



9th Annual Utility Meeting

April 26, 2023
8:30 a.m. to 10:00 a.m.

Focus on Excavations

Hosted by
Ventura County Public Works Agency
Roads & Transportation
Permits Section

Location

- Saticoy Yard
 - Situs Address: Ventura County Public Works Agency – Roads & Transportation, 11251-B Riverbank Drive, Ventura, California (805) 672-2100
 - Lat/Long: [34.281128, -119.141289](#)
- MS Teams
 - Link: See email from pwa.transpermits@ventura.org.
- Note: Meeting to adjourn between 9:30 a.m. and 10 a.m.

Agenda – 04/26/23

- Welcome and Introductions
Gerald Weeks, Jr. “Gary”
- Permits Section Overview
Gerald Weeks, Jr. “Gary”
 - Engineer Perspective
Gerald Weeks, Jr. “Gary”
 - Technician Perspective
Scott Greer
 - Inspector(s) Perspective
Aaron Griswold
- Traffic Section Overview
Richard Oropeza
- Design & Construction
Matthew Litvinas
- Questions & Answers
Matthew Maechler
- Permits & Ventura County Test
Joshua Patricio
Roads & Transportation
Gerald Weeks, Jr. “Gary”

Permits Section

PERMITS SECTION

VCPWA-RT – Who are we?

- Officially ~ Ventura County Public Works Agency – Roads & Transportation (VCPWA-RT)
- Five (5) Sections in Roads & Transportation



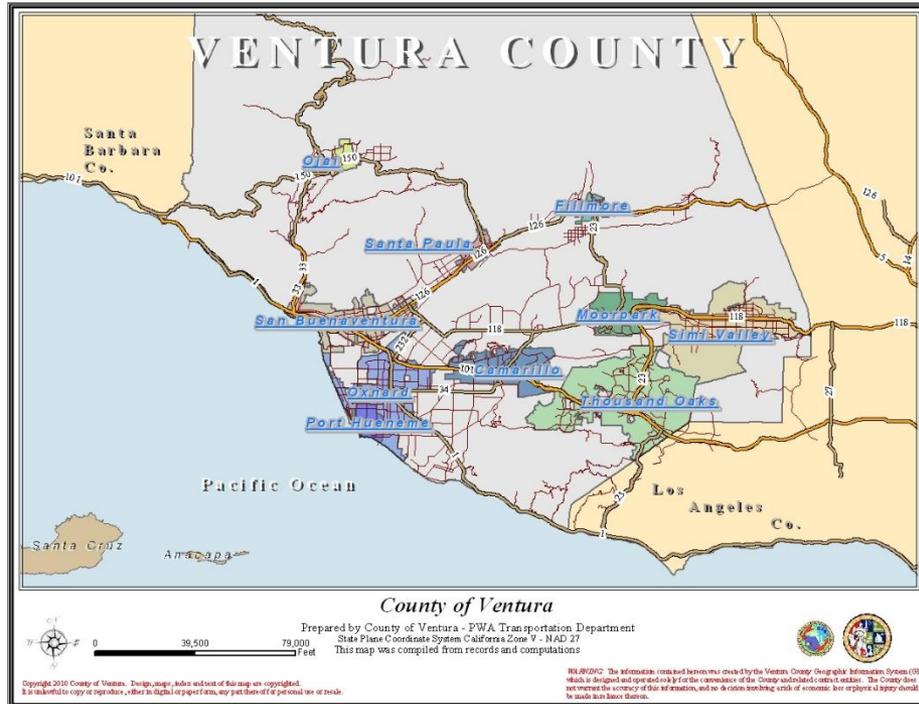
AP
PS
DC
RM
TR

Permits Section – Who are we?

- **Permits Section (8)**
- Engineering Manager (1) - Glenn Derossett
- Permits Engineer (1) - Gerald Weeks, Jr. “Gary”
- Technicians (2) - Luis Gonzalez and Scott Greer
- Inspectors (3) - Aaron Griswold, Cat Robles, and Richard Oropeza
- Student (1) - To be hired

Permits Section – What do we do?

- Process, Review, Issue, and Inspect Permits
 - Permits for work in unincorporated county road right-of-way.
 - 542.65 centerline miles or 1085.3 edge miles

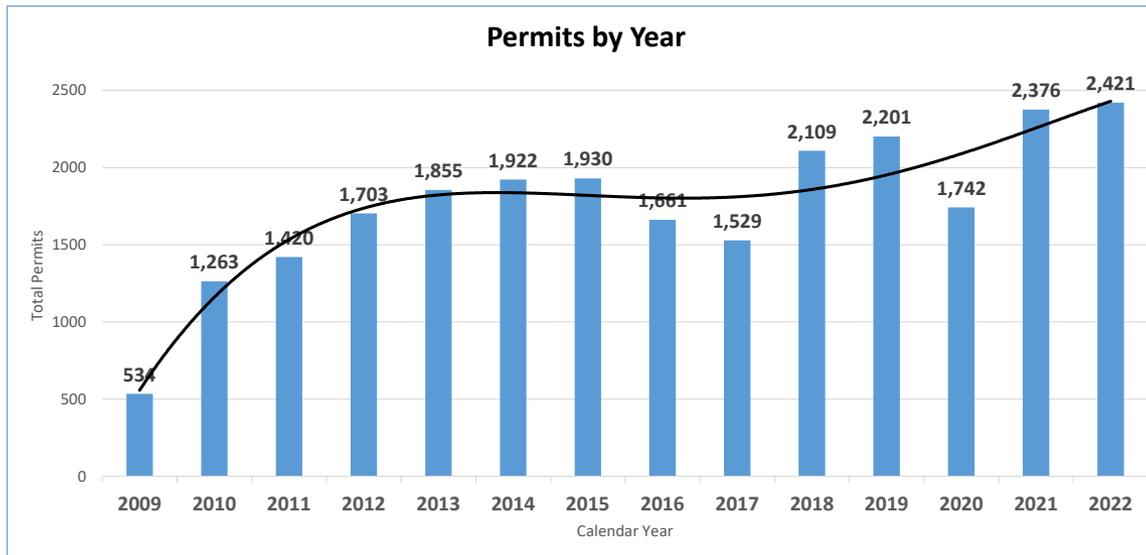


County-maintained roads are outside the city boundaries.

Jurisdictions?
County
City
State
Federal
Private

Permits Section – What do we do?

- Process, Review, & Issue Permits
 - 29 permit types
 - 2,426 permit, truck, and film permits in 2022
 - 2,372 in 2021, 1,742 in 2020



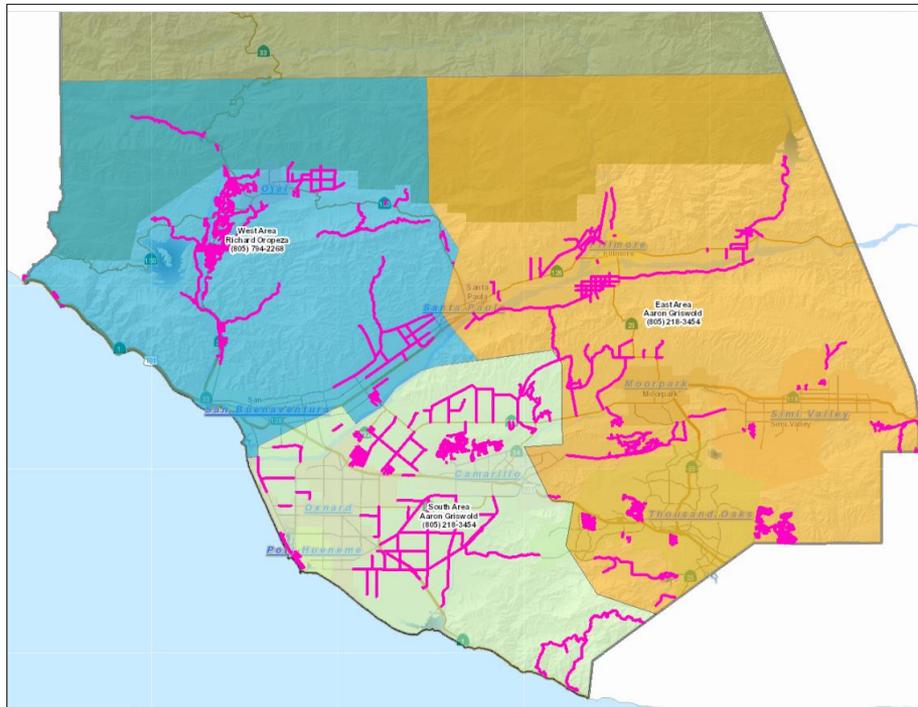
- Sidewalk
- Curb/Gutter
- Driveways
- Excavations
- Filming
- Pole/Utility Work
- Paving
- Tree Work
- Traffic Only
- Trucks
- Wireless
- Use of R/W
- Special Events
- Long Term

Permits Section – What do we do?

- Collect Fees
 - Permit Fees, Traffic Impaction Mitigation Fees, and Area-Specific Fees
- Interact with Public
 - Front Counter, Email and Phone
 - Applicants and Permittees
 - Contractors, Utilities, and Property Owners
 - Citizens ~ Concerns/Complaints and Requests for Information
 - Encroachments ~ Enforcement Actions, Letters and Notices
 - Other County Departments, Agencies and Cities

Permits Section – What do we do?

- Inspect Permits (minus trucks)
 - 3,756 inspections in 2022 for 1,446 permits, 3,167 & 1,263 in 2021, 2,361 & 856 in 2020
 - Three (3) Inspection Areas



- West Area
Ricard Oropeza
- East Area
TBD
- South Area
Aaron Griswold
- East Area (prom.)
Matt Litvinas
- South Area (ret.)
Cat Robles

pwa.transinspections@ventura.org
(805) 654-2099

Permits Section – What do we do?

- Inspection and Field Reviews
 - Inspect Permitted Work
 - Investigate Concerns/Complaints
 - Enforcement ~ Unauthorized Activities and Encroachments

Contact Information

Person	Position	Email	Phone
Aaron Griswold	Inspector	Aaron.Griswold@ventura.org	(805) 218-3545
Cat Robles	Inspector	Cat.robles@ventura.org	(805) 701-9563
Glenn Derossett	Manager	Glenn.Derossett@ventura.org	(805) 654-2087
Scott Greer	Technician	Scott.Greer@ventura.org	(805) 654-2055
Luis Gonzales	Technician	Luis.Gonzales@ventura.org	(805) 654-2055
Gerald Weeks, Jr. "Gary"	Engineer	Gerald.Weeks@ventura.org	(805) 654-2071
Permits Section	Technicians	Pwa.transpermits@ventura.org	(805) 654-2055
Permits Section	Inspectors	Pwa.transinspections@ventura.org	(805) 654-2099
Richard Oropeza	Inspector	Richard.Oropeza@ventura.org	(805) 794-2268

Engineer Perspective

ENGINEER PRESENTATION

Engineer Perspective – March 19, 2019

- Update to Encroachment Ordinance ~ EO 4540 ~ 03/19/19

The screenshot displays the Ventura County Code of Ordinances website. The browser address bar shows "Ventura County, CA" and a search box. The page title is "Ventura County, California - Code of Ordinances / Division 12. - Highway Encroachments". The left sidebar shows a navigation menu with "Division 12. - Highway Encroachments" selected. The main content area lists the following sections:

- 12000 - Title and scope.
- 12001 - Purpose.
- 12002 - Authority.
- Chapter 1. - Definitions and Construction of Division
 - 12100 - Definitions.
 - 12101 - Construction of Division.
 - 12102 - Severability.
- Chapter 2. - General Provisions
 - 12200 - Permit required.
 - 12201 - Indemnification, defense, and hold-harmless condition.
 - 12202 - Exemptions from permit requirements.
 - 12203 - Powers of public official.

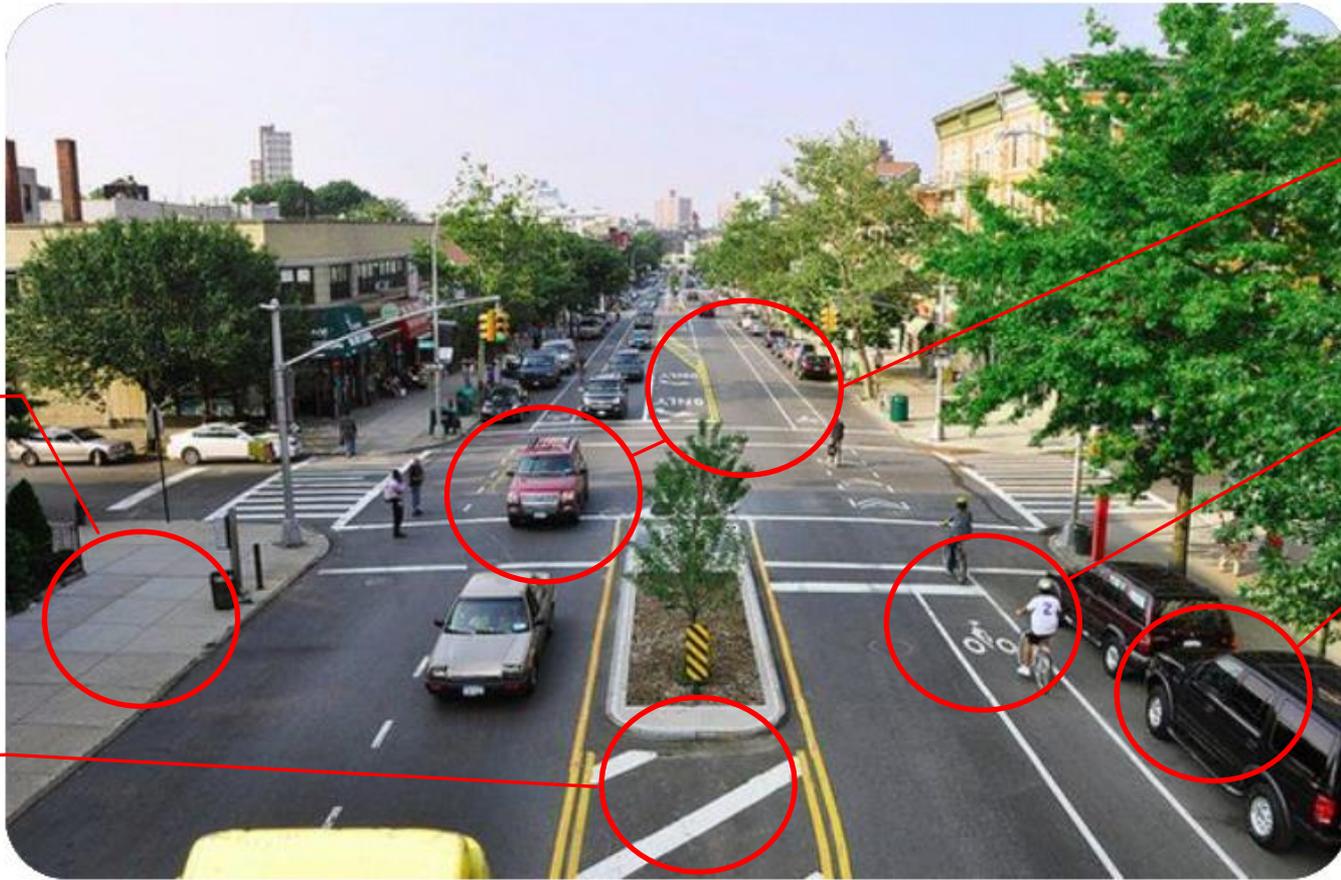
Municode: https://library.municode.com/ca/ventura_county/codes/code_of_ordinances?nodeId=DIV12HIEN

Engineer Perspective – Definitions

- **Highlights for Excavators ~ EO 4540**
- **Definitions**
 - Division 12, Chapter 1, Sec. [12100](#)
 - Encroachment versus Encroachment Work ~ Noun vs. Verb
 - Moratorium Road ~ How much additional paving
 - Roadway ~ County-Maintained Roads
 - Applicant, Permittee, and Permit ~ Before, After, and Document
 - Traveled Way ~ Vehicular Traffic, Travel Lanes, Curb-to-Curb
 - Other Features ~ Bike Lane, Sidewalk, Parking Lane, Shoulders

Engineer Perspective – Definitions

- **Road Geometry & Section View**



Sidewalk

Median

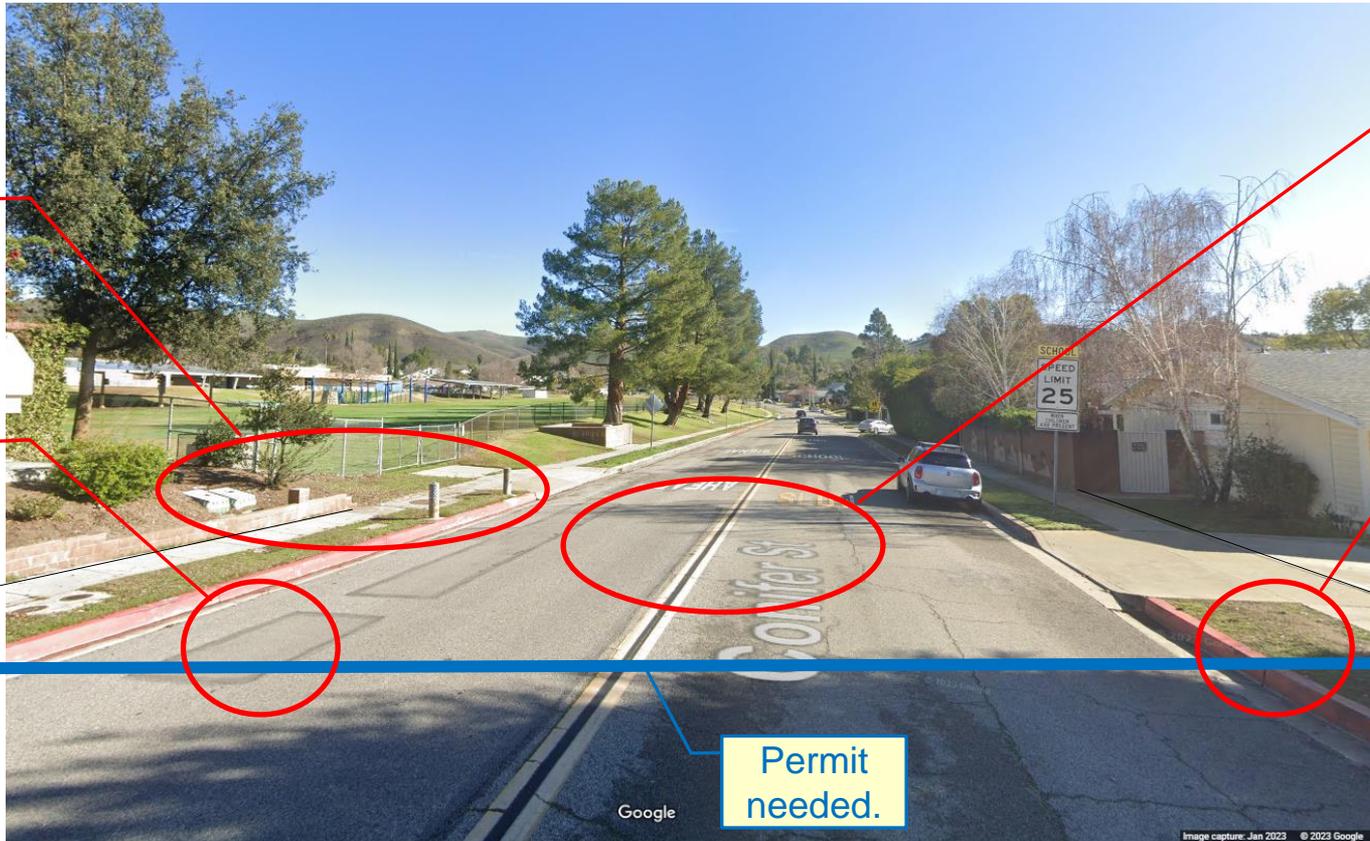
Traveled Way or Travel Lane

Bike Lane

Parking Lane

Engineer Perspective – Definitions

- **Road Geometry & Section View ~ Conifer Street**



Encroachments

Encroachment Work

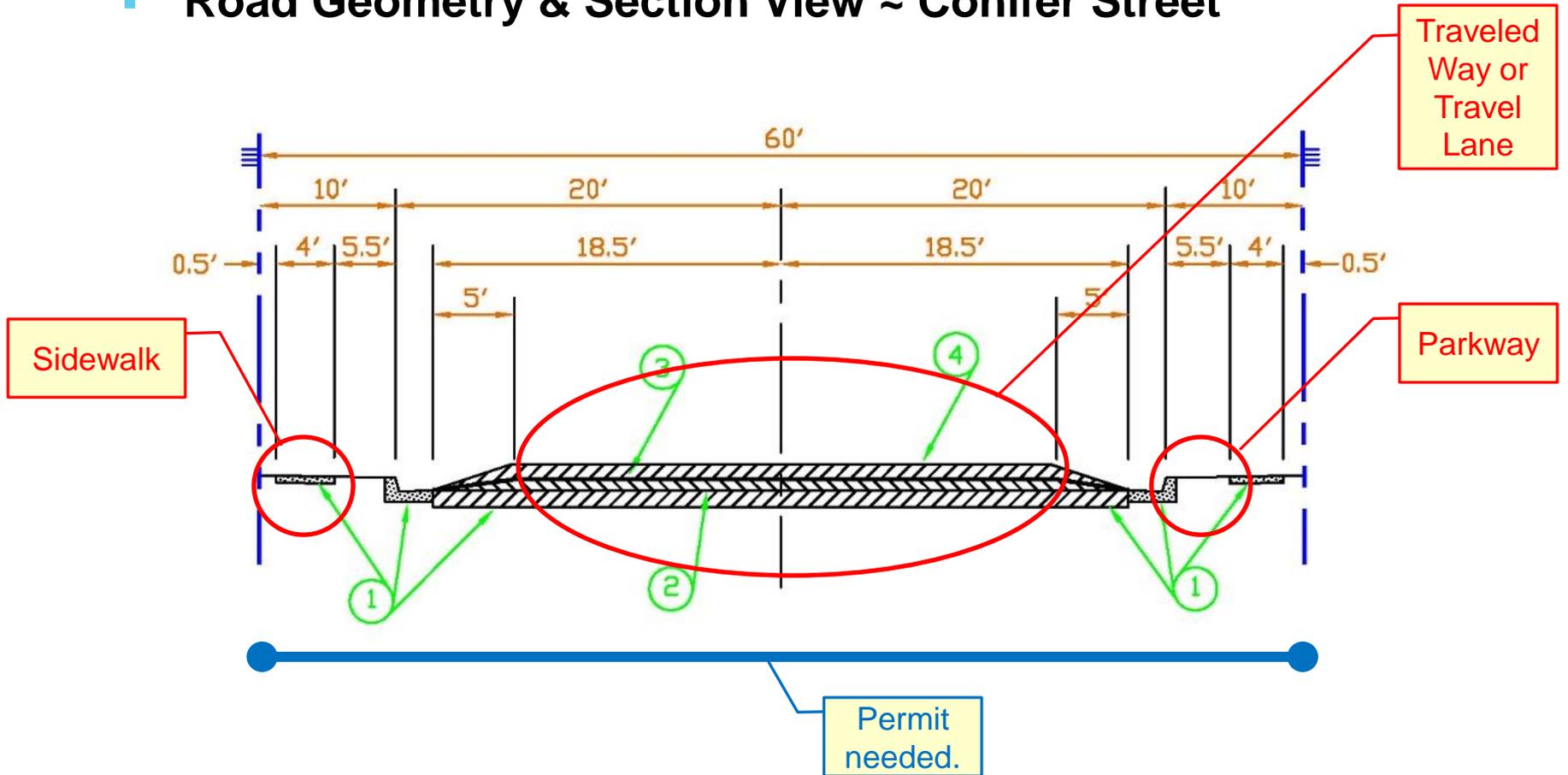
Traveled Way or Travel Lane

Parkway

Permit needed.

