

**ENCROACHMENT PERMITS WITHIN COUNTY HIGHWAYS
(VENTURA COUNTY ORDINANCE CODE Section 12000 et seq.)**

An encroachment includes any obstruction, tower, pole, pole line, pipe, fence, wire, cable, conduit, stand or building, or any structure or object of any kind or character not particularly mentioned in this Division, which is placed on, in, along, under, over, or across the highway. This section does not apply to the temporary use of the highway for ordinary maintenance of any existing authorized or permitted encroachment; nor to the suspension or stringing on existing pole lines of additional cables, wires, transmission lines, conduits or service connections solely for telephone or electric power purposes. Any unauthorized encroachment shall be deemed to be a public nuisance for abatement purposes under the Ventura County Ordinance Code.

The term “encroachment work” means the work of any construction, placing, installing, or hauling, driving or towing of an encroachment in a right of way or land dedicated to the County for use of the general public for public road purposes.

APPLICATION SUBMITTAL

Any encroachment into the road right-of-way will require review by the Transportation Department upon submittal of an encroachment permit or a transportation permit. Encroachment or transportation applications shall be made in writing on the application forms obtained from the County of Ventura or printed from this website. The forms must be completed and signed prior to acceptance by this department. Incomplete submittals may be returned to the applicant. Where applicable, applications may be submitted via mail delivery, facsimile, or in person.

Encroachment Permit Submittals

Where encroachment work deviates from the County’s Standard Specifications for Public Works Construction, or Traffic Control, exhibits are required. They should be attached to or enclosed with application, two copies of a map, plot, sketch, diagram or similar exhibit, which plainly shows any and all information necessary to locate, delineate, illustrate or identify the proposed encroachment. Engineering review may be required and will take at least ten working days to determine if submittal qualifies for approval.

Additional conditions may be required for work to be done under the permit, including the equipment to be used, type of backfill compaction, paving traffic regulations, hours of work, flagmen, lights, inspection and other similar requirements. These requirements and special conditions may be attachments to the permit, or placed by rubber stamp, or both.

Film Permit Submittals

All movie, commercial, television filming and still photography activity within the County's jurisdictioned area should be directed to the Resource Management Agency (RMA) prior to co-ordination with this or any other division of the County.

If RMA determines that there will be filming activity on any County road right-of-way an encroachment permit will be required. After communication with RMA, the applicant shall contact the Transportation Department to request the following: 1) a reservation of road and date desired 2) availability of County road inspector, 3) packet of filming requirements. Applicant should submit completed application a minimum of two (2) working days for processing of submittals not requiring an engineering review. Please allow for more time if activity is of an unusual nature. Applications for full road closures shall be submitted a minimum of six weeks prior to closure date.

Transportation Permit Submittals

A load is defined as any object or thing which when transported by vehicle or combination of vehicles over, upon, along, or across any highway would be required to have a special permit in accordance with provisions of the State of California Vehicle Code. Any such load includes but is not limited to any house, vessel, machine, missile, equipment, transformer, tree, girder, boat or airplane.

The Transportation Permit Application provided by the County of Ventura shall be completed and submitted with a certificate of insurance and endorsement showing the policy is not less than \$10,000.00. The certificate must prove that it is issued to the applicant and is in full force and effect; names the County of Ventura as additional insured, and ensures the insurer directly agrees to reimburse the County for all sums due it from the permittee for damage to highway facilities.

Permit Fee and Deposit Payments

Permit fee must be paid in full prior to issuance of any encroachment or transportation permit. In addition to permit fees a Trust Fund Deposit may be. Trust Funds may be totally refundable, partially refundable or held on file indefinitely based on the size and nature of the proposed encroachment. See Schedule of Encroachment Fees Schedule for an estimate of fees due. The remainder of any deposit, if any, shall be refunded to the original depositor unless original depositor provides written permission to release to another party.