



**PWA Roads & Transportation  
Plan Check List**

Plan Number: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_  
 APN: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Yes No N/A General Project Information**

Yes	No	N/A	
			Plans certified by a California Licensed Civil Engineer
			Engineer's seal current and legible
			Water purveyor approval obtained (if applicable)
			Will-Serve Letter included (if applicable)
			Work proposed within County-maintained road right-of-way
			Roadway under moratorium? (verify against current moratorium list)
			Lane closure required?
			Road closure required?
			Type of traffic control: _____
			Agent Authorization form received (if applicant is not property owner)

**Yes No N/A Title Block (Lower Right-Hand Corner)**

Yes	No	N/A	
			Project Title (Tract No., CPD No., or project description)
			Description of proposed improvements
			County Drawing Number (if assigned)
			Engineer's name, firm, address, and contact information

**Yes No N/A Mapping and Orientation**

Yes	No	N/A	
			North Arrow (pointing up or right)
			Scale shown (minimum 1" = 40' or larger)
			Vicinity Map included
			Location Map showing project limits and cross streets
			Benchmark data referenced to County datum

**Yes No N/A Plan Requirements**

Yes	No	N/A	
			Plan View
			Profile Views
			Section Views included (as applicable)
			Existing and proposed topography shown
			Physical features (structures, fences, poles, etc.) identified
			All underground and overhead utilities shown and labeled
			Incorporates County Road Standards (CRS)
			Considers future roadway or drainage improvements
			Plans clearly show County Road(s) affected by the work

			Exact location of excavation(s) provided, including:
			<ul style="list-style-type: none"> <li>Distance to nearest property line and/or street intersection for perpendicular trenches</li> </ul>
			<ul style="list-style-type: none"> <li>Offset distance from property line/right-of-way line or edge of pavement for parallel trenches</li> </ul>
			Size and dimensions of excavation(s) shown (length, width, depth)
			Minimum 30" pipe cover provided
			Size and type of pipe(s), conduit(s), or culvert(s) labeled

Yes No N/A **Driveway Details**

			Offset from property line
			Width
			Distance from edge of pavement to right-of-way

Yes No N/A **Culvert Details**

			Offset distance from the closest property line
			Size of the proposed culvert (18" RCP minimum); and/or width, depth and height above the flow-line of the existing channel
			Length of the culvert, the width and depth of the existing drainage
			Distance to the edge-of-pavement
			All notes reference Ordinance 2041 §12402 requirements

Yes No N/A **Design Standards**

			Asphalt berms per County Standard Detail
			Concrete curb and gutter per CRS (height/width verified)
			Sidewalks per CRS (width, thickness, and cross slope verified)
			Driveway approaches meet CRS and ADA standards
			Curb ramps conform to ADA & Caltrans Standard Plan
			Street width and structural section
			Pavement transitions and grade breaks
			Sight visibility maintained at driveways and intersections
			Existing trees or vegetation impedes sight visibility
			New trees selected from County-approved list and trimmed for visibility

Yes No N/A **Utilities and Right-of-Way**

			Mainlines and laterals shown with dimensions and elevations
			Right-of-way limits shown correctly per County records
			Easements and dedications clearly labeled
			Lot Dimensions match Assessor's Parcel Maps

			Street lighting shown per County and SCE standards
			APN numbers verified (123-4-567-890)
			Situs address verified
			Tract/Parcel Map reference noted on plans

Yes No N/A **Drainage and Stormwater**

			Drainage design per Ventura County Watershed Protection District (VCWPD) Standards
			Drainage on public right of way labeled
			Storm drain facilities sized and labeled
			BMPs and SWPPP measures shown
			Reference to VCWPD or City/Agency approval (if shared jurisdiction)

Yes No N/A **Signing, Striping, and Traffic Control**

			Signs per County Road Standards and CA MUTCD
			Striping per current County standard details
			Stop signs on private property shown
			Bust stop shown
			Temporary traffic control per Caltrans CA MUTCD and County requirements

Yes No N/A **Fire and Public Safety**

			Fire hydrant locations approved by Ventura County Fire Department
			Access widths and turning radius comply with VCFD requirements
			No fences or walls encroach into County right-of-way

Yes No N/A **Plan Quality and Coordination**

			Construction notes consistent across all plan sheets
			Cross-referencing accurate
			Elevation datums and benchmarks consistent
			Stationing left to right or bottom to top and logical
			References to all applicable County Standard Plans included
			Permits or approvals from other agencies attached
			Improvements reviewed and accepted by all agencies involved

Yes No N/A **Fees and Submittals**

			Fees assessed
			Encroachment
			Inspection

			Engineering
			Traffic Control Plan Review
			Fees paid (attach receipt or confirmation)
			Supporting documentation and calculations included

Yes No N/A **Revisions and Comments**

			Previous redlines/comments addressed
			Plan revision date shown and updated on each sheet

Yes No N/A **Title Sheet Items**

			Index of Sheets provided
			Scale and legend shown
			County of Ventura Department Title Block template used