Engineer Perspective – Definitions

- Road Geometry & Section View ~ Conifer Street



Engineer Perspective – Permit

- **When is Permit Required?**

- When is a permit required ([12200](#))? Most activities in road R/W. 16 listed.
 - 12200 - Permit required.
 - (a) Except as otherwise provided in this Division, it is **unlawful** for any person to do any of the following without first obtaining a **permit** from the **Commissioner**:
 - (1) Make or cause to be made any encroachment, including any **excavation**, in any highway;
 - (2) Place, change, or renew an existing encroachment in any highway;
 - (3) Place, construct, or repair any curb, gutter, sidewalk, driveway approach, pavement, base course, retaining wall, storm drain, culvert, pipe, conduit, cable, or other work of similar nature **in, over, along, across, or through any highway**;

Engineer Perspective – Permit

- **Consequences of Working without Permit**
 - What are the consequences of working without a permit ([12200\(b\)](#))?
 - (b) Any person who does any of the acts specified in this Section, without first having obtained a permit, is guilty of a **misdemeanor** and is **liable** to the County for all expenses and damages caused by the act.
 - Any exceptions from permit requirement ([12202](#))? Few, but not related to excavations.

Engineer Perspective – Permit

- **Permit to Work & Road Closures**

- Can excavator close a highway ([12206](#))? No. Soft closures. [Bonus.](#)
 - 12206 - Road closure, interference with highway use.
 - A permittee must plan and execute an encroachment in such a manner that the encroachment will not unreasonably **interfere** with the safe and convenient travel of the general public. Unless authorized in the permit, no permittee may **close** a public highway or **deny** to the general public the use of the public highway. An exception for filming and special events may be allowed as specified in Section 12218 and Section 12219.
 - (Ord. No. 4540, §§ I, II, 3-19-2019)

Engineer Perspective – Permit

- **Permit Acknowledgement ~ Application & Permit**
 - Highlights
 - Revocable, Hold Harmless
 - Misdemeanor, Perpetuity (continually maintain)

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 hereon, 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.

ACKNOWLEDGEMENT CONTINUED

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.

Engineer Perspective – Public Safety

- **Public Safety ~ Access and Safety**
- Encroachment removal ([12208](#))
 - (a) The Commissioner may immediately remove, or require the removal or relocation of, any encroachment, **lawful or unlawful**, that:
 - (1) **Obstructs** or **prevents** the use of a County highway by the public;
 - (2) Consists of refuse;
 - (3) Is a traffic **hazard**;
 - (4) Is an advertising sign or device and is removable under section 1480.5, subdivision (d), of the Streets and Highways Code; or
 - (5) **Is detrimental to the public health, safety, or welfare.**
 - (b) Removal and relocation of encroachments under this Section are governed by the procedure provided in, and the permittee is liable for all penalties and damages described in, section 1480 et seq. of the Streets and Highways Code.

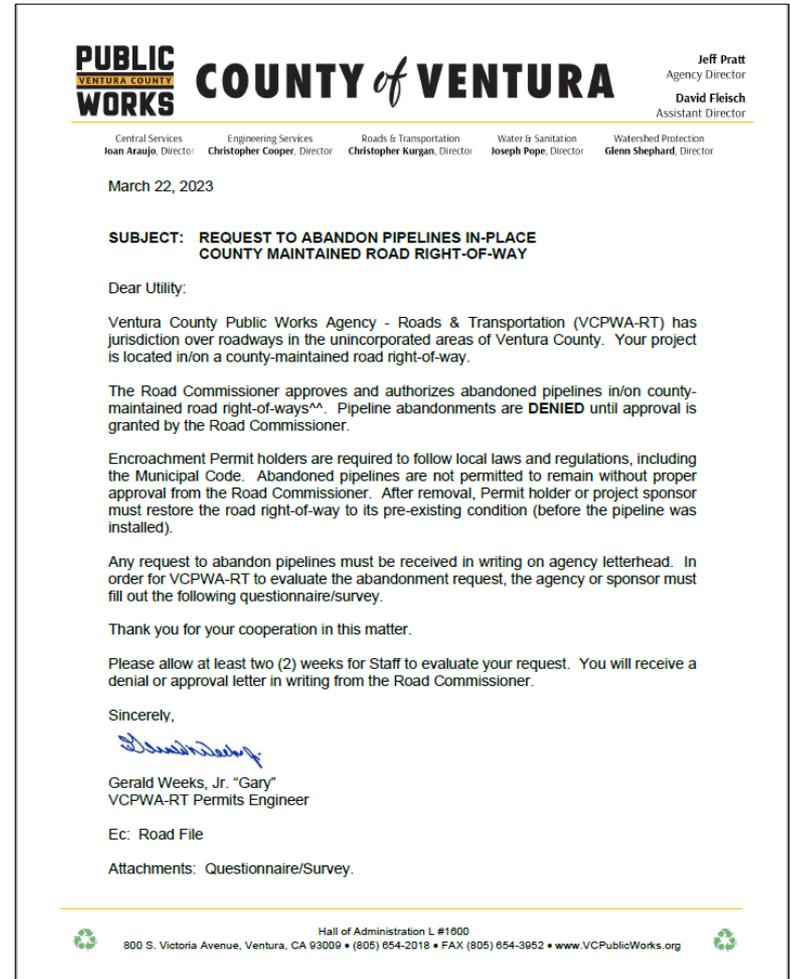
(Ord. No. 4540, §§ I, II, 3-19-2019)

Engineer Perspective – Abandonments

- **Abandonments**
- Abandoned pipelines are encroachments.
- Since March 2019, VCPWA-RT has been enforcing this provision of the updated EO. May not be a new provision.
- Encroachment removal without replacement ([12209](#)).
 - When an encroachment is removed and not replaced, the permittee must **remove the entire encroachment** from the right-of-way and restore the right-of-way to meet standards specified elsewhere in this Division, unless the Commissioner authorizes otherwise, in writing. Pipes may be abandoned in place with **prior written approval** from the Commissioner. When abandoned in place, pipes must be tested and filled by a **method** approved by the Commissioner or as required by the franchise agreement. (Ord. No. 4540, §§ I, II, 3-19-2019)

Engineer Perspective – Abandonments

- **Abandonment Requests**
- What should utility do if the utility wants to abandon pipes in the county road right-of-way?
 - Formal request.
 - Understand request may be denied. It may be approved.
 - Criteria we use. We are trying to be more ministerial and less discretionary.
 - Questionnaire/Survey. This is new and a work in progress.
 - [Letter](#)



Engineer Perspective – Abandonments

- **Abandonment Criteria**
 - Basic data needed.
 - Name of project, sponsor, and contact.
 - Plans prepared by Engineer.
 - Abandoned pipe.
 - Depth, diameter, length, where is it?
 - Jurisdiction ~ County?
 - Request ~ Formal?
 - Methods to Abandon Pipe and Method to Remove
 - Future Utility Impacts
 - Impacts of Abandoned Pipe and/or Removal of Pipe, Now & Future
 - Location of A.P. ~ Easy or hard to remove?
 - [Survey](#)

Abandonment Questionnaire/Survey
VCPWA-RT

QUESTIONNAIRE/SURVEY

NOTE: FILL OUT QUESTIONNAIRE FOR PIPELINE ABANDONMENT TO BE CONSIDERED.

ABBREVIATIONS
AP = ABANDONED PIPE
AZ = ABANDONED ZONE

A. JURISDICTION

A1. VCPWA-RT HAS JURISDICTION OVER ROADWAY WITH ABANDONED FACILITY?	YES	NO
A2. VCPWA-RT DOES HAVE JURISD. OVER CROSS STREETS IN AZ?	YES	NO
A3. ROADWAY WITH ABANDONED ZONE WILL BE VACATED IN FUTURE?	YES	NO
A4. ANOTHER AGENCY APPROVED THE ABANDONMENT?	YES	NO

B. ABANDONMENT REQUEST

B1. SPONSOR MADE FORMAL REQUEST TO ABANDON IN WRITING?	YES	NO
B2. SPONSOR PROVIDED METHOD OF ABANDONMENT IN WRITING?	YES	NO
B3. ABANDONMENT REQUEST IS FOR PARTIAL ABANDONMENT?	YES	NO

C. CONSTRUCTION METHODS – ABANDONMENT, NEW CONSTRUCTION, REMOVAL

C1. ONE (1) OF THE FOLLOWING ABANDONMENT METHODS WILL BE USED:

FILL VOID SPACE WITH CONCRETE SLURRY OR GROUT OR CLSM?	YES	NO
CRUSH PIPE OR PIPE BURSTING?	YES	NO
CONTENTS VACATED AND ENDS CAPPED? PIPE WILL BE VOID SPACE?	YES	NO
OTHER	YES	NO

C2. ONE (1) OF THE FOLLOWING NEW CONSTRUCTION METHODS WILL BE USED:

TRENCHING TO INSTALL NEW PIPELINE?	YES	NO
------------------------------------	-----	----

Engineer Perspective – Abandonments

PUBLIC VENTURA COUNTY WORKS county of ventura
Jeff Pratt
Agency Director

Central Services: Joan Araujo, Director
Engineering Services: Christopher Cooper, Director
Transportation: David Fleisch, Director
Water & Sanitation: Joseph Pope, Director
Watershed Protection: Glenn Shephard, Director

November 4, 2019

[Redacted]

SUBJECT: REQUEST TO ABANDON WATER MAINLINE IN-PLACE
[Redacted]

Dear [Redacted]

The Public Works Agency Transportation Department (PWATD) received your letter dated October 14, 2019, on behalf of the [Redacted] regarding the abandonment in-place of an existing six (6) inch water mainline.

The request to abandon the six (6) inch mainline is denied. PWATD has the following comments regarding the abandonment request:

1. The request to abandon the water mainline did not provide sufficient justification for the PWATD to approve the request. While you indicate there is a gas line nearby, the presence of another utility nearby does not of itself provide justification to allow abandonment and not removal of the existing line pipeline.
2. Based on our assessment, (a) the segment to be removed is relatively short (135 feet), (b) shallow in depth (less than five (5) feet), and (c) will not present a significant cost to the owner of the utility to remove the inactive pipeline.
3. Removal of the pipeline at this time eliminates a future expense to another party that may be crossing the utility or desiring to use the space in the right-of-way.

In addition, you recently applied for a permit on behalf of [Redacted] construct a new six (6) inch water mainline about 43 feet north of the existing mainline. The new alignment will be similar to the existing alignment. The mainline will be constructed from the west side of the state highway, then through private property owned [Redacted] and then to the east side of Meiners Road. The potentially abandoned mainline could be divided into three segments with rough measured lengths of 78 feet (30 %), 47 feet (18 %), and 135 feet (52 %) respectively for the state highway segment, the [Redacted] ate segment, and [Redacted]

Hall of Administration L #1600
800 S. Victoria Avenue, Ventura, CA 93009 • (805) 654-2018 • FAX (805) 654-3952 • www.VCPublicWorks.org

Example

[Redacted]
Page 2 of 2

the county road segment. The Conditions of Approval for the Encroachment Permit to be issued will require the removal within the county road segment.

Note that Caltrans may require removal of the inactive pipeline in the state highway. A Caltrans permit will be required for any work or traffic impacts on the state highway.

Sincerely,

David Fleisch
Director
Transportation Department
[Redacted]

1. The request to abandon the water mainline did not provide sufficient justification for the PWATD to approve the request. While you indicate there is a gas line nearby, the presence of another utility nearby does not of itself provide justification to allow abandonment and not removal of the existing line pipeline.
2. Based on our assessment, (a) the segment to be removed is relatively short (135 feet), (b) shallow in depth (less than five (5) feet), and (c) will not present a significant cost to the owner of the utility to remove the inactive pipeline.
3. Removal of the pipeline at this time eliminates a future expense to another party that may be crossing the utility or desiring to use the space in the right-of-way.

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Engineer Perspective - Conditions

- **Conditions of Approval ~ Highlights**
 - Responsibility ~ jurisdiction.
 - Scope of Work ~ what work is being performed.
 - Abandonment ~ approved or not approved, removal.
 - Advanced Notification ~ Advanced Warning Sign or CMS.
 - Contact ~ emergencies.
 - Pavement Floaters ~ 30-inch rule.
 - Pre-Construction Meeting.
 - Road Restoration ~ Moratorium information. Slurry seal entire road versus CRS E-11 & E-12.
 - Traffic Control Plan ~ Special plan or standard, detours.
 - Links / [Example](#)

Southern California Gas - Aster Street Gas Mainline Replacement - PE21-0044 (TRC)
Conditions of Approval
CMAA03

Conditions of Approval - DRAFT

Responsibility: Ventura County Public Works Agency Roads & Transportation (VCPWA-RT) has jurisdiction over county-maintained roadways in the unincorporated areas of Ventura County. Aster Street is county-maintained roads in the City of Ventura. The City of Ventura is the local gas utility. (SCG), owner of gas mainline.

Scope of Work: Construct gas mainline in county-maintained road right-of-way of Aster Street. Roadway is south-southeast of Los Angeles Avenue (County Road 12) at the intersection of Solano Park. Permit location: 150' above or as requested by SCG.

Abandonment: Multiple Abandonment Permits (Abandonment Encroachments).

(a) Permit: Abandonment request shall require approval in accordance with Ventura County Code of Ordinances (VCO), Division 12 - Highway Encroachments, Section 12.005 - Encroachment removal without relocation.

(b) Procedure: Existing materials to be removed in place and to be removed and filled in accordance with SCG letter dated 03/03/2017 for similar work. Gas Mainline Replacement and construction application industry standards.

(c) Encroachment: As the Permittee/Owner of encroachment shall be responsible for encroachment in entirety and the construction of materials. If requested in the future by the County of Ventura or any utility intend to use the space occupied by the abandoned encroachment, the Permittee/Owner shall remove the abandoned encroachment from the county-maintained road right-of-way, at the permittee's expense to be recovered. Permittee/Owner shall meet with the maintenance and engineering utility and/or gas utility in person to discuss the abandonment or construction. Permittee/Owner shall mark the abandoned encroachment for any future requests for underground utility detection.

(d) Utility notification: SCG to mark abandoned materials for future Dig Alert: notice in accordance with SCG letter dated above. Marking must be acceptable.

Advanced Notification:

(a) Neighborhood: Post notification for 72 days prior to commencing work. Perform work during approved hours. Changeable Message Sign (CMS) or approved sign to provide message (e.g. road closed, detour, and travel) near same limits of roadway, contact phone and precise location access only. Discuss CMS with respect to Pre-Construction Meeting.

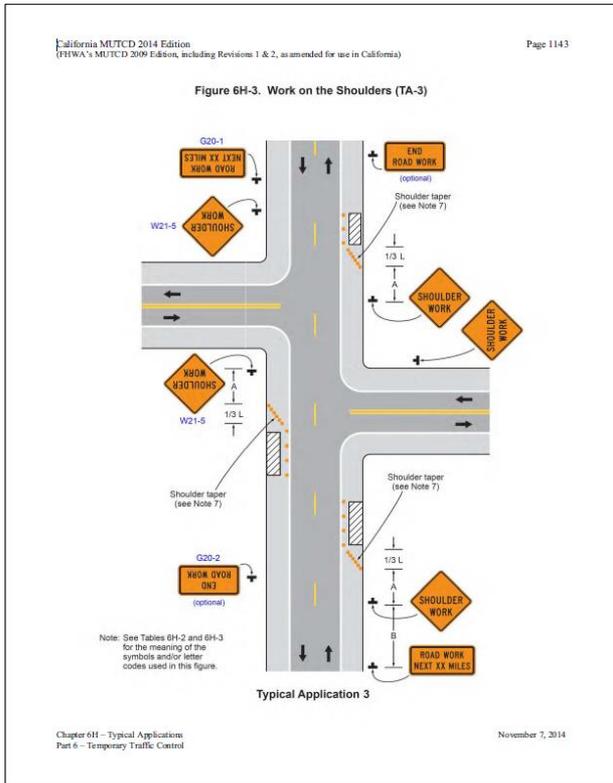
(b) Livelihood: Notify persons working Aster Street of any proposed lane closure no less than seventy-two (72) hours prior to the start of work. Post notice on road block closures in visible location to provide callouts, times, and duration of the lane closure. Notify inspector or multiple are advised.

(c) Aster Street: CMS (or approved sign or as stated in approved TCM) posted five (5) days prior to commencing work on county-maintained road. Place callouts at several intervals along work zone. Notify to provide callouts, times, and duration of the work. Encroach to neighborhood solely from Los Angeles Avenue.

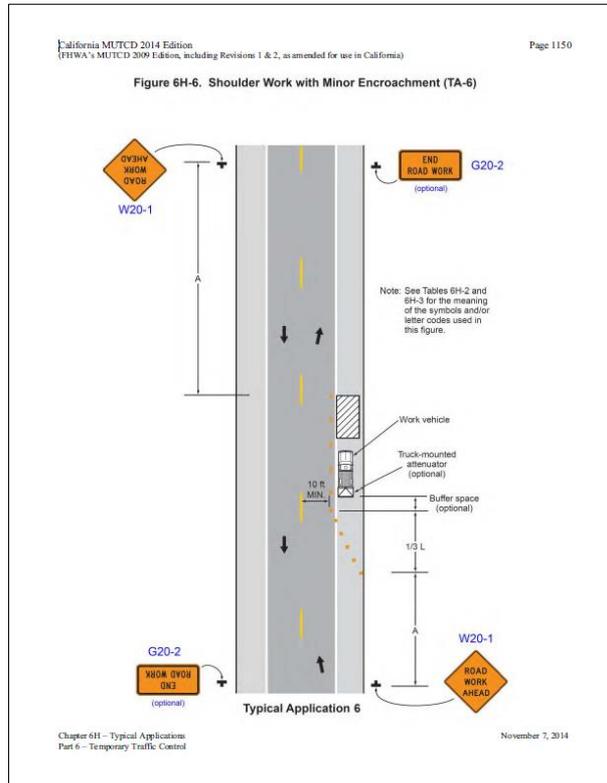
As-Built: Permit will not be closed out until certified as-builts are provided by the permittee.

