



County of Ventura  
**REMOVE & RECOMPACT SUBMITTAL CHECKLIST**  
 PUBLIC WORKS AGENCY  
 DEVELOPMENT AND INSPECTION SERVICES  
 800 South Victoria Avenue, Ventura, CA 93009-1600  
<http://vcpublicworks.org/esd/developmentinspection>  
 (805) 654-2030

**The following items should be included in the R&R Grading Submittal application packet:**

Note: in an effort to go paperless, the following documents may be submitted electronically.

- A Copy of the Zone Clearance
- DS-RR Grading Permit Submittal (this form-box checked)
- DS-01 Permit Application (must be signed and completed)
- DS-03 Authorization of Agent, if applicable
- DS-04 Acknowledgement of Employment of Technical Consultants (signed by all consultants and owner)
- DS-06 Stormwater Permit Requirements for New Development and Redevelopment Questionnaire
- DS-07 Stormwater Permit Requirements for Construction Activities
- SW-1, SW-2 or SW-HR. Stormwater Quality form(s)  
*Note: To determine which SW-Form is required, complete the DS-07 form*
- Remove and Recompact Grading Permit Deposit  
 For current deposit/fee amounts, see "Schedule of Processing Fees & Deposits."
- Geotechnical Report Review Deposit/Fee  
 For current fee amount see "Schedule of Processing Fees & Deposits."
- One Copy of the Geotechnical Report
- Off-site construction permission letter (if required)
- R&R Cover Sheet

**Project Representative (if other than owner or engineer):**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**Refund Recipient (if other than original depositor):**

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Note: in an effort to go paperless, the above documents may be submitted electronically.



Public Works Agency  
**Land Development & Inspection Services**  
 Schedule of Processing Fees and Deposits  
 Relating to Grading Permit Plan Review and Inspection Services

07/01/2020- 07/01/2021

Item	Fee or Deposit	
<b>Grading Permit - Plan Check</b> 50 cubic yards or more (3 Plan Reviews) <b>NEW</b> Pay-As-You-Go Plan Check - 1st Plan Check 2nd Plan Check 3rd Plan Check 50 cubic yards or more - Complex or Specialized Grading Projects <b>NEW</b> Pay-As-You-Go Plan Check - 1st Plan Check 2nd Plan Check 3rd Plan Check Additional Grading Plan Check <small>*Includes the cost of the geotechnical report review.</small>	<b>\$3,875.00</b> \$2,135.00 \$1,160.00 \$580.00 <b>\$4,520.00</b> \$2,490.00 \$1,350.00 \$680.00 \$475.00	Deposit Deposit Deposit Deposit Deposit Deposit Deposit Deposit Deposit
<b>Grading Permit - Plan Check - Fast Track (Review within 7 business days)</b> Single Lot Grading (Not for complex or multiple pad projects) <small>*Includes the cost of the geotechnical report review.</small>	\$4,385.00	*Fee
<b>Grading Permit - Inspection</b> Up to 500 cubic yards Over 500 cubic yards <small>**\$800.00 of the deposit will be kept in trust to close the project.</small>	\$4,355.00 \$6,415.00	**Deposit **Deposit
<b>Grading Permit - Agricultural and Oil Field</b> Includes plan review and inspection	\$3,105.00	Deposit
<b>Grading Permit - Remove and Recompact</b> Does not include the cost of soils/geology report review	\$1,940.00	Deposit
<b>Grading - Temporary Stockpile</b> 50 cubic yards or more, 9 month maximum	\$2,070.00	Deposit
<b>Geotechnical Report - Standard Review</b> Initial and one follow-up review Each subsequent review or a special meeting to discuss report.	\$1,050.00 \$330.00	Fee Fee
<b>Geotechnical Report - Fast Track</b> Initial and one-follow-up review Each subsequent review or a special meeting to discuss report	\$1,260.00 \$240.00	Fee Fee
<b>Water Will Serve Letter Processing</b>	\$55.00	Fee
<b>Special Coordination Deposit</b> Includes creating agreements for property transfers, compliance agreement, special occupancy agreement, post BMP inspection, special plan reviews by other entities (Transportation Department and Watershed Protection District), review and coordination of Water Availability Letters, and Geohazard Site inspection.	\$1,040.00	Deposit
<b>General Meeting Request (hourly rates)</b> Engineering Manager III Engineering Manager I Engineer III Engineering Technician I Public Works inspector III Sr. Public Works Inspector	Board Approved Contract Rates \$277.33 \$202.02 \$161.02 \$109.49 \$145.59 \$162.91	
<b>Unauthorized Grading (Actual cost based on investigation time by staff)</b>	TBD	Fee
<b>Recordation of Notice - Release of Recorded Notice</b> Notice of Uncertified Fill, Notice of Grading Non-Compliance, and other violations.	\$385.00	Fee
<b>Research Requests</b> In accordance with the Board of Supervisor's Policy for Photocopying and Research	TBD	Fee
<b>Environmental Processing</b> Categorical Exemption (CE) or Negative Declaration (ND) Discretionary Grading Permit and CEQA processing	\$385.00 \$6,590.00	Deposit Deposit
<b>Board of Supervisors Appeal Fee</b> For Grading Permit, Environmental Document, or a decision of the Building Official	\$3,060.00	Deposit

