STEEL PIPE IS NOT ALLOWED IN ANY COUNTY RIGHTS OF WAY. THE USE OF CORRUGATED STEEL PIPE ON PRIVATE PROPERTY SHOULD BE MINIMIZED. HOWEVER, IF USED SHOULD BE COATED TO MINIMIZE CORROSION AND EXTEND USEFUL SERVICE LIFE.
20. PRIOR TO ANY CLEARANCES FOR BUILDING AND SAFETY PERMIT ISSUANCE OR INSPECTION, THE FOLLOWING ITEMS SHALL BE APPROVED BY VCPWA:
 - A. ROUTINE INSPECTION REPORTS FOR BUILDING AND SAFETY PERMIT REQUESTED BY BUILDING OFFICIAL.
 - B. ROUGH GRADE SOILS ENGINEERING (AND ENGINEERING GEOLOGY, IF APPLICABLE) REPORTS SUMMARIZING ALL EARTHWORK PERFORMED AND CONCLUDING THAT THE WORK HAS BEEN COMPLETED ACCORDING TO THE APPROVED REPORTS.
21. FINAL SOILS ENGINEERING AND (IF APPLICABLE) ENGINEERING GEOLOGY REPORTS SUMMARIZING ALL EARTHWORK PERFORMED SINCE ROUGH GRADING AND CONCLUDING THAT THE WORK HAS BEEN COMPLETED ACCORDING TO THE APPROVED REPORTS SHALL BE SUBMITTED WITH THE AS-BUILT PLANS (RECORD DRAWING) TO VCPWA PRIOR TO FINAL INSPECTION BY THE VCPWA INSPECTOR.
22. IF CULTURAL RESOURCES ARE ENCOUNTERED DURING CONSTRUCTION, CONSTRUCTION ACTIVITIES SHALL HALT IN THE AREA OF THE FINDINGS. A QUALIFIED ARCHEOLOGICAL CONSULTANT SHALL BE NOTIFIED AND A SITE EVALUATION CONDUCTED AS NECESSARY TO ASSESS THE SITE AND DETERMINE FURTHER MITIGATION MEASURES, AS APPROPRIATE.
23. HORIZONTAL AND VERTICAL LOCATION AND ACCURACY OF CONSTRUCTION SHALL BE THE RESPONSIBILITY OF THE PERMITTEE AND MAY REQUIRE VERIFICATION BY LICENSED LAND SURVEYOR WHEN ADJACENT TO PROPERTY LINES.

CUT: _____ CU. YDS. EXPORT: _____ CU. YDS. DISPOSAL SITE _____

FILL: _____ CU. YDS. IMPORT: _____ CU. YDS. SOURCE _____

THIS PROJECT INCLUDES POST CONSTRUCTION BMPs _____ YES _____ NO

THE TOTAL ESTIMATED DISTURBED AREA OF GRADING AND CONSTRUCTION IS _____ ACRES. PROJECTS THAT ARE 1.0 ACRE OR GREATER IN DISTURBED AREA WILL REQUIRE A STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND NOTICE OF INTENT (NOI) AS APPROVED BY THE STATE REGIONAL WATER QUALITY CONTROL BOARD AS DESCRIBED ABOVE.

AVERAGE NATURAL SLOPE IN THE AREA OF GRADING _____% (CALCULATED PER VCBC SECTION J102.1)

THE TOTAL AMOUNT OF IMPERVIOUS AREA TO BE CONSTRUCTED AS PART OF THIS PROJECT IS _____ SQ. FT.

ADVISORY: THE PLANTING OF NATIVE VEGETATION IS RECOMMENDED ON ALL GRADED SLOPES. PLEASE VISIT THE VENTURA COUNTY PUBLIC WORKS WEBSITE AT <https://www.vcpublicworks.org/es/developmentinspection> FOR A MEMORANDUM BY THE VENTURA COUNTY WATERSHED PROTECTION THAT PROVIDES INFORMATION FOR SEEDING GRADED AREAS.