Engineer Perspective – Traffic Control

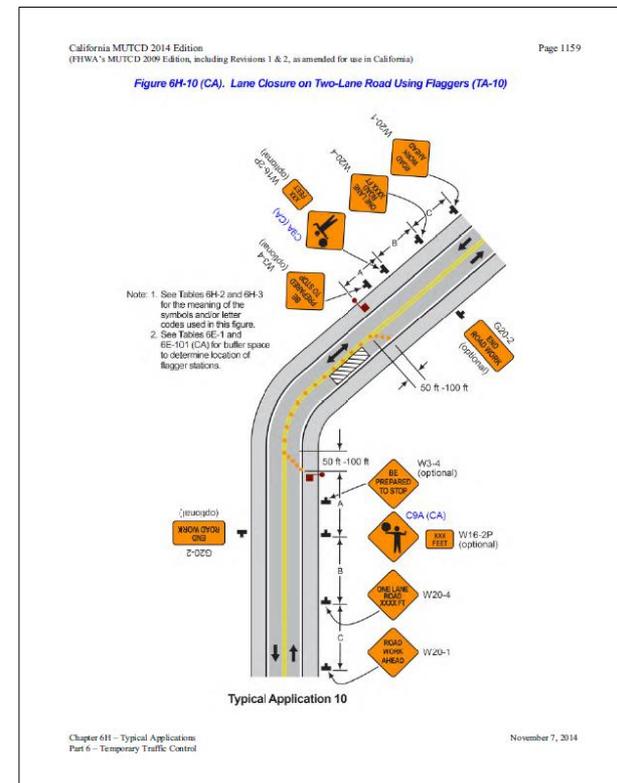
- Traffic Control Plans – Typical Applications (TA-3,6,10)**



Shoulders (TA-3)

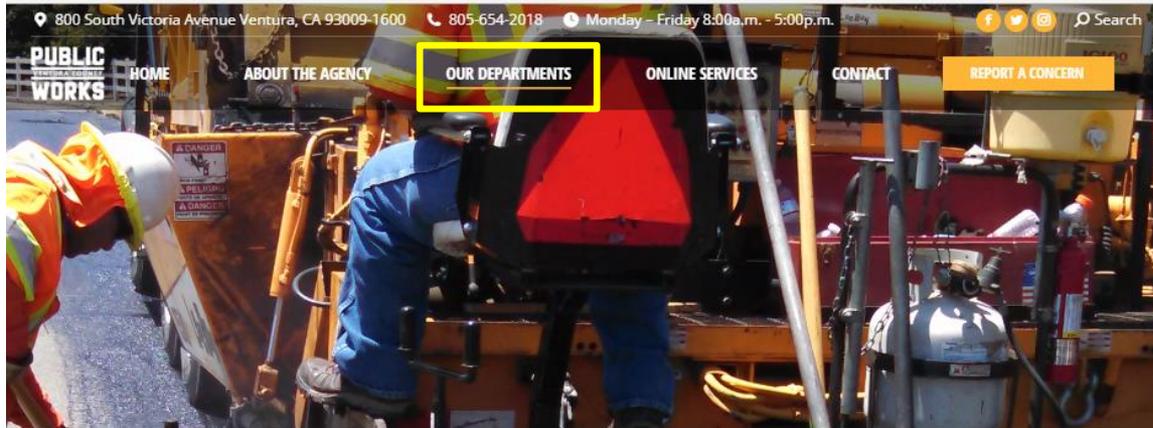


Shoulders (TA-6)



Shoulders (TA-10)

Engineer Perspective – Webpage



ENCROACHMENT PERMITS

Utility Installations and Repairs | Roadway and Drainage | Driveways | Sidewalks

Apply for Permits

Encroachment Permits are required for any work proposed within the County's road right-of-way and includes such work as utility installations and repairs, roadway and drainage improvements by developers, driveway construction, sidewalk repair, filming of motion pictures and still photography, placement of obstructions in the right-of-way such as fences, trees, poles, and overhead structures. Roadside vendors are not permitted in the road right-of-way. The Permits Section ensures that all construction work in the public right-of-way complies with County's adopted codes and engineering standards. In addition, the Section issues Transportation Permits for oversize vehicles travelling on County roads and collects Traffic Impact Mitigation fees. In 2020, a new Adopt-a-Road Program road roadside litter cleanup was implemented.

For more information, click on the links below or contact us through email at pwa.transpermits@ventura.org or by phone (805) 654-2055.

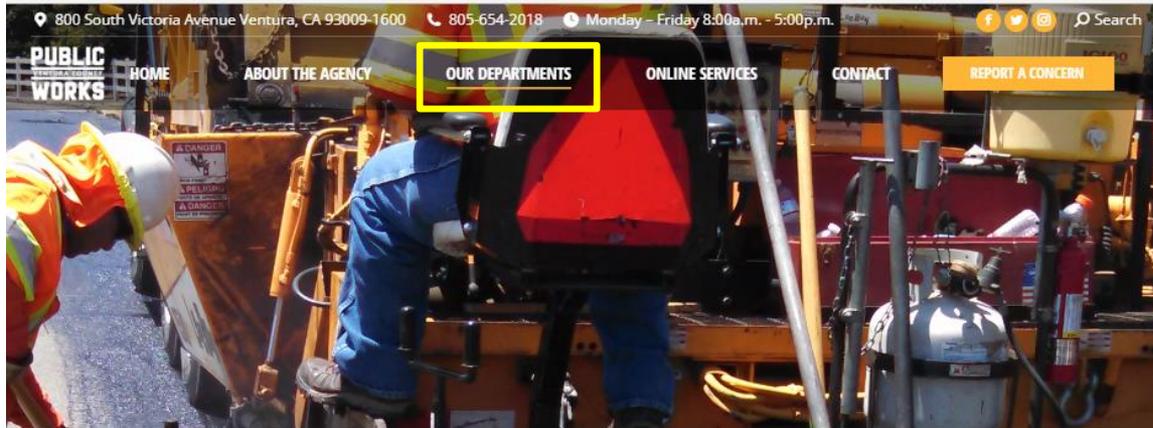
To apply for a permit, visit [Apply for Permits](#). To adopt-a-road, see Guidelines under next link. For permit standards visit [Ordinances, Policies, and Guidelines](#).

APPLY FOR PERMITS

QUICK LINKS

- Active Transportation Plan
- County Road Inventory
- County Road Standards
- County, City, and Caltrans Projects
- County Sidewalk Repair Standards
- Federal Policies and Programs
- Frequently Asked Questions
- Multi Year Pavement Plan
- Ordinances, Policies, and Guidelines
- PWA-RT Interactive Map
- SB1-RMRA Map
- Traffic Impact Mitigation Fees
- Transportation Active Projects
- Transportation Reports and Programs
- Vehicle Miles Traveled Proposed Threshold

Engineer Perspective - Webpage



ENCROACHMENT PERMITS

Utility Installations and Repairs | Roadway and Drainage | Driveways | Sidewalks

Encroachment Permits are required for any work proposed within the County's road right-of-way and includes such work as utility installations and repairs, roadway and drainage improvements by developers, driveway construction, sidewalk repair, filming of motion pictures and still photography, placement of obstructions in the right-of-way such as fences, trees, poles, and overhead structures. Roadside vendors are not permitted in the road right-of-way. The Permits Section ensures that all construction work in the public right-of-way complies with County's adopted codes and engineering standards. In addition, the Section issues Transportation Permits for oversize vehicles travelling on County roads and collects Traffic Impact Mitigation fees. In 2020, a new Adopt-a-Road Program road roadside litter cleanup was implemented.

For more information, click on the links below or contact us through email at pwa.transpermits@ventura.org or by phone (805) 654-2055.

To apply for a permit visit [Apply for Permits](#). To adopt-a-road, see [Guidelines](#) under next link. For permit standards visit [Ordinances, Policies, and Guidelines](#).

APPLY FOR PERMITS

Guidelines

QUICK LINKS

- Active Transportation Plan
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Engineer Perspective - Quicklinks

- QUICK LINKS**
- Active Transportation Plan
 - County Road Inventory**
 - County Road Standards
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Road Inventory



VENTURA COUNTY ROAD INVENTORY AND INDEX

The Ventura County Road Inventory and Index lists the County maintained public roads.

These roads have been formally accepted into the County road system as county highways by the Board of Supervisors or a designated representative. Only county highways are eligible to be maintained with County Road Funds. Roads not listed in the Road Inventory and Index are either city streets, private roads, or roads that have acquired public status by one means or another, but have not been accepted as county highways. Only the listed limits of roads are county highways. Many roads have city sections or nonmaintained sections that are outside of the limits of the county highway.

This Road Inventory and Index is hereby certified as the record of each county highway under Streets and Highways Code Section 908.


 David Fleisch,
 Deputy Road Commissioner

DESCRIPTION OF CONTENTS

ROAD NAME - The Board of Supervisors officially names roads after review by Resource Management Agency - Planning Department staff and the Fire Protection District. The policy is to avoid duplication and keep the names as short as possible.

LIMITS - Road limits are described narratively to be easily recognized.

MAINTAINED MILES - Length is in miles to the nearest hundredth and is measured from the centerline of intersecting streets.

RIGHT-OF-WAY (ROW) - Dedicated easement width. A " * " denotes ROW width varies for the section shown.

FEDERAL FUNCTIONAL CLASSIFICATION (FED FCL)

OPA Other Principal Arterial MA Minor Arterial MJC Major Collector	↑	On System – eligible for Federal Funds
MNC Minor Collector (blank) Local Roads	↓	Not eligible for Federal Funds

PWA - Transportation Department
**County of Ventura
Road Inventory**
Date: 3/6/2023
Page 1 of 24



Information is subject to change.

Road Name	Limits	Sup. Dist.	Maintained Miles	ROW (ft)	* Federal Highway Functional
Admiral Court	CDS - CDS	2	0.13	49	
Aggen Road	LA Av SR 118 - La Loma Av	2	1.80	60	MNC
Alder Springs Drive	Twin Springs Av - CDS	2	0.06	49	
Alelia Avenue	Violeta St - End	1	0.02	80	

Engineer Perspective - Quicklinks

QUICK LINKS
Active Transportation Plan
County Road Inventory
County Road Standards
County, City, and Caltrans Projects
County Sidewalk Repair Standards
Federal Policies and Programs
Frequently Asked Questions
Multi Year Pavement Plan
Ordinances, Policies, and Guidelines
PWA-RT Interactive Map
SB1-RMRA Map
Traffic Impact Mitigation Fees
Transportation Active Projects
Transportation Reports and Programs
Vehicle Miles Traveled Proposed Threshold

Road Standards

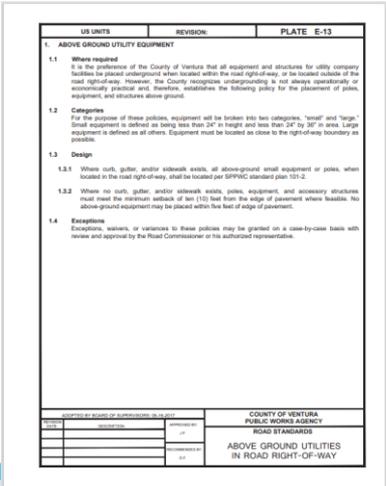
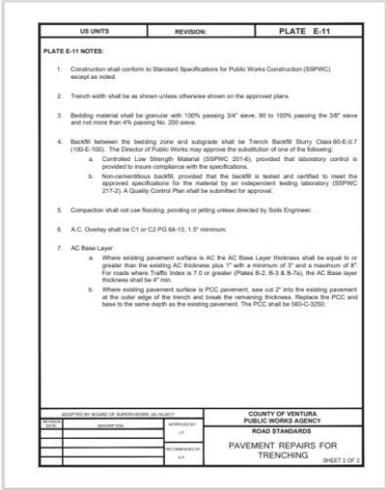
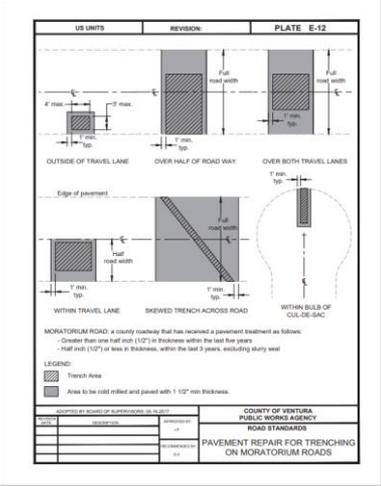
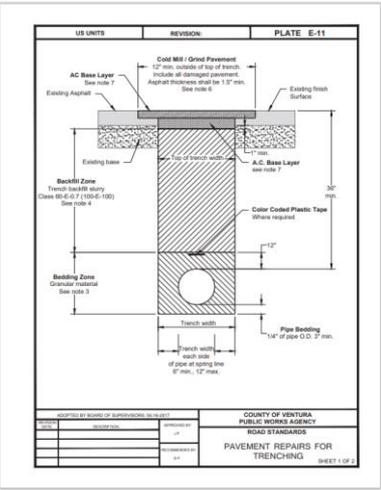


ROAD STANDARDS

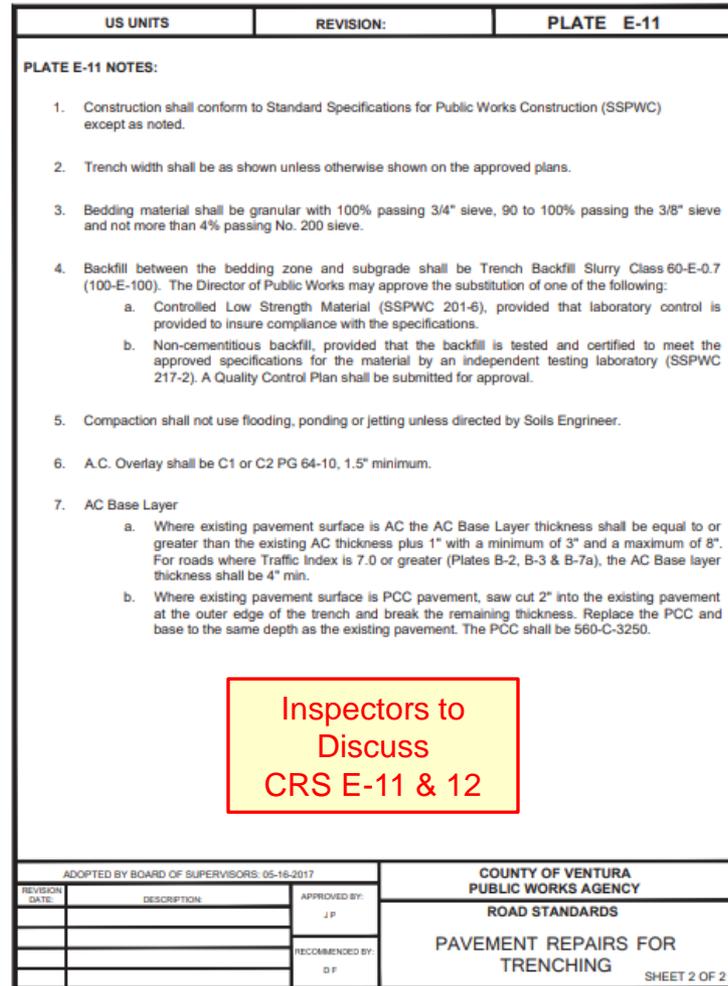
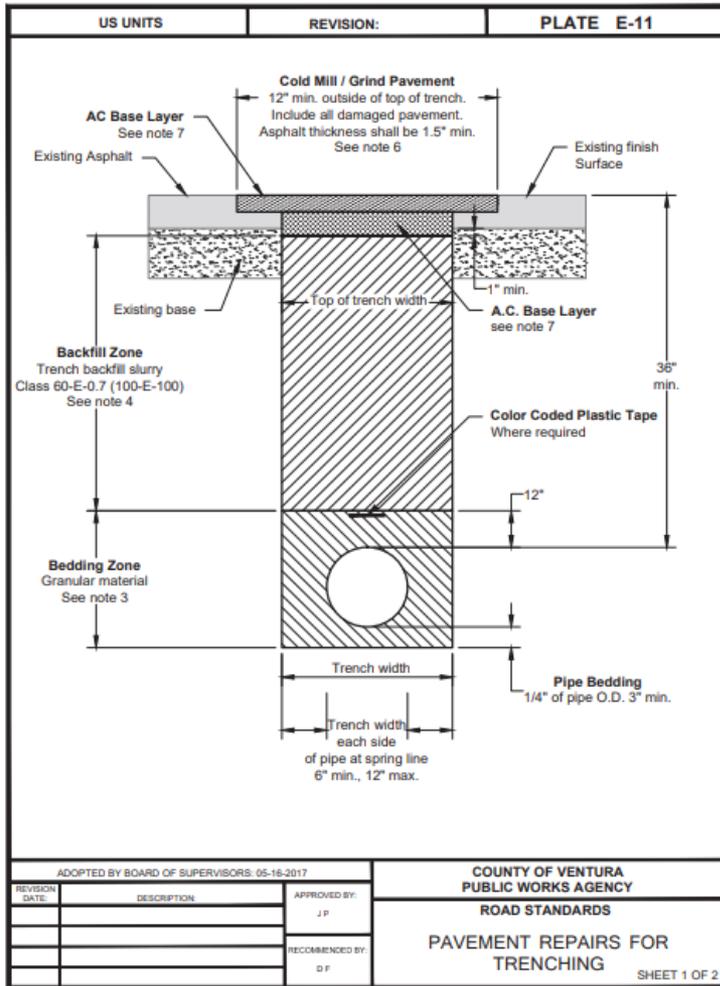
APPROVED BY BOARD OF SUPERVISORS
(FOR APPROVAL DATES SEE INDEX)

EXHIBIT 1

**Inspectors to Discuss
CRS E-11 & 12**



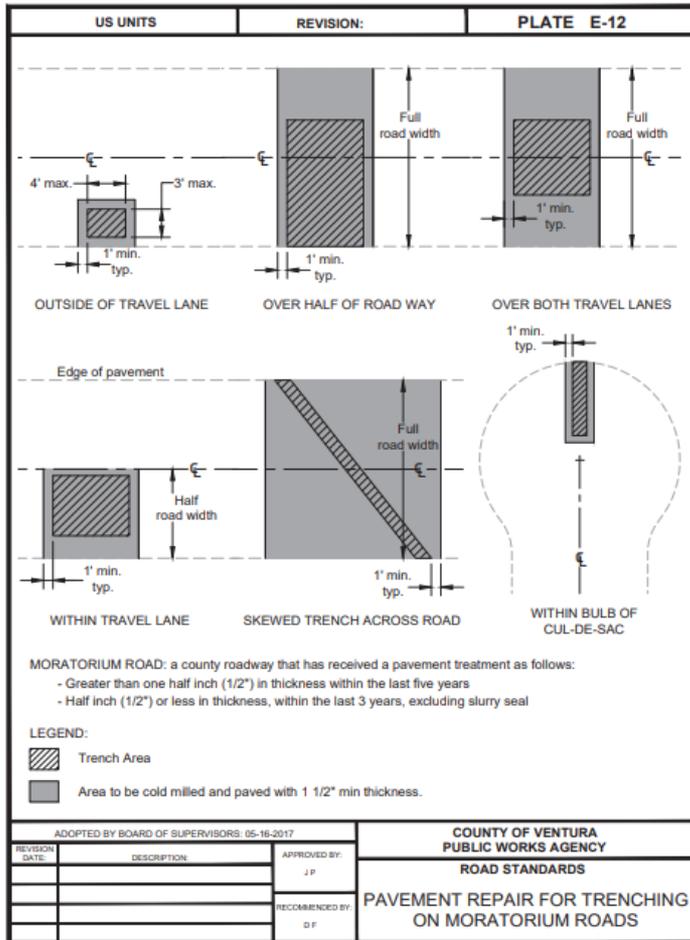
Engineer Perspective – Road Restoration



Engineer Perspective - Road Restoration

- **Pavement Repairs for Trenching CRS Plate E-11**
- **Highlights**
- 1-foot T-cut ~ Excavation is 4x4, then final paving 5x5.
- Backfill slurry above pipe zone. Discourage alternatives.
- Depth of pipe ~ 36 inches in pavement or shoulder.
- 1-inch plus rule of thumb ~ Existing base plus 1 inch.
- Timing ~ Complete final paving as soon as possible.
- Approval ~ Call Inspector for Inspection or provide photographs of process/work and tickets for slurry backfill and asphalt concrete.
- Inspections ~ Inspector will have limited time with Excavator due to other pending inspections.

Engineer Perspective - Road Restoration

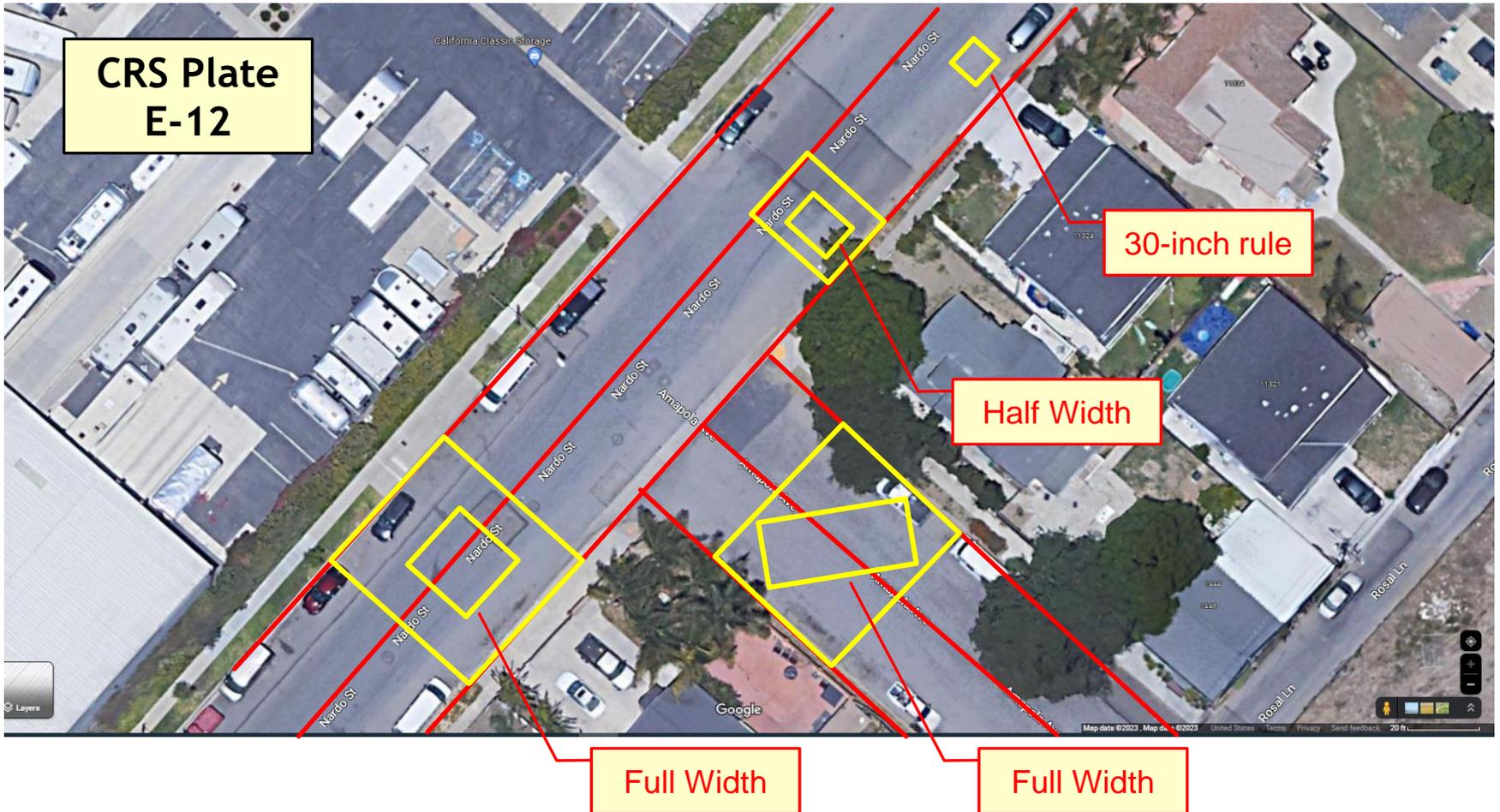


Inspectors to Discuss
 CRS E-11 & 12

Engineer Perspective - Road Restoration

- **Pavement Repairs for Trenching on Moratorium Roads
CRS Plate E-12**
- **Highlights**
- Moratorium Roads ~ Ideally complete utility work before D&C construction project.
- Moratorium ~ ½ inch overlay or greater ~ 5 years.
- Moratorium ~ ½ inch overlay or less ~ 3 years.
- Additional paving required for following Excavation scenarios.
 - Exc. outside travel lane ~ no change (1-foot T-cut)
 - Exc. crosses centerline ~ full road width overlay (1-foot beyond).
 - Within travel lane ~ full lane width overlay (1-foot beyond).
 - Diagonal to centerline ~ full road width overlay (1-foot beyond).