Please make checks payable to County of Ventura

Rev 7.01.2020

County of Ventura  
**GRADING PERMIT**  
PUBLIC WORKS AGENCY  
DEVELOPMENT AND INSPECTION SERVICES  
800 South Victoria Avenue, Ventura, CA 93009  
(805) 654-2030

Permit No. \_\_\_\_\_

Grading Work Description \_\_\_\_\_

Assessor Parcel No(s) \_\_\_\_\_

Address of Work \_\_\_\_\_

Grading Type:  Regular  Engineered  Stockpile  Agricultural  Oil Field  Remove & Recompact  Discretionary

Depth of Cut \_\_\_\_\_ Excavation \_\_\_\_\_ yds<sup>3</sup> Export \_\_\_\_\_ yds<sup>3</sup> Height of Fill \_\_\_\_\_ Fill \_\_\_\_\_ yds<sup>3</sup> Import \_\_\_\_\_ yds<sup>3</sup>

Destination of Surplus \_\_\_\_\_ Source of Import \_\_\_\_\_

Deviations from Grading Ordinance: \_\_\_\_\_ VC DWG No(s) \_\_\_\_\_

Stormwater Form(s): \_\_\_\_\_ WDID: \_\_\_\_\_ QSP Required: Yes  No

**PERMITTEE SHALL NOTIFY SUBDIVISION INSPECTION 48 HOURS PRIOR TO WORK**

Property Owner \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

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Contractor \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

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Civil Engineer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

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Soils Engineer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

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Geologist \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

This permit authorizes only that work described hereon. Neither the issuance of this permit, nor the compliance with the provisions hereof or with any conditions imposed by this permit shall relieve any person from responsibility for damage to other persons or property nor impose any liability upon the governing agency for damage to other persons or property. All attached addenda are a part of this permit. All modifications of this permit or of the approved grading plan must be approved by the governing agency.

I hereby acknowledge that I have read this application and state that the above is correct, and that all excavation, grading and filling of land shall be in accordance with the approved plans, and the applicable grading ordinance. In consideration of the County issuing this grading permit the permittee agrees to comply with all provisions of this permit including the standard conditions and any special conditions attached hereto.

**Your permit is not complete until a "NOTIFICATION OF COMPLETION - GRADING" is issued. Occupancy does not mean that your grading permit is complete.**

X Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_  
PROPERTY OWNER

Issued by: \_\_\_\_\_ Date Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

**WORKMAN'S COMPENSATION**

It is required that each applicant file the following:

1. A certificate of consent to self-insure issued by the Director of Industrial Relations, or
2. A certificate of Workman's Compensation Insurance issued by an admitted insurer, or
3. An exact copy certified by the Director of Industrial Relations or the insurer, or

Workman's Compensation Insurance Policy No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

4. Statement of Understanding:

**"I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the Workmen's Compensation Laws of California. I further certify that I will verify compliance with the Workman's Compensation Laws of California of all sub-contractors contracted by me for any participation on projects over which I have contractual jurisdiction." I declare under penalty of perjury that the foregoing is true and correct.**

X Signature \_\_\_\_\_ Date \_\_\_\_\_

**FILL IN ALL BLANKS. IF NOT APPLICABLE, ENTER THE WORD "NONE or N/A"**  
**Signature of this sheet constitutes agreement of Standard Conditions as described on page 2**

