



## Roads & Transportation now has an ADOPT-A-ROAD program!

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.

The Adopt-a-Road Program was incorporated into the update to the Encroachment Ordinance approved by the Board of Supervisors on March 19, 2019.

Our thanks to the Rotary Club of Moorpark and Simi Valley for being the first participant in this program.

For program information, see Guidelines on our Ordinances, Policies, and Guidelines page at <https://www.vcpublishworks.org/rt/encroachment/>.

For additional questions, contact us by email at [pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org) or phone at (805) 654-2055.

To apply for a permit, please submit application here below with a map showing the roadway and limits to be adopted. Email applications to [pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org).



**VENTURA COUNTY  
PUBLIC WORKS AGENCY ROADS & TRANSPORTATION (VCPWA-RT)**

**ADOPT-A-ROAD PROGRAM**

Introduction

Non-profit organizations, clubs, and other entities may perform or sponsor roadside cleanup of county-maintained roadways in the unincorporated County. The Adopt-a-Road Program was incorporated into the update to the Encroachment Ordinance approved by the Board of Supervisors on March 19, 2019.

Ventura County Public Works Agency Roads & Transportation (VCPWA-RT) adopted the Caltrans “Adopt-a-Highway” program as a model. An encroachment permit is required to perform or sponsor cleanup of a county-maintained road. The County, entity, or sponsor may terminate the permit at any time for any reason. The permit is effective for the duration identified on the permit. Any changes to the permit will require a permit modification.

The Commissioner may, as part of any Adopt-a-Road Permit, install up to two road sponsorship signs on a sponsored segment of roadway, solely for the purposes of identifying the sponsor or entity and promoting the Adopt-a-Road Program. The Commissioner will specify the location, content, and design of all signs consistent with these purposes. Each sponsorship sign will constitute government speech by the County; is neither a public forum, a limited public forum, nor a non-public forum; and neither the sponsorship of the roadway nor the sponsorship signs constitute a forum for advertisement, solicitation, or public discourse.

As part of the program, VCPWA-RT may provide hard hats, safety vests, gloves, protective eye wear, and trash bags to the sponsors. VCPWA-RT will also provide a safety orientation for the sponsor’s designated group leader and alternate group leader. For each cleanup event, the sponsor will bag the collected trash and stack the bags together for cleanup. VCPWA-RT will collect the bagged trash and dispose of it. This will allow VCPWA-RT to verify and quantify the work performed.

VCPWA-RT  
Permits Section



County of Ventura  
**ENCROACHMENT PERMIT APPLICATION**  
 PUBLIC WORKS AGENCY TRANSPORTATION DEPARTMENT  
 800 South Victoria Avenue, Ventura, CA 93009  
 (805) 654-2055 / Fax.(805) 654-5169  
 email: [pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org) / <http://www.pwa.ventura.org>

**Adopt-a-Road  
 Application**  
 Fill in areas in bounded  
 in red.

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 (FT): \_\_\_\_\_

**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