Engineer Perspective - Road Restoration



Engineer Perspective - Webpage

QUICK LINKS

- Active Transportation Plan
- County Road Inventory
- County Road Standards
- County, City, and Caltrans Projects
- County Sidewalk Repair Standards
- Federal Policies and Programs
- Frequently Asked Questions
- Multi Year Pavement Plan
- Ordinances, Policies, and Guidelines**
- PWA-RT Interactive Map
- SB1-RMRA Map
- Traffic Impact Mitigation Fees
- Transportation Active Projects
- Transportation Reports and Programs
- Vehicle Miles Traveled Proposed Threshold

Guidelines Page

GUIDELINES

- [Adopt-a-Road Application](#)
- [Adopt-a-Road Program](#)
- [Annual Excavation Permit Conditions for Annual Permit Holder](#)
- [Annual Pole Permit Conditions for Annual Permit Holder](#)
- [Annual Tree Permit Conditions for Annual Permit Holder](#)
- [Apply for Permits](#)
- [CAD Standards Manual](#)
- [CAD Template](#)
- [County Bridge Capacity Rating](#)
- [Construction Area Traffic Control Conditions](#)
- [Encroachment Permit Application Submittal](#)
- [Encroachment Permit Standard Conditions](#)
- [Film Permit Application Procedure](#)
- [Film Permit Insurance Requirements](#)
- [Film Permit Standard Conditions](#)
- [Film Permit Standard Traffic Control Plan](#)
- [Mileage Chart for Film Inspection](#)
- [Guidelines for Public Improvement Resolution No. 4965](#)
- [Initial Study Assessment Guidelines \(Public Records & Highways Section\)](#)
- [NPDES Requirements](#)
- [Public Works Agency Transportation Department \(PWATD\) CAD Standards](#)
- [Recommended Tree List](#)
- [Restricted County Maintained Roads for Oversized Vehicles](#)
- [Road Closures Policy](#)
- [Road Closure Checklist](#)
- [Road Standards, Ventura County](#)
- [Sidewalk Repair Standards, Ventura County](#)

Excavations

Application & Conditions

Road Standards

Engineer Perspective – Administrative Permits

OPTIONAL / SKIP IF TIME LIMITED

Excavations

2023 ADMINISTRATIVE PERMIT CONDITIONS SMALL EXCAVATIONS AND ROUTINE MAINTENANCE

Submittal. By submitting a signed permit application, permittee accepts and agrees to comply with all terms and conditions, including those appearing on the permit application, these administrative permit conditions, the standard conditions, and all special permit-specific conditions.

Conditions. Permittee is responsible for compliance with all conditions of the permit, regardless of whether permittee employs contractors or others to perform the work.

Violation. Failure to comply with any condition of the permit, including work contrary to any condition of the permit, constitutes a misdemeanor violation of Ventura County Ordinance 4540 (EO 4540) approved by the Board of Supervisors on March 19, 2019.

Compliance and penalties. In order to ensure compliance with the conditions of the permit and in accordance with EO 4540, failure to abide by the permit conditions, including notification for inspections and emergency work, may result in one or more of the following: penalty or changes in permit fees; permit modification or revocation; permit issuance when separate individual permit required; removal or modification of the encroachment; reconstruction or repaving of the pavement or shoulder; paving restoration by County paving contractor.

EMERGENCY REPAIRS:

Emergencies. Emergency repairs require an immediate email to PWA.TransPermits@ventura.org and phone call to the Permits Section at (805) 654-2055. In the email and phone message, provide the road name, contractor and permittee name, time and date of the incident. An application for the emergency work must be submitted no later than 5:00 p.m. the next business day. Failure to comply and working without a permit will be treated as stated here below.

SEPARATE INDIVIDUAL PERMIT REQUIRED:

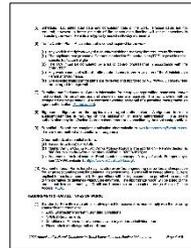
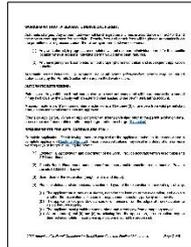
Separate permit. A separate individual permit is required when ANY of the following are true:

- (1) Excavation is required, including, but not limited to, pole replacements, pole reinforcement, or any such preparatory work.
- (2) Work duration is more than eight (8) hours.
- (3) Location of work and traffic conditions do not meet Scenario #1 or Scenario #2 below or require a road closure.

If any of these above are true, then the work is NOT covered under the Administrative Permit and a separate individual permit is required. For application requirements, please read Requirements for Application Submittal here below. Permit applications may be found at: <https://www.vcpublicworks.org/applyforpermits/>.

Small excavations. Administrative permit holders may be eligible for a small excavation permit with the review fee waived. Small excavation permits are defined here below.

- Thirty (30) square feet or less and layout is anywhere in pavement or shoulder.



- Administrative Permits
- Highlights
- Work under Administrative Permits (PA23-000X)
 - Routine maintenance
 - Short duration
 - Low speed / low volume roads
 - Road shoulders
 - No excavation

Engineer Perspective – Administrative Permits

OPTIONAL / SKIP IF TIME LIMITED

- **Administrative Permits**
- **Highlights**
- Emergency Repairs
 - Call (805) 654-2099 or email pwa.transinspections@ventura.org
 - Submit application.
- Extensions
 - Permit extended until work completed.
 - Final paving per CRS. Inspector must approve.
 - After one year, then RT will pave and invoice permittee.

Engineer Perspective – Standard Conditions

OPTIONAL / SKIP IF TIME LIMITED

Conditions

2023 ENCROACHMENT PERMIT STANDARD CONDITIONS

Submittal. By submitting a signed permit application, Permittee accepts and agrees to comply with all terms and conditions, including those appearing on the permit application, these standard conditions, and all special conditions.

Conditions. Permittee is responsible for compliance with all conditions of the permit, regardless of whether Permittee employs contractors or others to perform the work.

Violation. Failure to comply with any condition of the permit, including work contrary to any condition of the permit, constitutes a misdemeanor violation of Ventura County Ordinance 4540 approved by the Board of Supervisors on March 19, 2019.

Standards. All construction must conform to the encroachment permit, these standard conditions, any special conditions, the Encroachment Ordinance (EO) 4540 (Ventura County Ordinance Code § 12000 et seq.) approved by the Board of Supervisors (BOS) on March 19, 2019 (EO 4540), the County Road Standards (CRS) approved by the BOS (CRS), the most current version of the Standard Plans and Specifications for Public Works Construction (SPPWC) (SPPWC), the Standard Land Development Specifications (SLDS), and the Ventura Countywide Storm Water Quality Management Program (VCSWQMP) (VCSWQMP) as part of the National Pollutant Discharge Elimination System Permit CAS004002 (Permit) as well as all State and Federal requirements of the Clean Water Act or as approved by the County. All of the above documents are incorporated herein by reference.

Inspection. Permittee must confer with Ventura County Public Works Agency Roads & Transportation (VCPWA-RT) Inspector (Inspector) listed on the permit or their designee and obtain approval to start work no later than two (2) working days prior to the desired start date. In addition, Permittee must call the Inspector before placing concrete. Failure to abide by permit conditions, required notifications, and inspections may result in one or more of the following: penalty fees; permit revocation; removal of the encroachment; reconstruction of the encroachment.

Permit. Permittee must retain hard copy of permit at work location and submit to Inspector upon request, including any permit attachments, standard conditions, or special conditions.

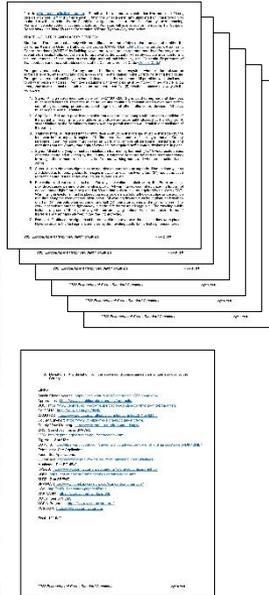
Dig-Alert. Under Government Code Sections 4216.2 and 4216.9, this permit is not valid for excavation work until Permittee first obtains an Inquiry Identification (I.D.) Number (also called Dig Alert Number) from the Regional Notification Center. To obtain a pre-excavation I.D. number, call Underground Service Alert (USA) of Southern California toll free at 811 or 800-422-4133 a minimum of two (2) working days and maximum of fourteen (14) days before commencing excavation work. For more information regarding Dig Alert, go to <http://call811.com/>. For California, go to <http://call811.com/map-page/california>.

WORKING WITHOUT A PERMIT:

Violation. Any person who performs work or conducts activities in the right-of-way of a county-maintained roadway that would require a permit is guilty of a misdemeanor and is liable to the County for all expenses and any damages caused by the work or activity. VCPWA-RT may issue any permit on behalf of the person performing the work or conducting the activity without pre-application and the Permittee will be subject to all fees and costs required by the permit and the most current fee schedule (Fees). Any work without a permit is subject to penalty fees. For more information, see EO 4540 (EO 4540).

WORKING WITH AN EXPIRED PERMIT:

Extensions. Any valid permit that has expired with work not completed will be automatically extended ninety (90) days by the County's permitting software and charged a permit extension fee. If requested in writing prior to the permit expiration date, one extension of a reasonable duration will be granted at no charge. For the permit extension form, go to Apply for Permits (Apply for Permits). Email completed



- Standard Conditions
- Highlights
- 2023 ~ Revised each year.
- Call Inspector ~ (805) 654-2099 (Leave Message)
 - Name
 - Permit Number (PE23-000Y)
 - Type of Work
 - Road Name
 - Subarea (West, East, South)
 - Contact Information
 - Inspector will contact
- Email Inspector ~ pwa.transinspections@ventura.org

Engineer Perspective – Standard Conditions

OPTIONAL / SKIP IF TIME LIMITED

- **Standard Conditions**
- **Highlights**
- Emergency & local access.
- Flaggers ~ can see each other & radio communication.
- Road closures ~ plan ahead, monitors.
- Working near schools ~ congestion around schools.
- Peak hours ~ roads with restricted hours (7-9 a.m., 4-6 p.m.).
- Slurry backfill ~ preference.
- Restoration of road right-of-way (extend three (3) times then RT may restore roadway and invoice permittee).
- Links ~ everything needed for permit.

Engineer Perspective – Webpage

OPTIONAL / SKIP IF TIME LIMITED

The image shows a screenshot of the 'PWA-RT Interactive Map' webpage. On the left is a 'QUICK LINKS' sidebar with a red circle around 'PWA-RT Interactive Map'. The main content area features a 'Layers' panel on the left, a search bar at the top right, and a map of Ventura County. Red callout boxes point to the 'Map' sidebar, the search bar (containing 'I want to...'), the 'County Roads' layer in the Layers panel, and the 'Layers' panel itself. The map displays various road types and geographical features like Los Padres National Forest and the San Joaquin Hills.

Engineer Perspective – Webpage

OPTIONAL / SKIP IF TIME LIMITED

- Mapping
 - Tutorials available upon request. Give lesson, if desired.
 - [County View Mapping Tutorial.pdf](#)
 - [Obtaining Parcel Information from County View.pdf](#)

Technician Perspective

TECHNICIAN PRESENTATION

Technician Perspective

- Is your work impacting our roadways? County View
- Ways to apply: PDF application and email , online via Accela Citizens Access or on vcpublicworks.org
- Permittees ~ Who is responsible? Agent Authorization
- Proper Description of Work
- Excavation Size is accurate
- Valid Email/Phone number for applicant & field contact
- GPS Coordinates/Marked Up Street View of Work Location
- Emergency Work ~ stating on permit application and subject line of email “ **Emergency Work** “
- Permit Extensions

Is your work impacting our roadways? County View

<https://maps.ventura.org/PWA-Transportation/>

PUBLIC WORKS Ventura County
County View - PWA Roads & Transportation Department
Ventura County, California

Layers

Filter Layers... Filter

- Storm Drain Atlas 2015
- Critical Facilities
- Hazards
- TransportationViewer
- Real Estate
- County Layers
- Base Maps

I want to...

Basemap

6km

Ways to Apply for Encroachment Permits

HOME ABOUT THE AGENCY OUR DEPARTMENTS ONLINE SERVICES CONTACT REPORT A CONCERN

ROADS AND TRANSPORTATION - ENCROACHMENT FORMS

- EXCAVATION & MISCELLANEOUS CONSTRUCTION APPLICATION**
Excavate, place, construct, repair, traffic control or any miscellaneous use of the public right-of-way.
- DRIVEWAY APPROACH APPLICATION**
Installation of any residential, rural or commercial driveway apron.
- SPECIAL EVENT APPLICATION**
Activity, conducted in the right-of-way, that affects normal traffic flow, for the purpose of recreation, fundraising, or competition, including, but not limited to, running, bicycling, automobile, and motorcycle events; parades; demonstrations; parties; gatherings; and assemblies.
- ADOPT-A-ROAD APPLICATION**
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.
- CITIZEN ACCESS**
Using VC Citizen Access, members of the public can search and review permit information, and permit applicants and property owners can upload and download documents, look up processing statuses, and pay for permit fees online using a credit card.
- AGENT AUTHORIZATION**
For agent or contractor to act on permittee's behalf.
- INSURANCE REQUIREMENTS**
Information of insurance requirements and an example of certificate of insurance and endorsement pages.

Apply online at

<https://www.vcpublishworks.org/rt-applications/>

Permittees ~ Who is responsible? Agent Authorization

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.

Permittee must be the utility owner

ACKNOWLEDGEMENT

I understand that any permit that may be granted as a result of this request may be revoked. In order to receive the issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and subcontractors, shall be bound by the provisions of California Vehicle Code Sections 35780, 35782, Division 12 of the Ventura County Code of Ordinances, and any other provisions 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 or 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: _____

 Name: _____ Title: _____
PRINT NAME

COUNTY OF VENTURA
Public Works Agency - Transportation Division

AGENT AUTHORIZATION
TO ACT ON PERMITTEE'S BEHALF

I hereby authorize the following person to act as my agent to apply for, sign, and file the documents necessary to obtain the permit required for my project. My company or firm (or myself, as owner) shall remain the Permittee, and my agent shall receive all communication related to my project unless I have otherwise notified the County.

Project Description: _____

 (Brief Summary of Description of Work)

Project Location: _____

 (Address or Road Names)

Name of Authorized Agent: _____
 Company Name of Authorized Agent: _____
 Address of Authorized Agent: _____
 Phone Number of Authorized Agent: _____
 E-Mail Address of Authorized Agent: _____

PERMITTEE ACKNOWLEDGEMENT

I declare under penalty of perjury that I am the permittee for the project at the location 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.

Permittee's Company Name (if applicable): _____
 Permittee's Name: _____ Title: _____
 Permittee's E-Mail Address: _____
 Permittee's Phone Number: _____
 Date: _____ Permittee's Signature: _____

Ideal Application

- Proper Description of Work
- Excavation Size is accurate
- Valid Email/Phone number for applicant
- Valid Phone Number/Email for Field Contact
- Start date at least a minimum 3 days in advance. Must call in DIG ALERT 811 (<https://www.digalert.org/>)
- GPS Coordinates/Marked Up Street View of Work Location
- Emergency repairs require an immediate email to PWA.TransPermits@ventura.org and phone call to the Permits Section at (805) 654-2055. In the email and phone message, provide the road name, contractor and permittee name, time and date of the incident. An application for the emergency work must be submitted no later than 5:00 p.m. the next business day.



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: 123 Street Name: Main Street City: Ventura Zip code: 93003
Road Limits from Road Inventory: SR 126 - 970n Orchard St Click link for [Road Inventory List](#)
Nearest Cross Street: North Street Distance from nearest Cross Street (FT): 1500' N/O

DESCRIPTION OF WORK:
Excavate and restore pavement for repair of damaged utility line. Traffic Control TA-10. GPS: 34.281314, -119.302697

Excavation Length: 4 Excavation Width: 5 Excavation Depth: 4 Excavation Surface: Asphalt
Number of Driveways: N/A Width of Driveway/sidewalk: N/A Length of Sidewalk: N/A
Start Date: 5/8/2023 Estimated Completion Date: 5/12/2023

APPLICANT INFORMATION:
Permittee: Ventura County Water Company Phone: 805-758-5555 Email: Bobby.Boucher@vcwaterco.org
Address Street No: 800 Street Name: Ventura Street City: Ventura Zip code: 93009
Primary Contact: Bobby Boucher Phone: 805-758-5555 Email: Bobby.Boucher@vcwaterco.org
Contractor: Aaron's Water Repair Inc Phone: 805-217-3555 Email: aaronwaterrepair@gmail.com
Address Street No: 963 Street Name: Maple Drive City: Oxnard Zip code: 93030
Field Contact Person: Aaron Smith Phone: 805-987-4561

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.

Accurate excavation size

Start date x3 days in advance

. Proper Description of Work
. GPS Coordinates

. Valid contact information for Permittee & Field Contact

Signed by Permittee

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.

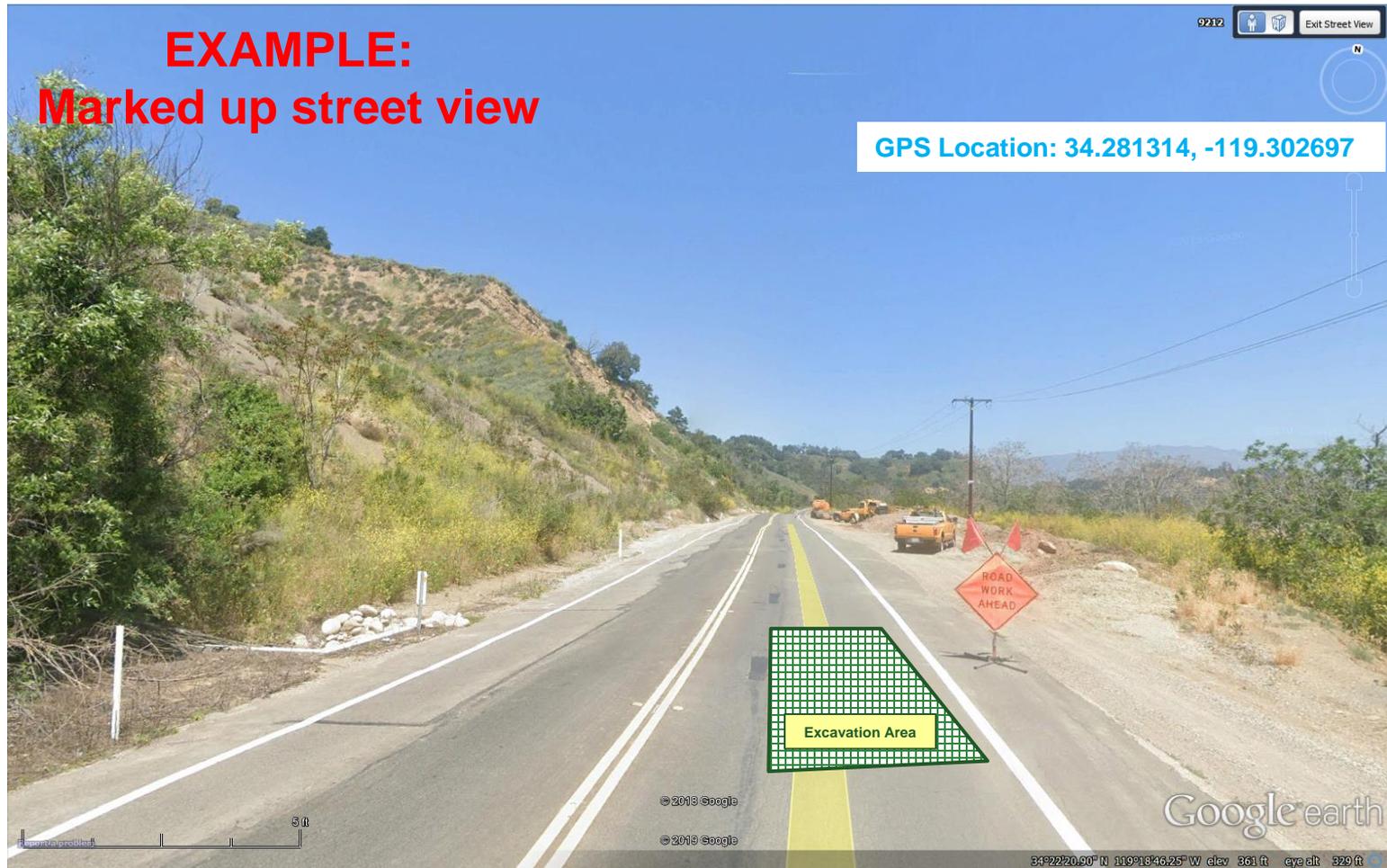
I agree to hold the County, its officials, officers, employees and agents harmless from any claims, defense and legal costs, judgments for damages, or other relief against the County as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, 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: Bobby B. Date: 5/4/2023
SIGNATURE OF PERMITTEE
Name: Bobby Boucher Title: Water Maintenance Supervisor
PRINT NAME



Site Map/Street View or Engineered Plans



Permit Extensions

- Extensions
- Process for Extensions
- Permits with an associate billing account are automatically extended.
- Permittee receives 14-day notification via an automated email.
- Must apply for extension if needed and coordinate scheduled work with assigned inspector. Please use form or notify us via email.
- One no-fee extension available prior to expiration date if applying.