## STANDARD CONDITIONS

1. Grading shall be in accordance with the Ventura County Building Code Appendix J, Latest Edition, Standard Specifications for Public Works Construction (SSPWC), the Ventura County Standard Land Development Manual & Specifications and any supplemental conditions if applicable. The permittee shall supply a bond if requested by Ventura County.
2. Plan check and inspection fee deposits shall be made in accordance with the Board of Supervisor's adopted Fee Deposit Schedule. The permittee shall pay the actual costs (including overhead) for services rendered. If at any time the actual costs exceed the deposits, the permittee shall pay the balance due before proceeding with further work. Failure to remit payment when due may result in the County issuing a "Stop Work Notice". Deposits not used will be refunded to the permittee upon completion of all required work.
3. All recommendations made by the Technical Consultants contained in the reports referenced hereon as approved or conditioned by the County are a part of this grading permit.
4. A preconstruction/pre-grade conference of all interested parties shall be held prior to any construction or grading. Any work performed under this permit prior to conducting a pre-grade meeting will be subject to whatever action including restoration to existing conditions before work was begun, that the County of Ventura deems necessary to inspect, correct and/or approve said work.
5. All graded surfaces subject to erosion shall be protected as approved by the Technical Consultants and accepted by the Building Official. Protection shall be provided and fully functional prior to commencement of grading.
6. All deleterious material, i.e., lumber, logs, brush, or any other organic materials or rubbish, shall be removed from all areas to receive compacted fill.
7. Unsuitable material shall be removed as required by the soils engineer (and engineering geologist, where employed) from all areas to receive compacted fill or drainage structures.
8. All areas to receive compacted fill shall be inspected and approved by the soils engineer (and engineering geologist, where employed) after removal of unsuitable material and excavation of keyways and benches, and prior to placement of fill or subsurface drainage systems.
9. All excavated slopes and keys for buttress fills must be examined by the engineering geologist and soils engineer to insure that all potential planes of failure have been exposed in the excavation and will be adequately supported by the proposed buttress. Field certification shall be submitted by the consultants.
10. All soil or rock materials deemed unsuitable for placement in compacted fill shall be removed from the site. A material such as concrete or imported materials shall be approved by the soils engineer prior to use in compacted fill.
11. The soils engineer & engineering geologist shall submit recommendations for corrective work to insure slope stability where unstable material is exposed at the top of cuts.
12. Materials for interceptor, terrace and down drains shall meet Ventura County Standard Land Development Specifications or the SSPWC, latest edition.
13. The soils engineer shall direct the removal or treatment of any existing underground structures such as septic tanks, irrigation lines, etc.
14. Any water well located within the site shall be reported to the Watershed Protection District of Ventura County prior to its modification or destruction. Special procedures are required for abandonment.
15. Interim soils and geologic reports shall be submitted to the County to obtain a building construction clearance.
16. "As-built" soils engineering (and if applicable, engineering geology) reports, summarizing all work performed and concluding that fills have been placed according to the approved plans and that all geologic features are stable as graded shall be submitted to the County prior to approval of the grading by the building official.
17. All permitted work contemplated under the permit will be completed within the time limit specified in the permit and will be done in accordance with approved plans and in compliance with the terms and conditions of the grading permit to the satisfaction of the building official and all of the provisions of applicable Codes, applicable laws, and ordinances.
18. This permit is valid only to the extent of Ventura County Building Code. Permits and consent required by other interested Agencies and consent of the underlying fee owner of easement and that of easement holders shall be the responsibility of the permittee. The permittee shall be responsible for obtaining all necessary permits and permissions from affected property owners, public agencies, and others.
19. If the owner wishes to change any technical consultants, grading shall cease until a new technical consultant assumes and accepts responsibility for the grading.
20. If the property subject to this permit changes ownership, grading shall cease until the new owner contacts Development and Inspection Services and transfers the permit to the new owner.
21. The permittee shall be responsible for determining the existence and location of any existing underground facilities.
22. All work shall be done in a manner which will minimize soil erosion. Existing natural vegetation shall be preserved wherever possible and practical. Exposure of disturbed soils shall be limited to an area in which work will be completed prior to the onset of the rainy season, to ensure that the soil is stabilized and vegetation is established.
23. Facilities shall be constructed to minimize and retain sediment produced on site. Sediment basins, sediment traps, and similar measures shall be installed prior to any clearing or grading activities, and shall be maintained throughout these activities until removal is authorized. Such structures shall be designed to minimize potential mosquito problems. Seeding, mulching, and other suitable stabilization measures shall be used to protect exposed erodible areas. Permanent sediment retention facilities and final stabilization measures shall be installed as soon as practical and a plan for their maintenance developed and adhered to.
24. Provisions shall be made to mitigate any increased runoff caused by altered soil conditions during and after construction.
25. Neither cut nor fill slopes shall be steeper than two parts horizontal to one part vertical (2:1) unless a geological or engineering analysis indicates that steeper slopes are safe and appropriate erosion control measures are specified. The top of cuts and the toe of fills shall not be closer than five 5-feet from any property line or road right of way.
26. Cleared vegetation and excavated materials shall be disposed of in a manner which reduces risk of erosion and is in conformance with the approved permit.
27. Prior to the "Notice of Completion – Grading" being issued all disturbed areas must be stabilized and slopes vegetated with 70% coverage using native vegetation, where practical.