LAND DEVELOPMENT SERVICES MUST BE NOTIFIED TEN (10) WORKING DAYS PRIOR TO ANY EXPORT/IMPORT TO/FROM THE PROJECT SITE.

VENTURA COUNTY PWA - ROADS & TRANSPORTATION ENCROACHMENT PERMIT NO. _____ DATE _____ CALTRANS ENCROACHMENT PERMIT NO. _____ DATE _____	VENTURA COUNTY PWA - WATERSHED PROTECTION WATERCOURSE PERMIT NO. _____ DATE _____ VENTURA COUNTY PWA - LAND DEVELOPMENT SERVICES FLOODPLAIN DEVELOPMENT PERMIT NO. _____ DATE _____
--	---

JOB ADDRESS OR LOT AND TRACT NO: _____

(A) BY GEOTECHNICAL ENGINEERING PROFESSIONAL

I CERTIFY THAT THE ROUGH GRADING WORK INCORPORATES ALL RECOMMENDATIONS CONTAINED IN THE REPORT OR REPORTS FOR WHICH I AM RESPONSIBLE AND ALL RECOMMENDATIONS THAT I HAVE MADE BASED ON FIELD INSPECTION OF THE WORK AND TESTING DURING GRADING. I FURTHER CERTIFY THAT WHERE THE REPORTS OF A GEOLOGICAL PROFESSIONAL, RELATIVE TO THIS SITE, HAVE RECOMMENDED THE INSTALLATION OF BUTTRESS FILLS OR OTHER SIMILAR STABILIZATION MEASURES, SUCH EARTHWORK CONSTRUCTION HAS BEEN COMPLETED IN ACCORDANCE WITH THE APPROVED DESIGN.

LOT NOS:

SEE REPORTS DATED:

FOR TEST DATA, RECOMMENDED ALLOWABLE SOIL BEARING VALUES & OTHER SPECIAL RECOMMENDATIONS

GEOTECHNICAL ENGINEERING PROFESSIONAL _____ REG. NO. _____ DATE _____
(SIGNATURE)

(B) BY GEOLOGICAL PROFESSIONAL

I CERTIFY THAT THE ROUGH GRADING WORK INCORPORATES ALL OF THE RECOMMENDATIONS CONTAINED IN THE REPORT OR REPORTS FOR WHICH I AM RESPONSIBLE AND ALL RECOMMENDATIONS THAT I HAVE MADE BASED ON FIELD INSPECTION OF THE WORK DURING GRADING.

LOT NOS:

GEOLOGICAL PROFESSIONAL _____ CERT. NO. _____ DATE _____
 (SIGNATURE)

(C) BY CIVIL ENGINEER

I CERTIFY TO THE SATISFACTORY COMPLETION OF ROUGH GRADING INCLUDING GRADING TO APPROXIMATE FINAL ELEVATIONS; PROPERTY LINES LOCATED AND STAKED; CUT AND FILL SLOPES CORRECTLY GRADED AND LOCATED IN ACCORDANCE WITH THE APPROVED DESIGN; SWALES AND TERRACES GRADED READY FOR PAVING; BERMS INSTALLED; AND REQUIRED DRAINAGE SLOPES PROVIDED ON THE BUILDING PADS. I FURTHER CERTIFY THAT WHERE REPORT OR REPORTS OF A GEOLOGICAL PROFESSIONAL AND/OR GEOTECHNICAL ENGINEERING PROFESSIONAL HAVE BEEN PREPARED RELATIVE TO THIS SITE, THE RECOMMENDATIONS CONTAINED IN SUCH REPORTS HAVE BEEN INCORPORATED IN THE DESIGN.