Extension Application

https://s29422.pcdn.co/wp-content/uploads/2019/01/EP_ExtensionApplication.pdf



County of Ventura
**ENCROACHMENT PERMIT EXTENSION,
RE-ACTIVATION, REVISION, or CANCELLATION REQUEST**
PUBLIC WORKS AGENCY TRANSPORTATION DEPARTMENT
800 South Victoria Avenue, Ventura, CA 93009-1820
(805) 654-2055 / Fax: (805) 654-5189
email: pwa.transpermits@ventura.org / <http://www.pwa.ventura.org>

FOR STAFF USE ONLY	
Date Applied:	
Trust No.:	

<input type="checkbox"/> Extension / Re-activation <input type="checkbox"/> Work Revision <input type="checkbox"/> Cancellation <i>(Check all that apply)</i>			
PERMIT INFO	Permit Number:	Project Address:	
	Permit Contact Name:	Today's Date:	
	Email:	Phone:	

PROPOSED CHANGES			
Revised Description of Work:			
No. of Working Days Needed:	New Construction Start Date:	New Construction End Date:	Did Construction Start?: <input type="checkbox"/> Y <input type="checkbox"/> N

REASON FOR THE REQUEST

Working in the road right of way without an approved permit is a misdemeanor and subject to double fees and other penalties.

ACKNOWLEDGEMENT

I hereby apply for permission to extend, modify, or cancel a previous permit to encroach upon the County right of way or other County property. I understand that any the original permit or modifications that may be granted as a result of this request may be revoked by the County at any time. In consideration for issuance of a 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 the original permit and any special conditions hereupon, or attached hereto.

By: Date:

Signature of: Owner or Authorized Agent (include Authorization Form)

Print Name: Title:

Permit Extensions

- “Upcoming Encroachment Permit Expiration...

From: PWA Transportation Permits [mailto:pwa.transpermits@ventura.org]
Sent: Thursday, January 11, 2018 6:01 PM
To:
Cc: Inspector_Name@ventura.org
Subject: Upcoming Encroachment Permit Expiration: PEXX-000Y, 123 Saticoy Ave

Permit Details:
PEXX-000Y
Name of Water Company
Permittee Name
123 Saticoy Ave
Excavate and restore driveway approach area for emergency water main repair with proper notification; regular fees.

Dear Permittee,

The subject permit, detailed above, will expire on January 25, 2018. If the work specified in the permit will not be entirely completed on or before this date, an extension is required. In accordance with the conditions of your annual permit, one permit extension of reasonable duration will be granted at *no charge when an application for extension is filed prior to the permit expiration date*. The application for extension can be completed online by clicking the following link:

<http://pwaportal.ventura.org/TD/Residents/Streets and Transportation/Apply for a Permit/EP ExtensionApplication.pdf>

Any valid permit that has expired with work not completed will be automatically extended for 90 days and the Permittee shall be charged a permit extension fee.

If the work has been completed, provide the date of completion to your inspector, Inspector Name at (805) 123-4567, no later than January x, 2018 so that we can properly close-out the permit.

Best regards,
Permits Section
PWA-Transportation Department
County of Ventura
800 S. Victoria Avenue
Ventura, CA 93009-1620
Ph- 805-654-2055
Fax 805-654-5169

County of Ventura Transportation Department Encroachment Permit Section Website
<http://vcpublicworks.org/transportation-department/road-encroachment-permit>

View permit status and make credit card payments with Citizen Access:
<http://vcca.ventura.org/vcca.aspx>

Find locations, parcels, and jurisdictions with our interactive map, County View:
<http://gis.ventura.org/CountyView/>

Permit Extensions

- “Automatic Extension...

From: PWA Transportation Permits <pwa.transpermits@ventura.org>
Sent: Sunday, April 16, 2023 8:01 PM
To: **Permittee Email**
Cc: PWA TransInspections <PWA.TransInspections@ventura.org>
Subject: Encroachment Permit Extension: PEYY-XXXX-X, 123 Main Street

Permit Details:
PEYY-XXXX-X
Utility Company Name
Permittee Name
123 Main Street
Excavate and restore pavement for repair of damaged utility line. Traffic Control TA-10. GPS: 34.281314, -119.302697

Dear Permittee,

Attached, please find the subject permit extension in accordance with our Annual Permit policy:

"The following circumstance will result in the issuance of a permit and placement of charges directly onto the permittee's billing account without notice. Any valid permit that has expired with work not completed will be automatically extended 90 days and shall be charged a permit extension fee."

If you have any questions, concerns, or need any additional assistance, please contact us.

Best regards,
Permits Section
PWA-Transportation Department
County of Ventura
800 S. Victoria Avenue
Ventura, CA 93009-1620
Ph- 805-654-2055
Fax 805-654-5169

County of Ventura Transportation Department Encroachment Permit Section Website
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Find locations, parcels, and jurisdictions with our interactive map, County View:
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INSPECTOR(S) PRESENTATION

Inspector Perspective – Communication

Dear (insert utility),

Attached, please find the subject permit and related information therein or attached. If you have any questions, concerns, or need any additional assistance, please contact us.

Work shall not start prior to contacting the (INSPECTION AREA) Inspector

Inspections: PWA.TransInspections@ventura.org (805) 654-2099

Failure to abide by permit conditions, required notifications, and inspections may result in one or more of the following: penalty fees; permit revocation; removal of the encroachment; reconstruction of the encroachment.

Inspector Perspective – Communication

Inspections: PWA.TransInspections@ventura.org (805) 654-2099

Work shall not start prior to contacting the inspections contact above



PWA Encroachment Permit Office
800 South Victoria Avenue, Ventura, CA 93009
Email: PWA.Trans.Permits@ventura.org
Phone (805) 654-2055
<https://www.vcpublicworks.org/rt/encroachment/>

Permit No.: _____
Issued Date: _____
Trust Fund No.: _____
Permit Type: _____
Sub Area: _____

A dedicated voicemail and email address was set up for the purpose of ensuring inspection requests can be coordinated with inspectors for all areas. Emails are preferred.



Inspector Perspective - Communication

- Example Notification For Utilities Working Under Permits (Email/Voicemail)
- **SUBJECT LINE of EMAIL;** (Date for Requested Inspection, Location, Permit Number)

The (*utility company*) will be working at (*address/location*) under (*permit number*) on (*date*) from (*time frame*). Basic scope of work(i.e. excavation, traffic control for access, potholing, etc.)

Let us know who the field contact for permit is (*name, phone number/email address*)

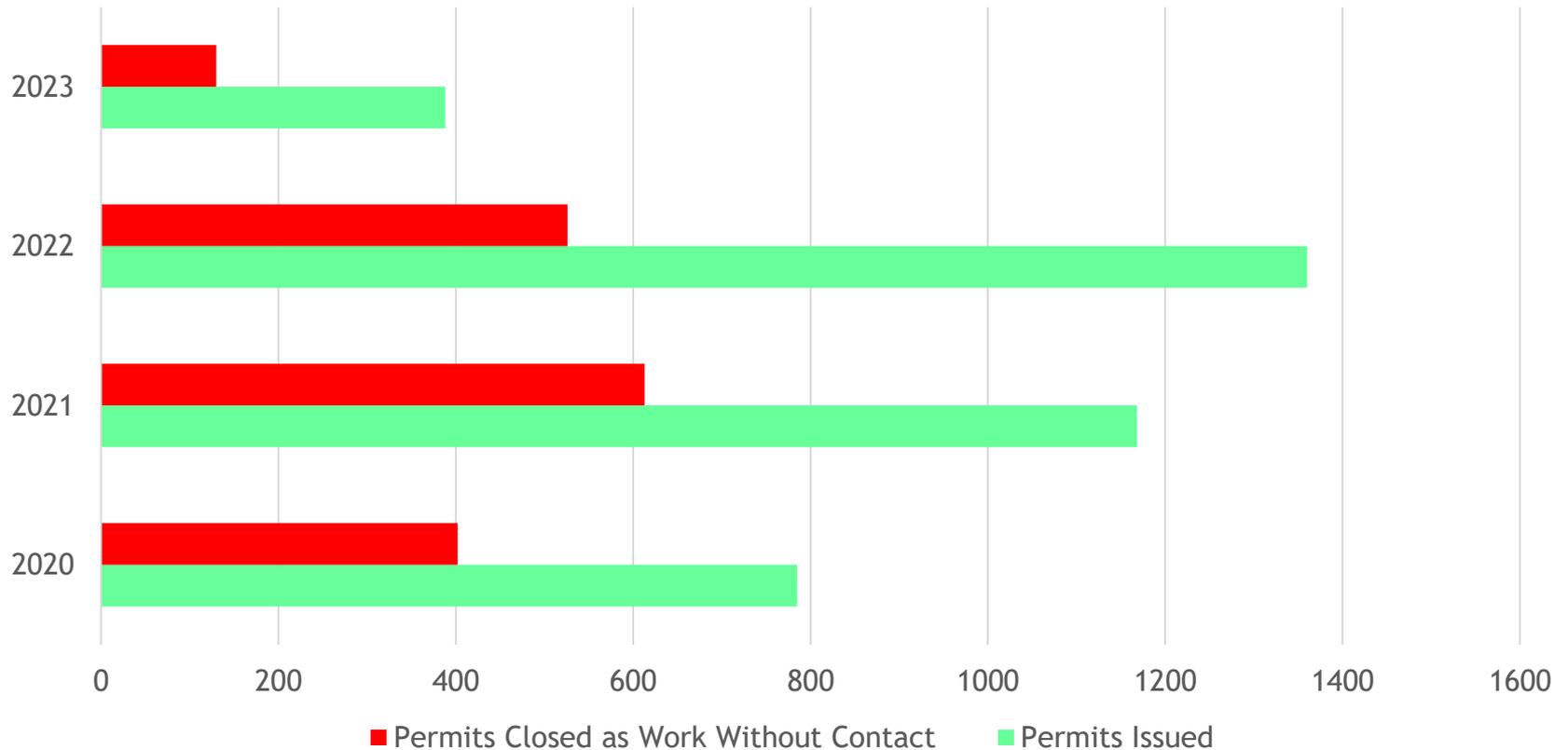
- EXAMPLE OF VOICEMAIL

Work Without Contact

- Issues with permittees not notifying inspectors of planned or ongoing work;
 - Time wasted in inspecting or attempting follow up with permittee.
 - Additional fees as a result of no coordination for permit extensions and expired permit revisions.
 - Work potentially being “not approved” and subsequently rejected requiring additional steps in order to confirm compliance with County Road Standards, Plans, and permit conditions.
- Administrative Permits (annual) may be revoked for non-compliance with the permit conditions resulting in increased fees for standard excavation permits. (Ex. \$390 vs. \$825 per permit plus any other applicable fees.)

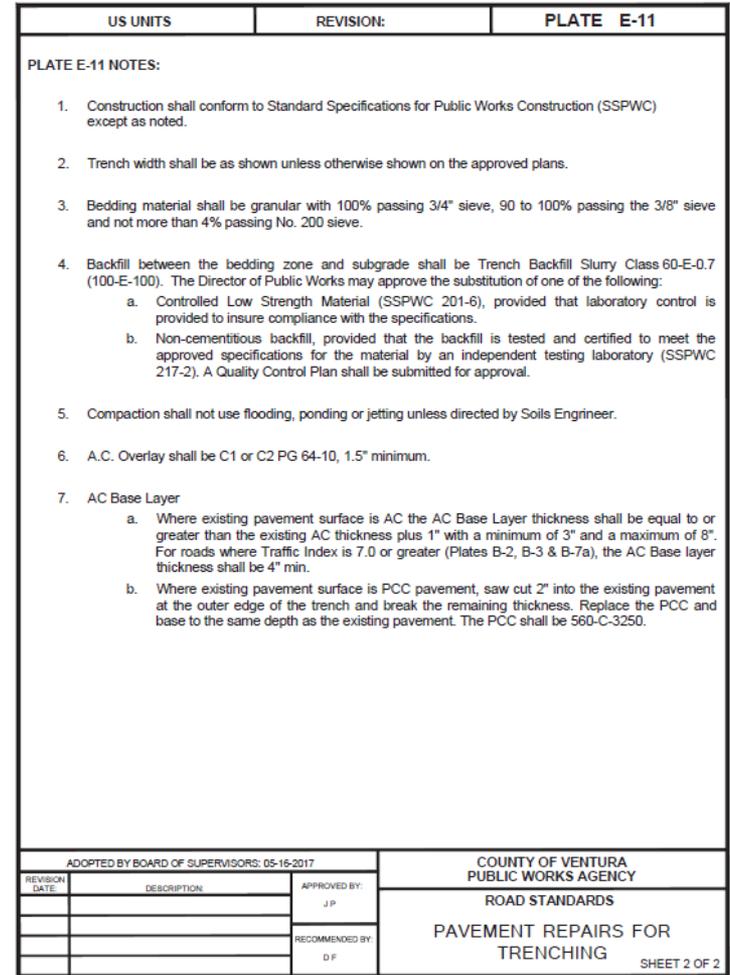
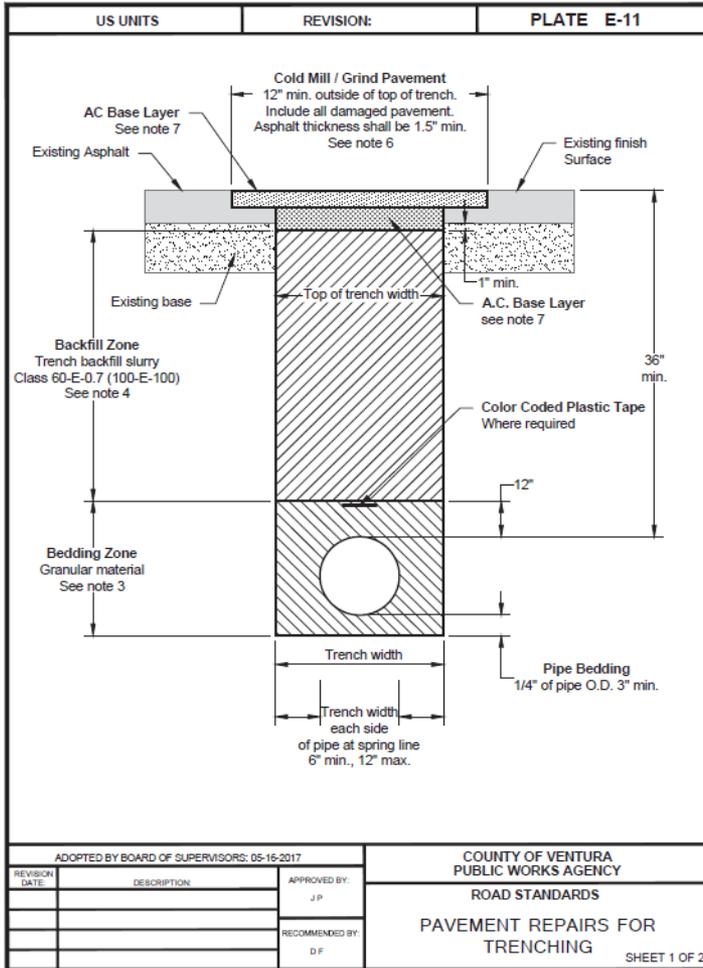
Work Without Contact – Accounting

From 2020 - 4/18/2023

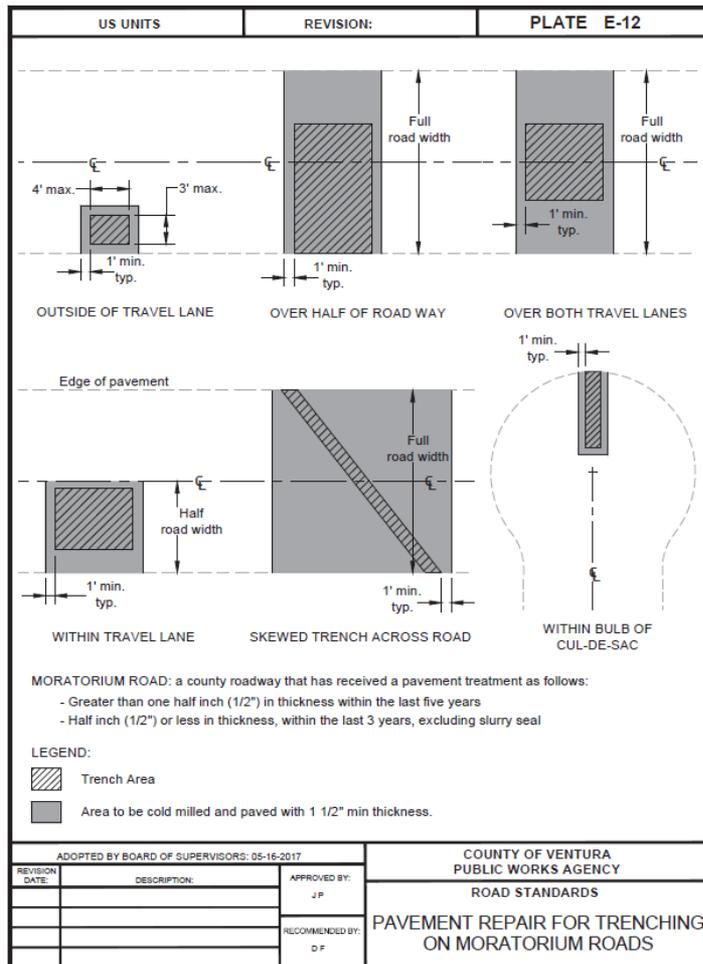


C.R.S. Pavement Repairs & Trench Backfill

E-11



C.R.S. Pavement Repairs & Trench Backfill



E-12

MORATORIUM ROAD: a county roadway that has received a pavement treatment as follows:

- Greater than one half inch (1/2") in thickness within the last five years
- Half inch (1/2") or less in thickness, within the last 3 years, excluding slurry seal



C.R.S. Pavement Repairs & Trench Backfill



- Asphalt materials: PG 64-10
- BASE COURSE: $\frac{3}{4}$ "
- FINAL SURFACE COURSE including T-Grind: $\frac{1}{2}$ "
- Backfill material may be 100-E-100 Slurry, or a material compacted to 95% relative compaction as verified by Soils Engineer and with a Quality Control Plan submitted prior to starting work.



Sand Cone



Rubber Balloon

Nuclear Density

Examples of What We Hope to Avoid



- Excavations not to County Standards, use of Cold Mix. Restoration of right-of-way.
- Improper site protection

Traffic Section Perspective

TRAFFIC ENGINEER PRESENTATION

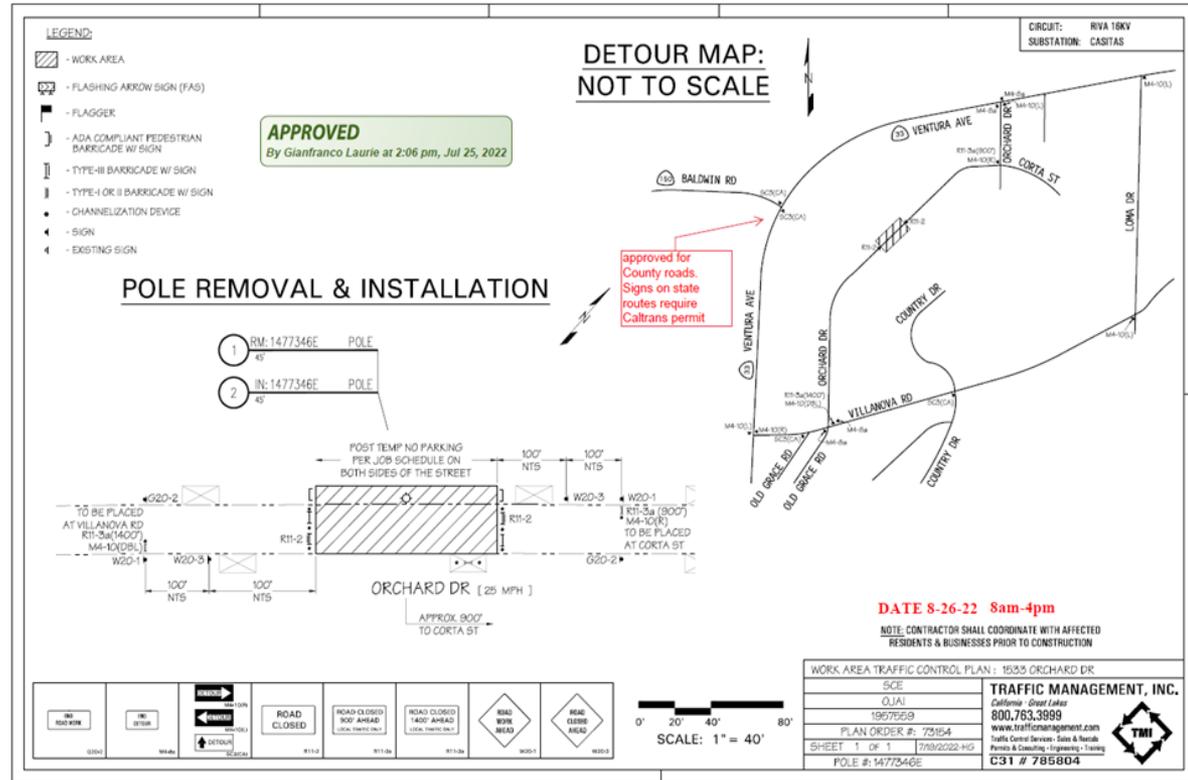
Traffic Control Plans

- Review of Traffic Control Plans:
 - Speed limits correctly indicated for each road
 - Proper advance warning signs and spacing must be shown per California MUTCD, also including cone layout with buffer zones
 - 10' Minimum lane width(s) on pavement are provided (minimum 12' lane width against a curb) – utilizing the hard dirt or gravel shoulder is not permitted for public travel
 - Maintain 2-directional travel through the work zone
 - Pedestrian detour routes provided, if applicable
 - Date(s) and Time(s) of the scheduled work

Traffic Control Plans

- Road Closures

- All road closures require a traffic control plan. Depending on the complexity of the proposed work, a traffic control plan may be requested even if the road will not be completely closed.
- Detour routes are provided for road closures (exception: dead-end roads) with adequate directional signage
- Hard vs soft closures:
 - Hard closures are roads that are closed to all traffic except Police and Fire Department.
 - All road closures for utility work are considered soft closures. Soft closures allow work to be performed without the flow of traffic, but will facilitate a resident or emergency vehicle to pass through the work zone.