**County of Ventura**  
**AUTHORIZATION OF AGENT**  
 To ACT ON PROPERTY OWNERS BEHALF  
**PUBLIC WORKS AGENCY**  
**DEVELOPMENT AND INSPECTION SERVICES**  
 800 South Victoria Avenue, Ventura, CA 93009  
 (805) 654-2030

Permit No. \_\_\_\_\_

I hereby authorize the person identified below to act as my agent to apply for, sign, and file the documents necessary to obtain the permits required for my project (excluding the *Notice to Property Owner*, the execution of which I understand is my personal responsibility). My agent should receive copies of all notices and communications related to my project unless I have otherwise notified the County.

Project Description: \_\_\_\_\_

APN(s): \_\_\_\_\_

Project Location: \_\_\_\_\_  
(Address)Name of Authorized Agent: \_\_\_\_\_  
(Please Print)

Address of Authorized Agent: \_\_\_\_\_

Phone Number of Authorized Agent: \_\_\_\_\_

E-Mail Address of Authorized Agent: \_\_\_\_\_

### PROPERTY OWNER ACKNOWLEDGEMENT

I declare under penalty of perjury that I am the property owner for the address listed above and I personally filled out the above information and certify its accuracy. Further, I agree that I and my agent will abide by all ordinances of the County of Ventura and that any approvals granted for this project will be carried out in accordance with the requirements of the County of Ventura.

Property Owner's Name: \_\_\_\_\_  
(Please Print)

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's E-Mail Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Note: A copy of the owner's driver's license, notarization, or other verification acceptable to the agency must be submitted with this form to verify property owner's signature. The owner must be as shown on the latest Assessor records.

Verification of Property Owner Signature:      Driver License      Notarized Letter      Other

\_\_\_\_\_  
Staff Signature\_\_\_\_\_  
Date

Permit No. \_\_\_\_\_

**County of Ventura**  
**ACKNOWLEDGEMENT OF EMPLOYMENT OF TECHNICAL CONSULTANTS**  
 PUBLIC WORKS AGENCY  
 DEVELOPMENT AND INSPECTION SERVICES  
 800 South Victoria Avenue, Ventura, CA 93009  
 (805) 654-2030

Address/Location of Property \_\_\_\_\_

Tract No. \_\_\_\_\_ APN(s): \_\_\_\_\_

The Owner(s) of the above described property hereby acknowledge that, as a condition of the Grading Permit and during all work authorized by said permit, a Registered Civil Engineer will be retained to be in responsible charge of the work and perform the duties of Civil Engineer in accordance with requirements of the Grading Ordinance and the Land Development Manual, and further, that a Soils Engineer and/or Engineering Geologist will be employed to make test, investigations, perform inspections and file the reports that are or may be required for compliance with said Ordinance and Manual.

Should new consultants be hired following approval by the County of the original reports and grading plan, the new consultants shall be bound by the grading plan and recommendations contained therein. If the plan, recommendations or work completed are not acceptable to the new consultants they shall provide a new report with recommendations and supporting data which must then be incorporated on a revised plan to be submitted for approval to the County. The Grading Contractor shall, upon completion of grading, be required to provide certification of his work by signature on the cover sheet of the As-built grading plans.

Owner(s) Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Owner(s) Name \_\_\_\_\_ Address \_\_\_\_\_

Email: \_\_\_\_\_ City \_\_\_\_\_

The undersigned verify that they have been retained as stated above and agree to notify the County within 48 hours if such employment is terminated. It is further understood that all Soils and/or Geology Reports are to be coordinated by and submitted to the County by the Civil Engineer.

