



AGRICULTURAL and OIL FIELD 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 Agricultural or Oil Field Grading Submittal application packet:

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

- ☐ LDS-AG Grading Permit Submittal (this form-box checked)
- ☐ LDS-01 Permit Application (must be signed and completed)
- ☐ LDS-03 Authorization of Agent (if required)
- ☐ LDS-04 Acknowledgement of Employment of Technical Consultants (if required)
Must be signed by all consultants and owner
- ☐ Agricultural Grading Permit Deposit
For current deposit/fee amounts, see "Schedule of Processing Fees & Deposits."
- ☐ SW Form
- ☐ Geotechnical Report (if required)
- ☐ LDS-11 Off-site construction permission letter (if required)
- ☐ Grading Plans

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-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.



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				



WDID: _____ APN: _____ GP _____

⚠						PLAN DATE: MM/DD/YYYY	PREP BY: XXX	ISSUED FOR GRADING & DRAINAGE IMPROVEMENTS:	VENTURA COUNTY PUBLIC WORKS AGENCY LAND DEVELOPMENT SERVICES	SPEC. NO.	[SHEET TITLE] [PROJECT NAME] [PROJECT ADDRESS(ES)]	SHEET _____ OF _____	
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⚠	DESCRIPTION OF REVISION	RCE	DATE	APP.	APP. DATE			LAND DEVELOPMENT SERVICES ENGINEERING SERVICES VENTURA COUNTY PUBLIC WORKS AGENCY	DATE _____	PROJ. NO.		VCPWA DRAWING NO. _____	