Design & Construction Perspective

DESIGN & CONSTRUCTION PRESENTATION

Design & Construction Standard Operating Procedures

Preliminary Engineering Phase (0 - 35%)

- First Utility letters sent
- Project Managers update/review utility log and notes any potential conflicts
- Coordination with Utility company
- Notice to relocate or adjust to accommodate utilities

Design Phase (35 % – Bidding Process)

- Utility Relocation/Right-of-Way process
- Acquisition from Real Estate Services
(6 months – 1 year, varies)
- Resolution of utility conflict
- Second Utility letters sent

Construction Phase

- Coordination with Utility companies, field markings



Paving Utility Letters

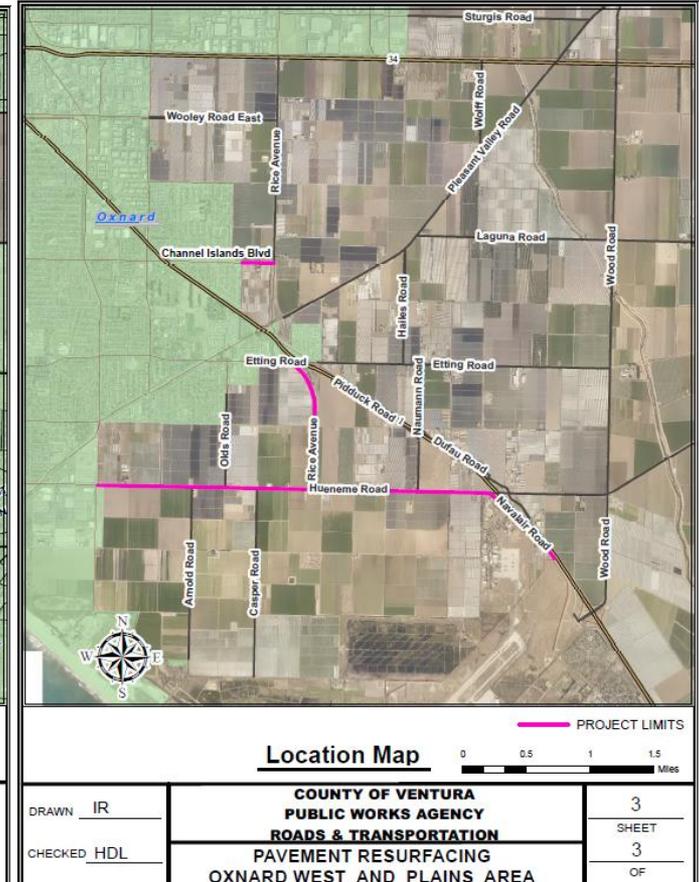
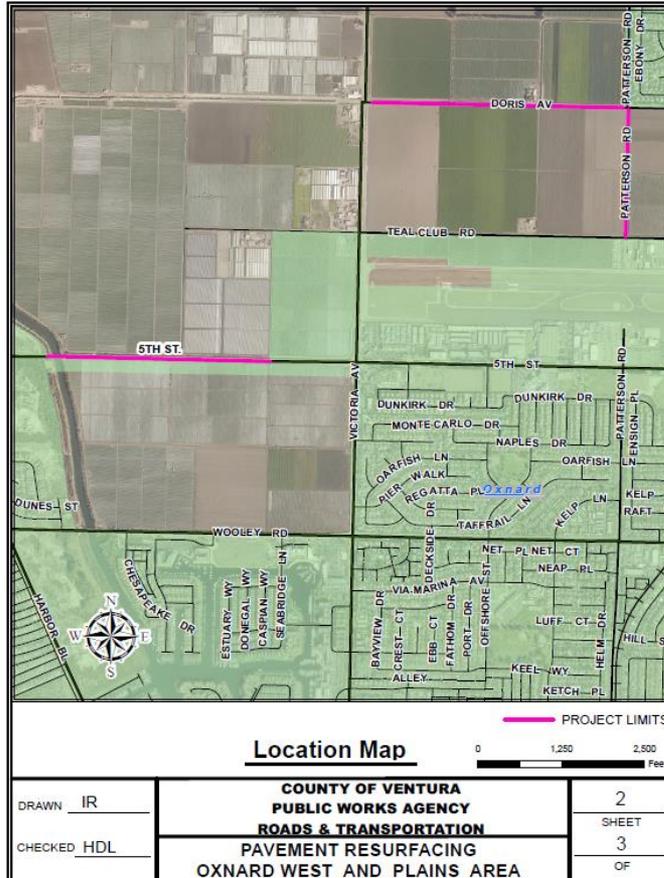
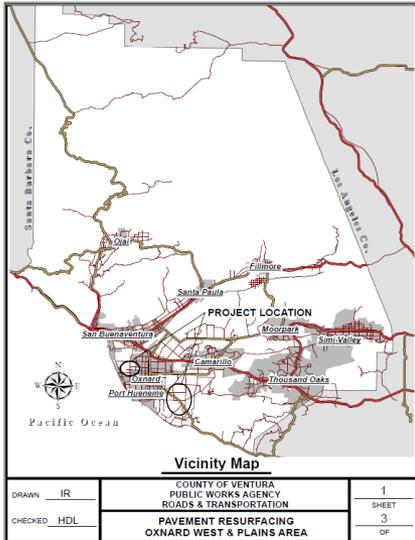
- Five year moratorium
- 2 Notifications
- Adjust to grade within 3 weeks of project completion – no permit fee

Wednesday, April 26, 2023

4/26/23

Pavement Resurfacing – Oxnard West and Plain Area

- Pavement resurfacing,
drainage improvements
- Construction Spring
2024

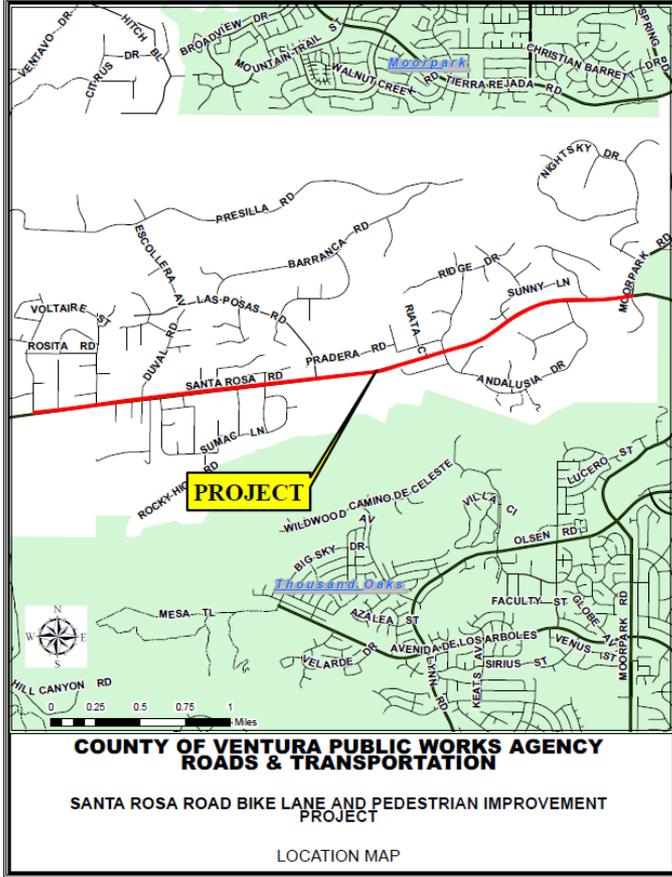
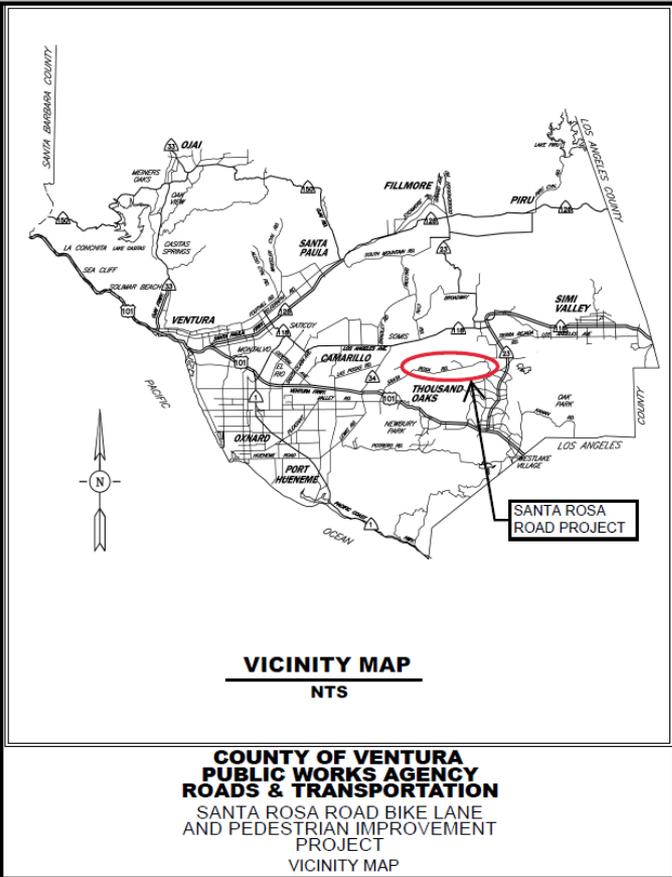


Wednesday, April 26, 2023

4/26/23

Santa Rosa Road Bike Lane and Pedestrian Improvements

- Construction of bike lanes and sidewalk.
- Construction Spring 2024

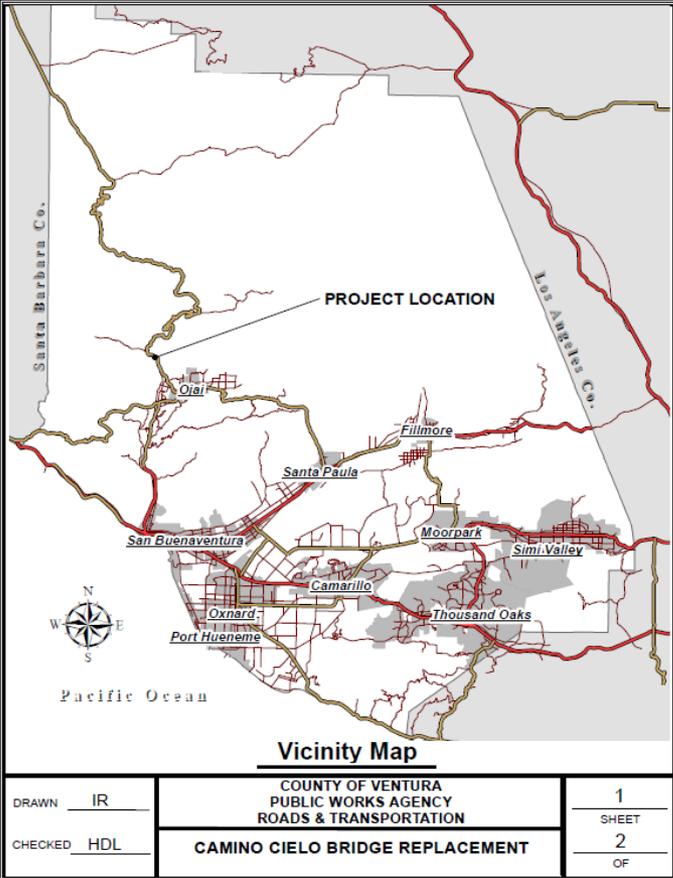


Wednesday, April 26, 2023

4/26/23

Camino Cielo Bridge Replacement

- Replacement of bridge with additional bank/slope protection and channel improvements
- Construction Summer 2024

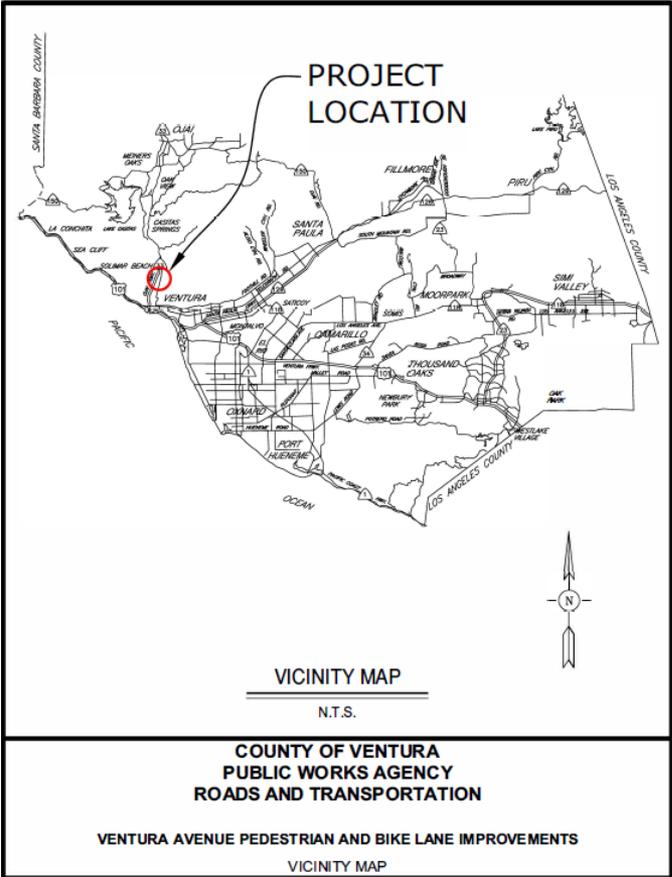


Wednesday, April 26, 2023

4/26/23

Ventura Ave Pedestrian and Bike Lane Improvements

- Construction of bike lanes, sidewalk, and traffic calming.
- Construction Summer 2024



Wednesday, April 26, 2023

4/26/23

Las Posas Rd at E. Fifth Street Intersection Improvements

- Construction of intersection improvements, including raised median, bike lanes and right turn lane, signal modifications
- Construction Fall 2024

PROJECT LOCATION

VICINITY MAP
N.T.S.

INDEX	
SHT. NO.	DESCRIPTION
1	VICINITY MAP
2	LOCATION MAP
3	EXISTING/PROPOSED CONDITION
4	TYPICAL SECTION

**COUNTY OF VENTURA
PUBLIC WORKS AGENCY
TRANSPORTATION DEPARTMENT**
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) CYCLE 8 - 2016
LAS POSAS ROAD AT E. FIFTH STREET IMPROVEMENTS
VICINITY MAP

Page 1 of 4

LOCATION MAP
N.T.S.

**COUNTY OF VENTURA
PUBLIC WORKS AGENCY
TRANSPORTATION DEPARTMENT**
HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) CYCLE 8 - 2016
LAS POSAS ROAD AT FIFTH STREET IMPROVEMENTS
LOCATION MAP

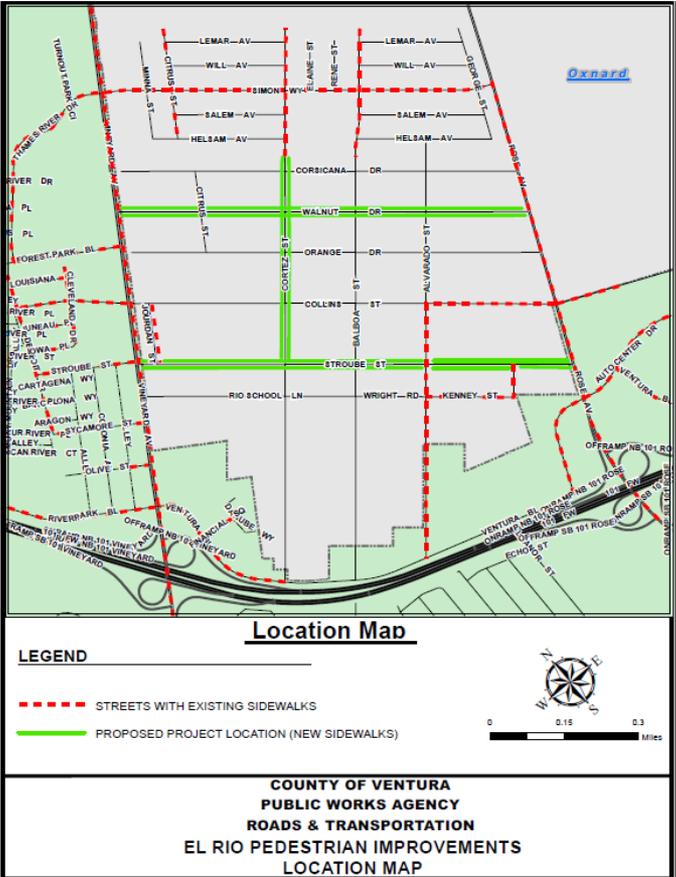
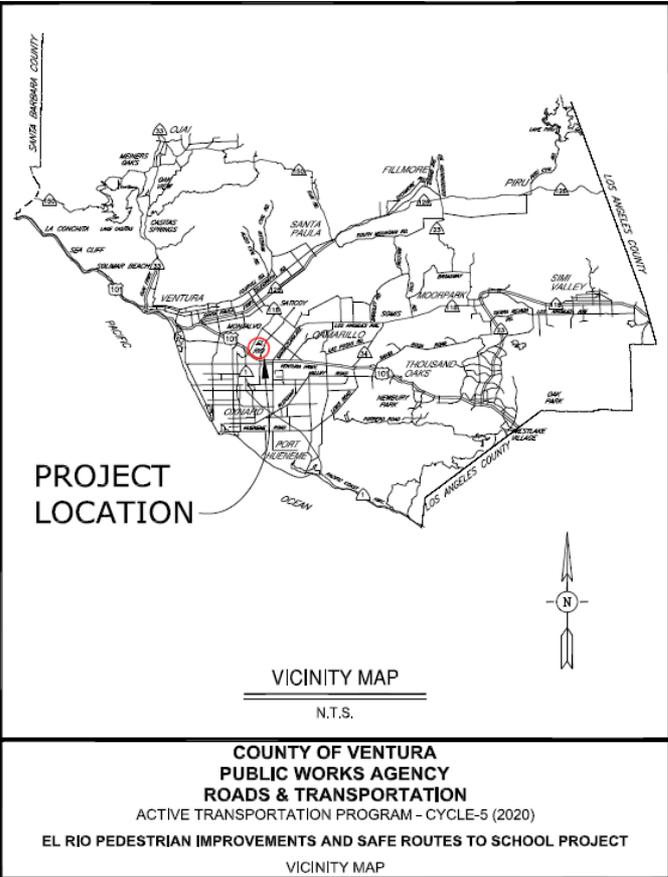
Page 2 of 4

Wednesday, April 26, 2023

4/26/23

El Rio Pedestrian Improvements

- Construction of side walks, traffic calming and traffic control, drainage improvements, pavement widening and restoration.
- Construction Spring 2025