LOT NOS:

CIVIL ENGINEER _____ REG. NO. _____ DATE _____
(SIGNATURE)

BY GRADING CONTRACTOR

I CERTIFY THAT THE GRADING WAS DONE IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS, THE GRADING ORDINANCE, AND THE RECOMMENDATIONS OF THE CIVIL ENGINEER, GEOTECHNICAL ENGINEERING PROFESSIONAL AND GEOLOGICAL PROFESSIONAL. IT IS UNDERSTOOD THAT THIS CERTIFICATION INCLUDES ONLY THOSE ASPECTS OF THE WORK THAT CAN BE DETERMINED BY ME, AS A COMPETENT GRADING CONTRACTOR, WITHOUT SPECIAL EQUIPMENT OR PROFESSIONAL SKILLS.

GRADING CONTRACTOR _____ LICENSE NO. _____ DATE _____

BY CIVIL ENGINEER

CERTIFY TO THE SATISFACTORY COMPLETION OF GRADING IN ACCORDANCE WITH THE APPROVED PLANS. ALL DRAINAGE DEVICES REQUIRED BY THE GRADING PERMIT, GRADING PLANS AND GRADING ORDINANCE HAVE BEEN INSTALLED. EROSION TREATMENT OF SLOPES AND IRRIGATION SYSTEMS (WHERE REQUIRED) HAVE BEEN INSTALLED. ADEQUATE PROVISIONS HAVE BEEN MADE FOR DRAINAGE OF SURFACE WATERS FROM EACH BUILDING SITE AS OF THIS DATE.

LOT NOS:

CIVIL ENGINEER _____ REG. NO. _____ DATE _____
(SIGNATURE)

BY CIVIL ENGINEER

I CERTIFY THAT THE WORK SHOWN ON VCPWA DRAWING NO'S _____ THROUGH _____, (_____ SHEETS TOTAL), MARKED WITH "AS-BUILT" HAVE BEEN CONSTRUCTED IN CONFORMANCE WITH LINES AND GRADES AS SHOWN ON SAID PLANS, DRAWINGS, AND REFERENCED SPECIFICATIONS.

CIVIL ENGINEER _____ REG. NO. _____ DATE _____
(SIGNATURE)

OWNER / APPLICANT NAME
OWNER / APPLICANT ADDRESS
OWNER / APPLICANT PHONE NUMBER
OWNER / APPLICANT EMAIL

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

[TOPO SOURCE COMPANY WITH COMPLETE ADDRESS]
[TOPO SOURCE METHOD (ie. ALTA, PHOTO, FIELD, ETC.)]
[TOPO SOURCE DATE]



WDID: _____ APN: _____ GP _____

SPEC. NO.

PROJ. NO.

[PROJECT NAME]
[PROJECT ADDRESS(ES)]

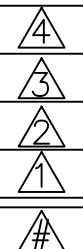
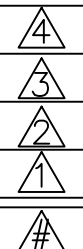
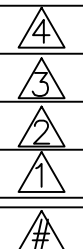
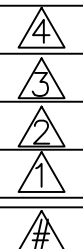
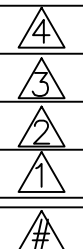
SHEET

OF _____

VCPWA DRAWING NO.



Know what's below.
Call before you dig.



DESCRIPTION OF REVISION

RCE

DATE

APP.

APP. DATE

PLAN DATE: MM/DD/YYYY

PREP BY: XXX

APPROVED FOR GRADING & DRAINAGE IMPROVEMENTS:

LAND DEVELOPMENT SERVICES
ENGINEERING SERVICES
VENTURA COUNTY PUBLIC WORKS AGENCY

DATE

VENTURA COUNTY
PUBLIC WORKS AGENCY
LAND DEVELOPMENT SERVICES

SPEC. NO.

PROJ. NO.

[SHEET TITLE]
[PROJECT NAME]
[PROJECT ADDRESS(ES)]

SHEET _____
OF _____

VCPWA DRAWING NO.

WDID: _____ APN: _____ GP _____