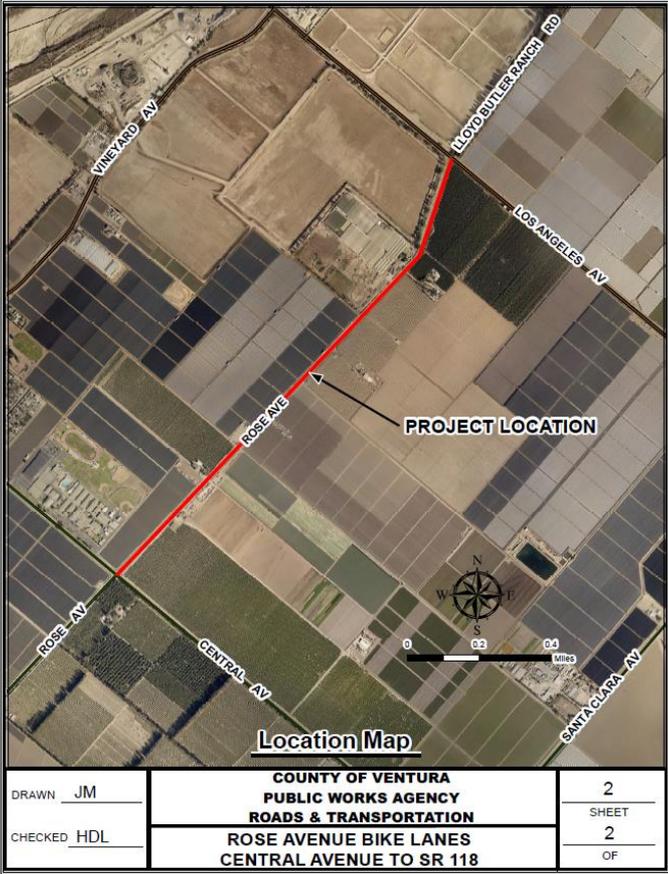
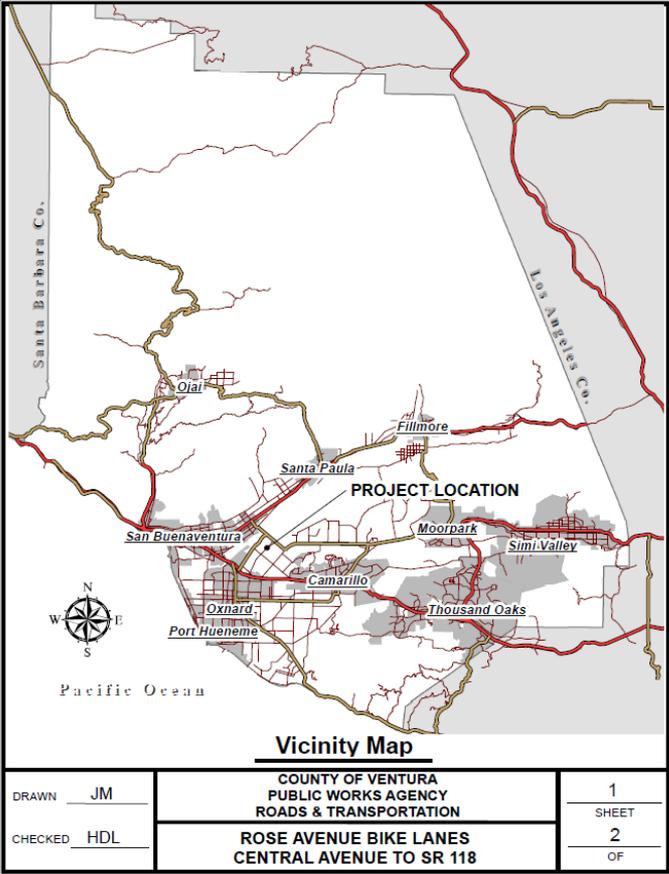


Wednesday, April 26, 2023

4/26/23

Rose Avenue Bike Lanes (Central Ave-SR118)

- Construction of bike lanes and additional safety improvements
- Construction Summer 2026



Wednesday, April 26, 2023

4/26/23

Design & Construction

Upcoming Paving Projects – Summer/Fall 2023

- Pavement Resurfacing – Guiberson Rd, Riverside Ave, Sespe St
- Pavement Resurfacing – Ojai Area
- Pavement Resurfacing – Moorpark Area
- Pavement Resurfacing – Santa Rosa Valley Area

Emergency/Disaster Relief

- Various construction projects around Ventura County mainly related to drainage issues



Upcoming Grant Projects

- HSIP Cycle 11 – Rumble Strip and Advanced Warning Signs, Guardrail Upgrades, Pedestrian Enhancement Countywide
- ATP – Saticoy and Piru Sidewalk and Pedestrian Improvements

Wednesday, April 26, 2023

4/26/23

Question & Answers

QUESTIONS & ANSWERS

Lane Closure versus Road Closure

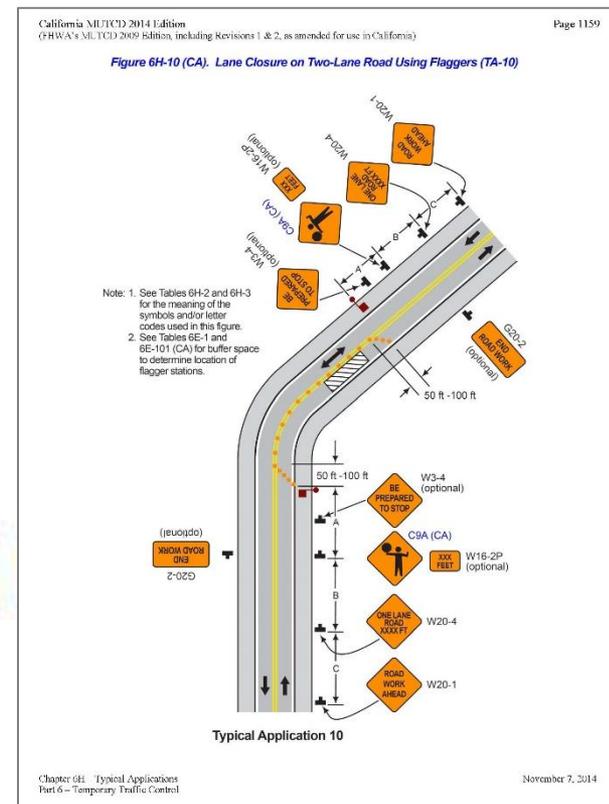
**ROAD CLOSURES.
ONLY IF THERE IS
TIME. BONUS.**

Permit Process for Utility Work

- How does the PWATD process permits for utility work?
 - Location of work reviewed – Lane closure versus road closure?
 - Lane closure
 - Flagging operation will be possible at location.
 - Ten-foot lane width will be provided.
 - No lengthy queues affecting nearby roadways.
 - Additional five feet of width may be needed for excavations near traveled way or travel lane.
 - Road closure
 - Flagging operation will not be possible at location.
 - 10-foot lane widths will not be provided.
 - Lengthy queues may impact nearby roadways.
 - Nearby roadways may be city-maintained roadways or state highways.
 - Impact to local traffic.
 - Appropriate traffic control plan. TA-10, TA-20, or project-specific TCP.
 - Begin road closure process.
 - Emergency and local access must be maintained.

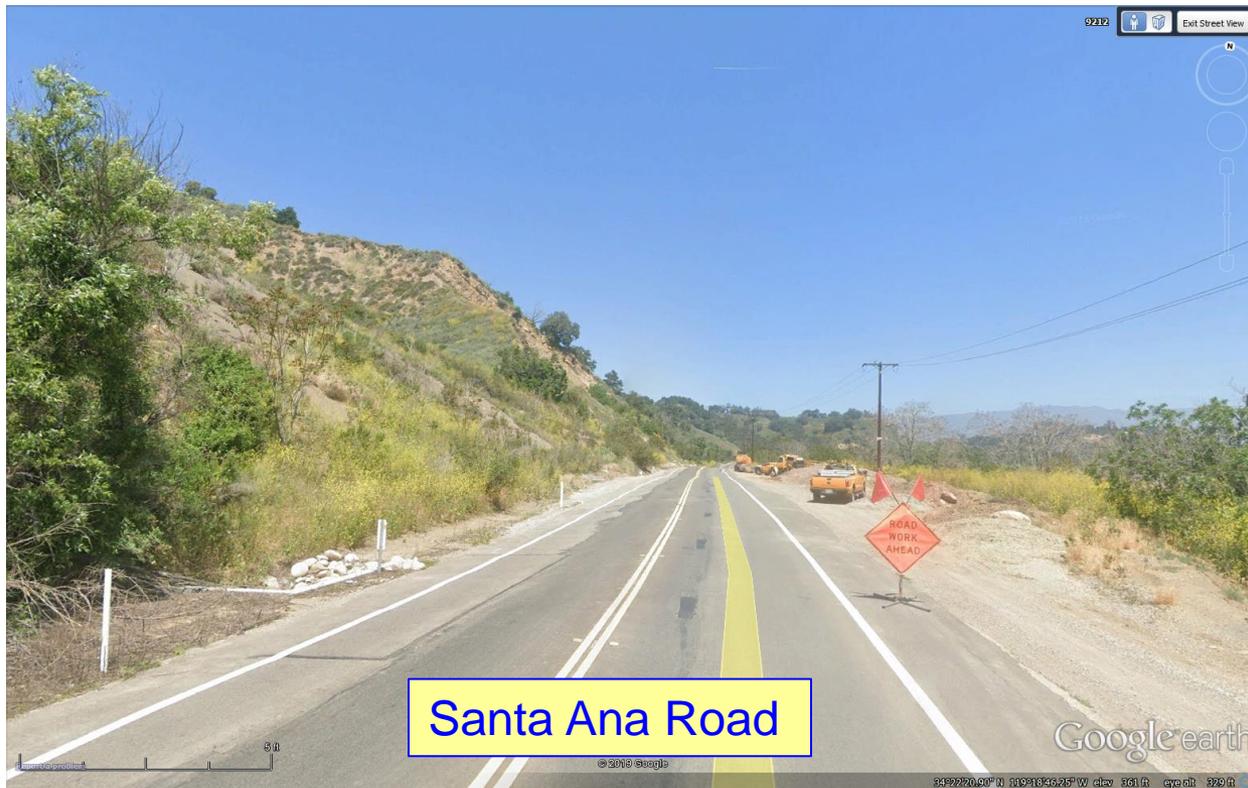
Permit Process for Utility Work

- How does the PWATD process permits for utility work?
 - Location of work reviewed – Lane closure versus road closure?
 - Lane Closure
 - Intermittent Traffic Control (ITC)
 - TA-10
 - Flagging operation
 - Three-minute delay

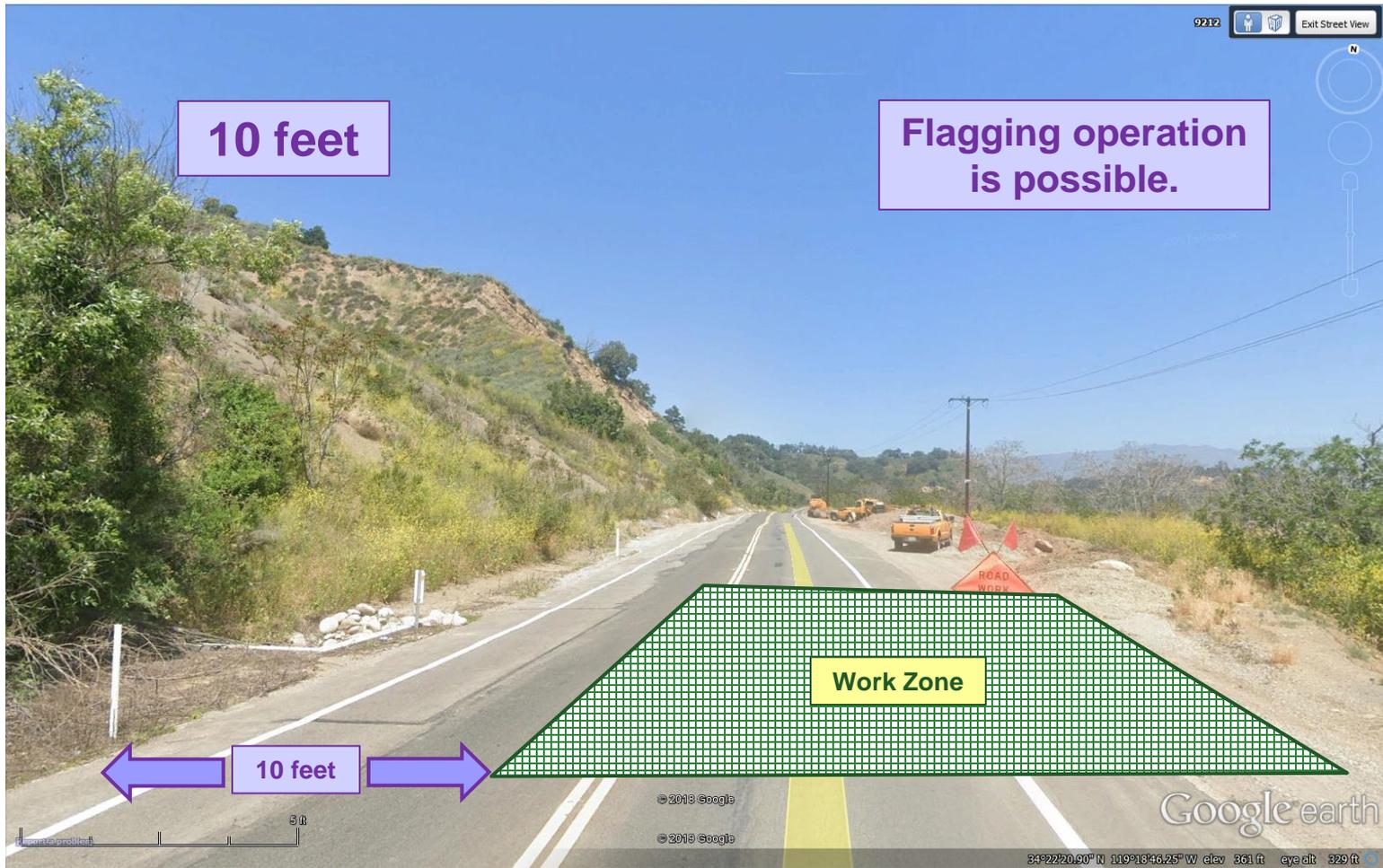


Permit Process for Utility Work

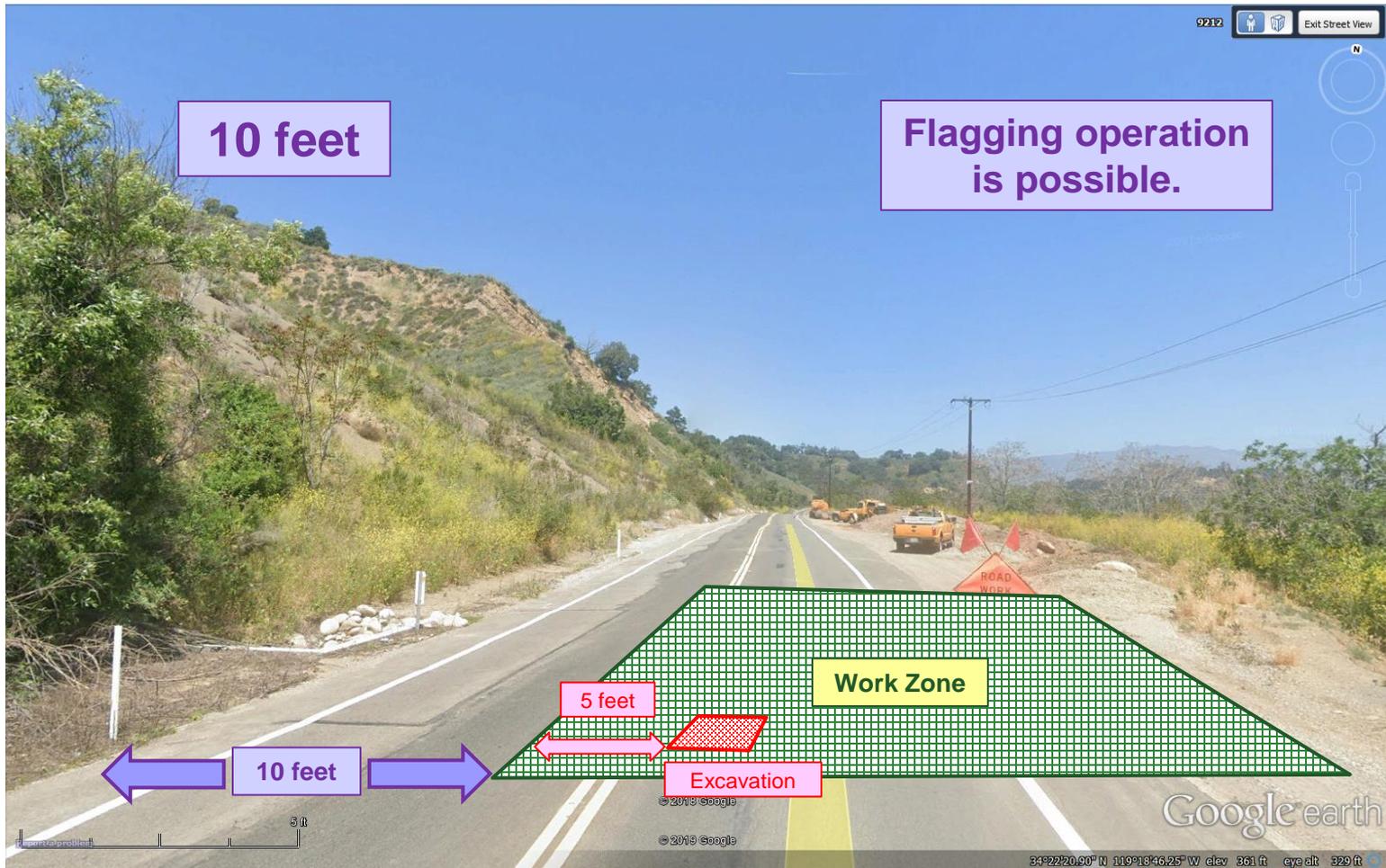
- How does the PWATD process permits for utility work?
 - Lane Closure



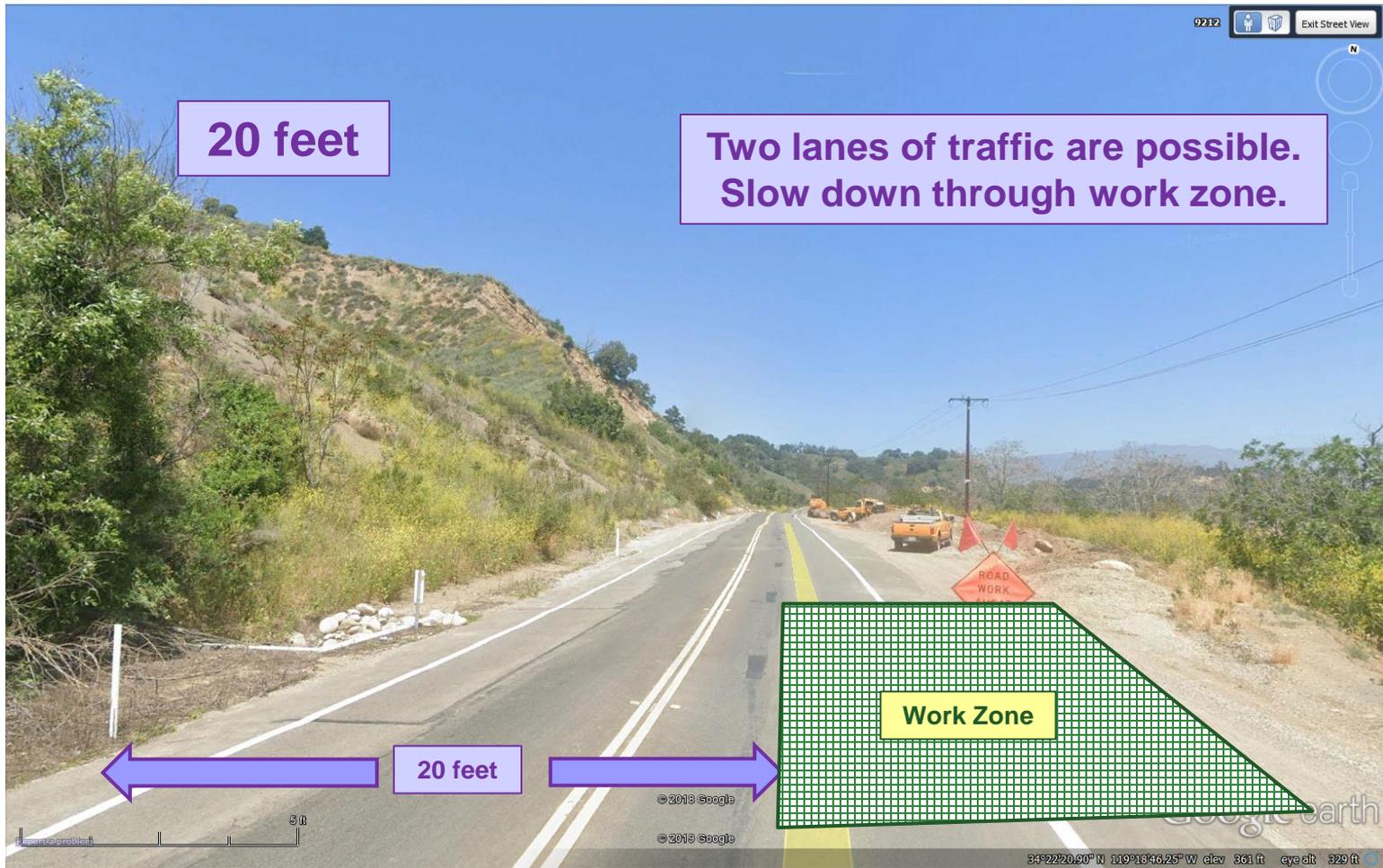
Permit Process for Utility Work



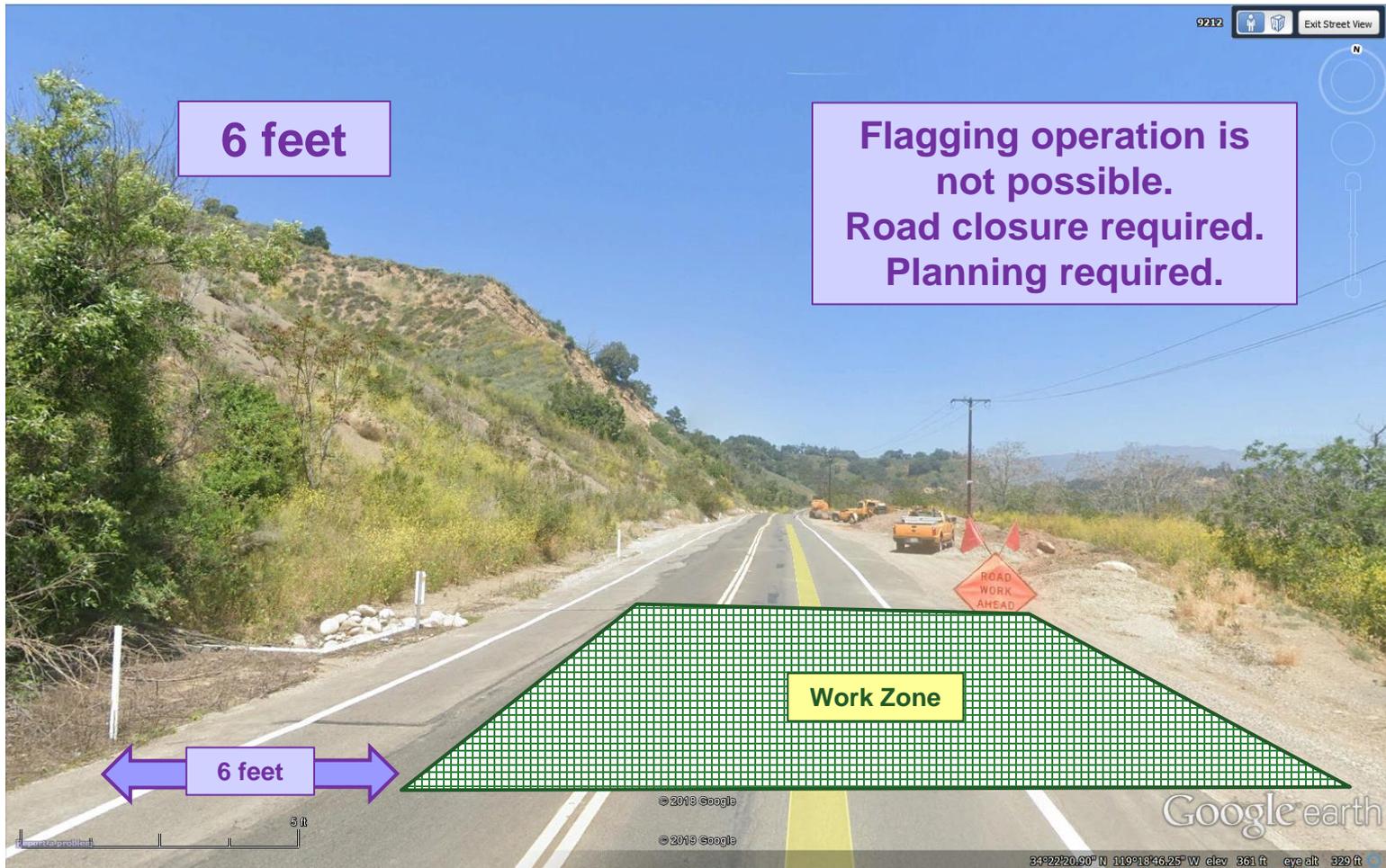
Permit Process for Utility Work



Permit Process for Utility Work



Permit Process for Utility Work



Fun (?) Facts – Trivia – Last Item

**FUN (?) FACTS – TRIVIA
– LAST ITEM. ONLY IF
THERE IS TIME.
LAST ITEM.**

Fun (?) Facts – Trivia – Last Item

FIRST ITEM

Fun (?) Facts - Trivia

- Question (answer from Presentation)
- **Can a utility abandon a pipeline in county road right-of-way?**

Fun (?) Facts - Trivia

- Answer
- Can a utility abandon a pipeline in county road right-of-way?
 - No, pre-approval from Road Commissioner is required.

Fun (?) Facts - Trivia

- Question
- What is the preferred method of backfill for a trench?

Fun (?) Facts - Trivia

- Answer
- What is the preferred method of backfill for a trench?
 - **Slurry backfill.**

Fun (?) Facts - Trivia

- Question
- If your excavation is 49 SF, then what SF is your pavement overlay?

Fun (?) Facts - Trivia

- Answer
- If your excavation is 49 SF, then what SF is your pavement overlay?
 - T-cut so 1-foot plus around 7x7, therefore 8x8 or 64 SF.

Fun (?) Facts - Trivia

- Question
- When there is an emergency leak or repair, when should the utility contact VCPWA-RT?

Fun (?) Facts - Trivia

- Answer
- When there is an emergency leak or repair, when should the utility contact VCPWA-RT?
 - As soon as possible.
(805) 654-2099 or
pwa.transinspections@ventura.org.

Fun (?) Facts - Trivia

- Question
- Can a utility excavate on a moratorium road?
 - If your excavation is on a moratorium road, then how large is the area to be cold milled and paved with 1 ½ inches of asphalt concrete?

Fun (?) Facts - Trivia

- Answer
- Can a utility excavate on a moratorium road? **Yes.**
 - If your excavation is on a moratorium road, then how large is the area to be cold milled and paved with 1 ½ inches of asphalt concrete?
 - **Depends: Half width or full width.**

Fun (?) Facts - Trivia

- Question
- Can an Administrative Permit Holder excavate under the PA permit?

Fun (?) Facts - Trivia

- Answer
- Can an Administrative Permit Holder excavate under the PA permit?
 - No, a separate individual permit is needed. PA for short-term, routine maintenance.

Fun (?) Facts - Trivia

- Questions (answers from Presentation)
- Can a utility abandon a pipeline in county road right-of-way?
- What is the preferred method of backfill for a trench?
- If your excavation is 49 SF, then what SF is your pavement overlay?
- When there is an emergency leak or repair, when should the utility contact VCPWA-RT?
- Can a utility excavate on a moratorium road?
- If your excavation is on a moratorium road, then how large is the area to be cold milled and paved with 1 ½ inches of asphalt concrete?
- Can an Administrative Permit Holder excavate under the PA permit?

Fun (?) Facts - Trivia

- Answers
- Can a utility abandon a pipeline in county road right-of-way?
 - No, pre-approval from Road Commissioner is required.
- What is the preferred method of backfill for a trench?
 - Slurry backfill.
- If your excavation is 49 SF, then what SF is your pavement overlay?
 - T-cut so 1-foot plus around 7x7, therefore 8x8 or 64 SF.
- When there is an emergency leak or repair, when should the utility contact VCPWA-RT?
 - As soon as possible. (805) 654-2099 or pwa.transinspections@ventura.org.

Fun (?) Facts - Trivia

- Answers (cont.)
- Can a utility excavate on a moratorium road?
 - **Yes.**
- If your excavation is on a moratorium road, then how large is the area to be cold milled and paved with 1 ½ inches of asphalt concrete?
 - **Depends: Half width or full width.**
- Can an Administrative Permit Holder excavate under the PA permit?
 - **No, a separate individual permit is needed. PA for short-term, routine maintenance.**

Fun Facts – Trivia – Last Item

LAST ITEM

Ventura County Test - Question

What year did California become a state?



Ventura County Test - Answer

What year did
California
become
a state?
Sept. 9, 1850



Ventura County Test - Question

When was
Ventura County
established?



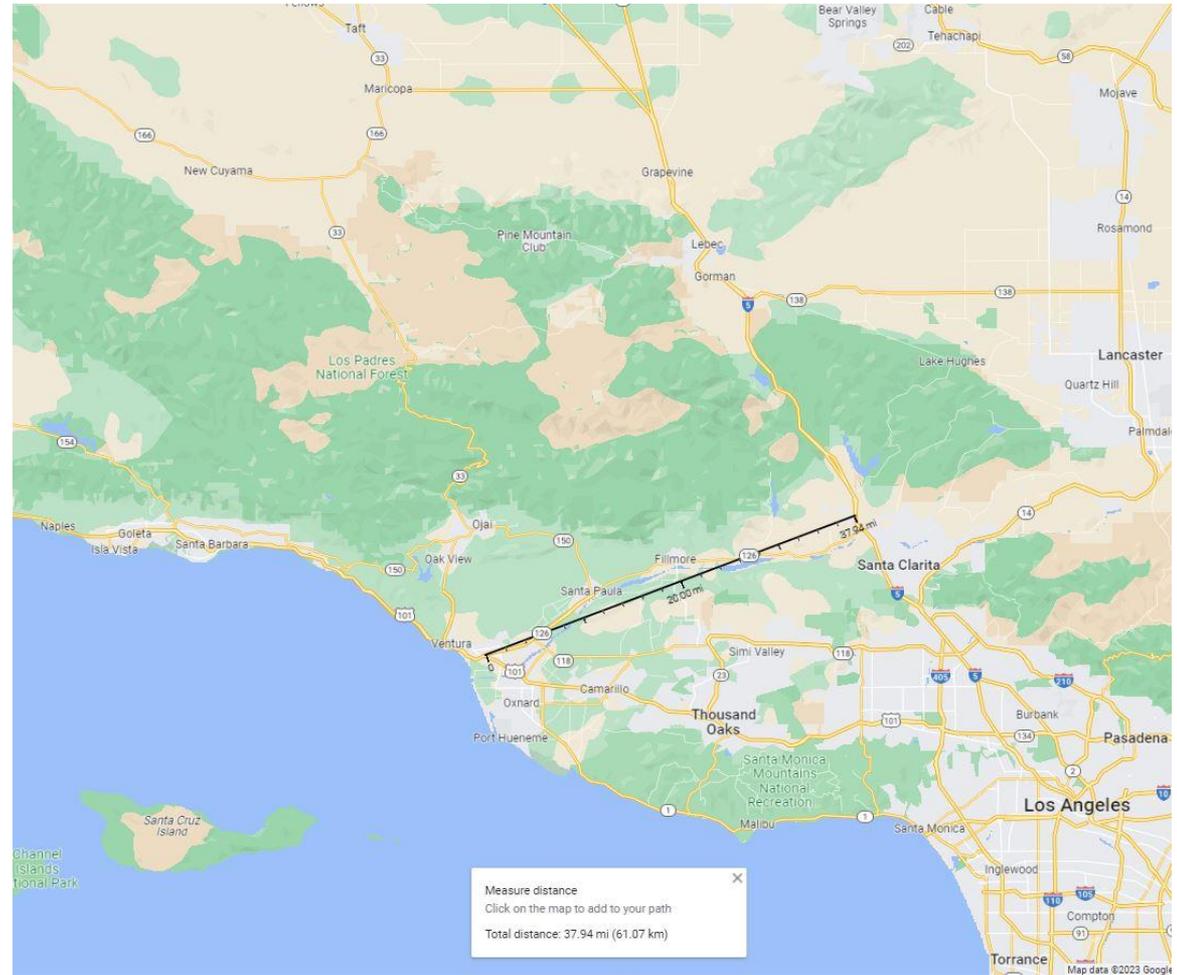
Ventura County Test - Answer

When was
Ventura County
established?
January 1, 1873



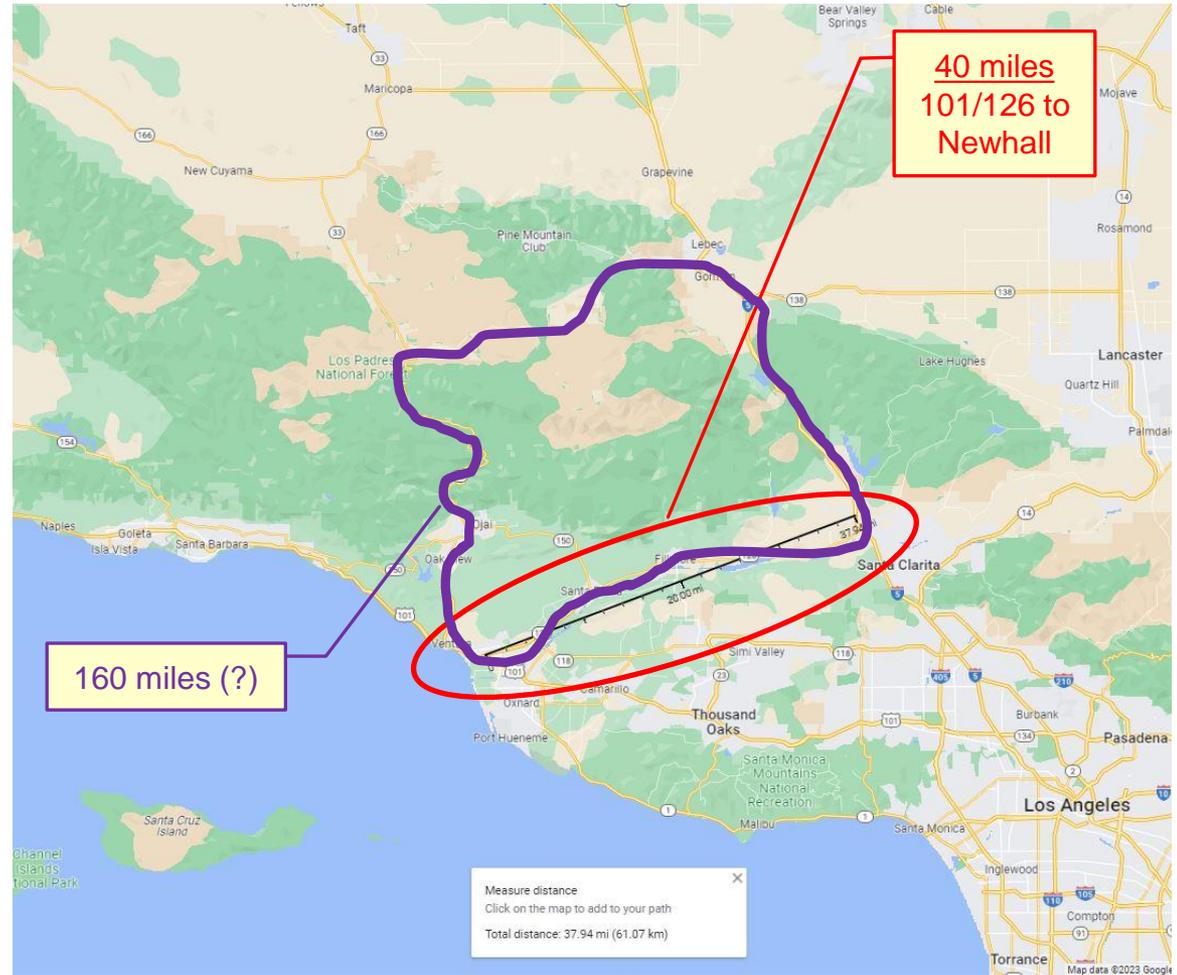
Ventura County Test - Question

How long does it take to drive around Ventura County?



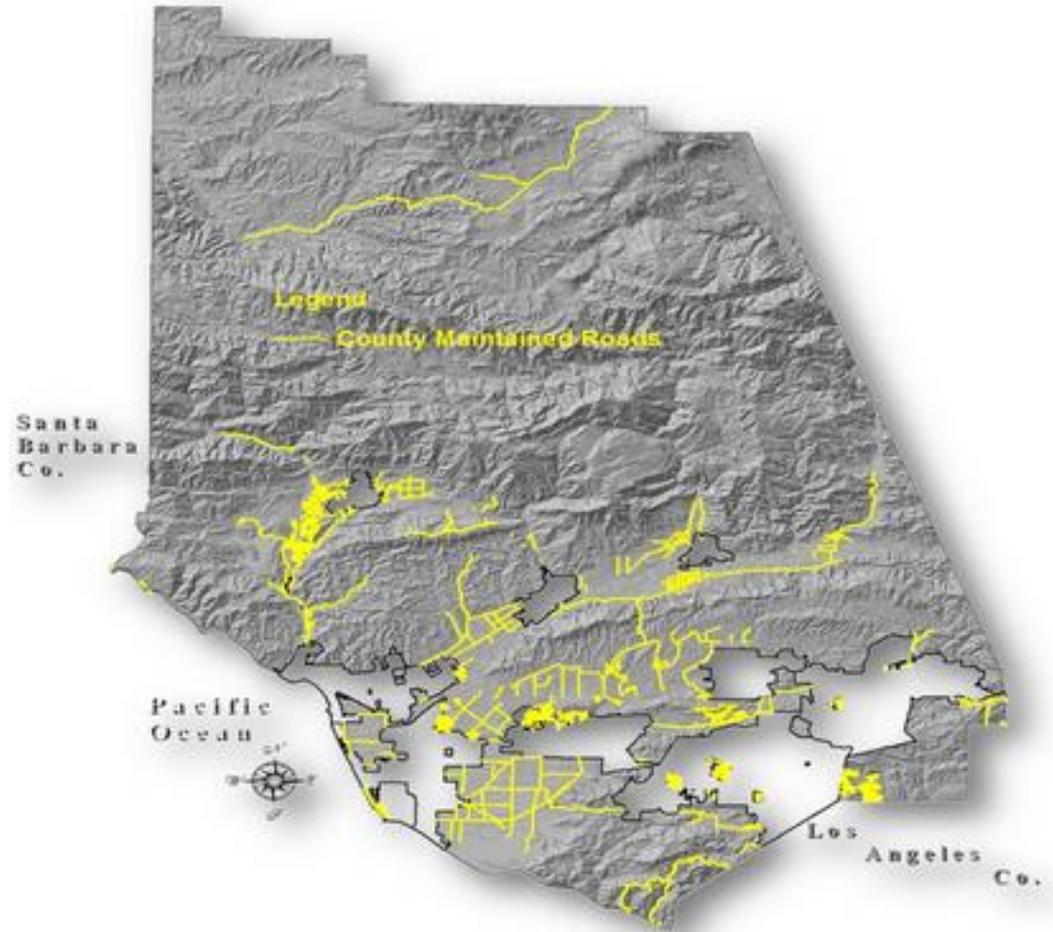
Ventura County Test - Answer

How long does it take to drive around Ventura County?
Five (5) hours.



Ventura County Test - Question

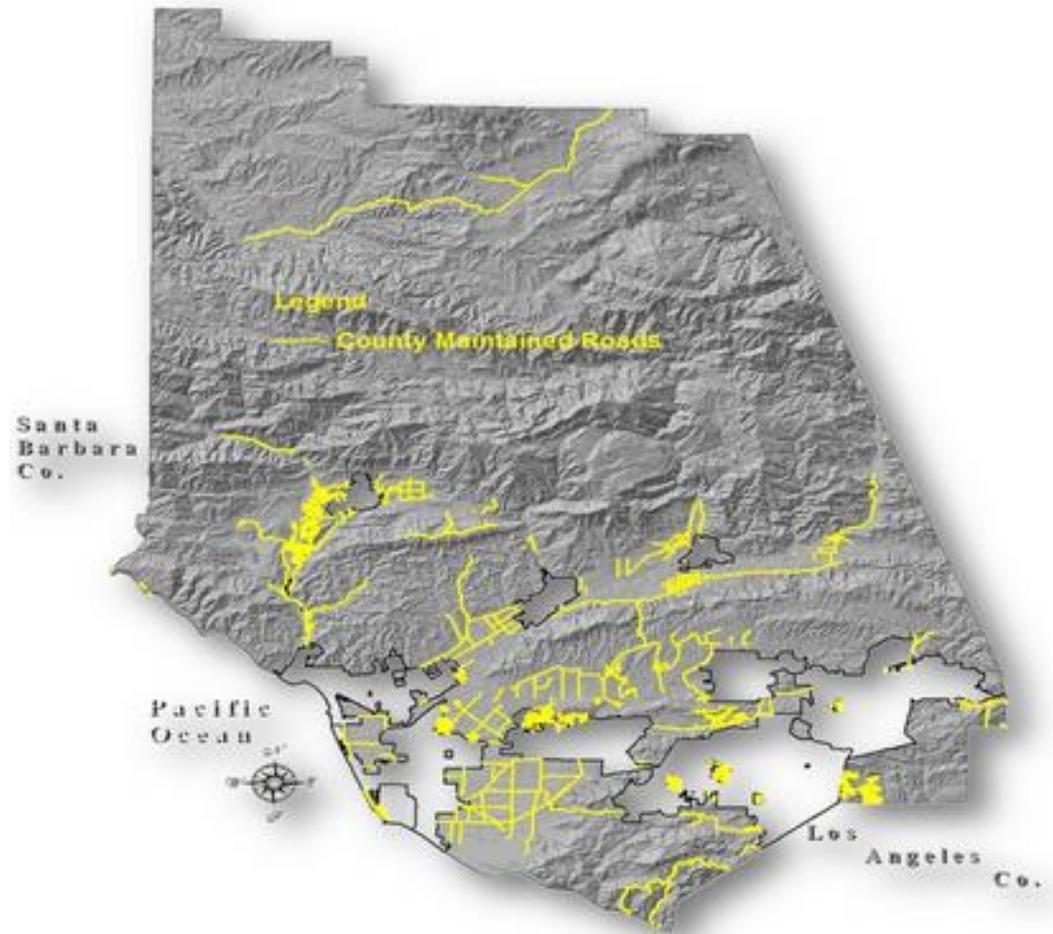
How many road miles are in the unincorporated areas?



Ventura County Test - Answer

How many road miles are in the unincorporated areas?

545 road miles.



Ventura County Test - Question

What is the highest peak in Ventura County?



Ventura County Test - Answer

What is the highest peak in Ventura County?

**Mount Pinos:
8,831 feet.**



Fun Facts - Trivia

- Questions
- What year did California become a State?
- When was Ventura County established?
- How long does it take to drive around Ventura County via State Route 33, Lockwood Valley Road, Interstate 5, and State Route 126 back to Ventura?
- How many centerline miles in unincorporated Ventura County?
- What is the highest mountain in Ventura County?

Fun Facts - Trivia

- Answers
- What year did California become a State?
 - September 9, 1850. 31st State.
- When was Ventura County established?
 - January 1, 1873. VC split from SBC.
- How long does it take to drive around Ventura County via State Route 33, Lockwood Valley Road, Interstate 5, and State Route 126 back to Ventura?
 - Five (5) hours.
- How many centerline miles in unincorporated Ventura County?
 - 545 miles and 1090 edge miles.
- What is the highest mountain in Ventura County?
 - Mount Pinos: 8,831 feet.

Ventura County Test – Mount Pinos



9TH ANNUAL UTILITY MEETING

**MEETING ADJOURNED.
ALL DONE!!!
THANKS FOR COMING.
THANK YOU TO PS
STAFF THAT BROUGHT
REFRESHMENTS.**