**Civil Engineer** \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
(Signature)

Name \_\_\_\_\_ Firm \_\_\_\_\_ Reg. No. \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

**Soils Engineer** \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
(Signature)

Name \_\_\_\_\_ Firm \_\_\_\_\_ Reg. No. \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

**Engineering Geologist** \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
(If applicable) (Signature)

Name \_\_\_\_\_ Firm \_\_\_\_\_ Reg. No. \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

**QSD/QSP/CPESC** \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
(If applicable) (Signature)

Name \_\_\_\_\_ Firm \_\_\_\_\_ Reg. No. \_\_\_\_\_

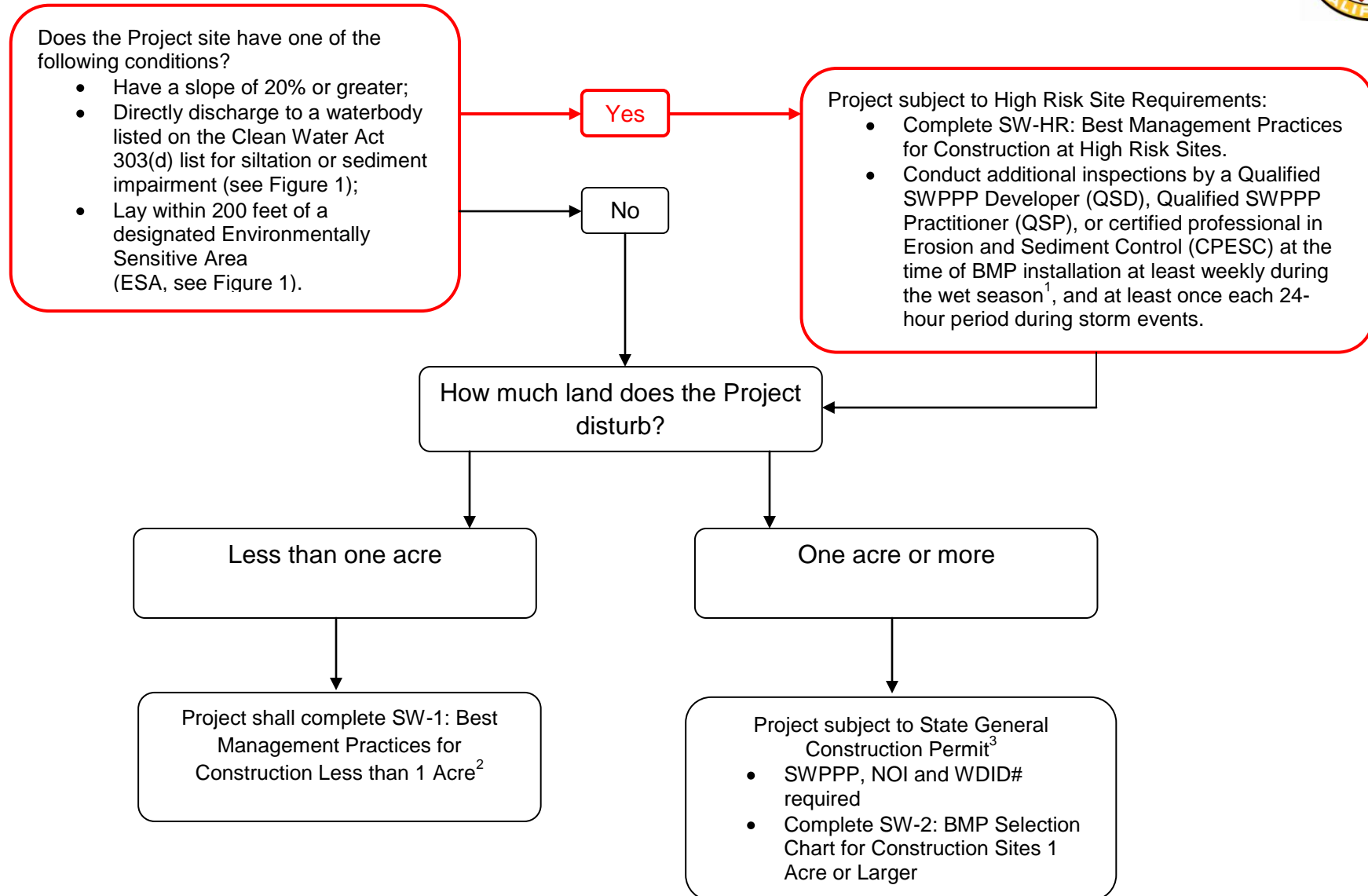
Address: \_\_\_\_\_ City \_\_\_\_\_ Zip: \_\_\_\_\_

**INSTRUCTIONS:** This document must be completed and filed with the County before the grading permit may be issued.

# NPDES Construction Requirements



## Applicable to Projects that Require a Grading Permit or Building Permit



<sup>1</sup> Wet season is defined as the calendar beginning October 1 through April 15.

<sup>2</sup> Public Agency projects (including Capital Improvement Projects) are subject to Storm Water Pollution Control Plan (SWPCP) requirements, see website: [http://portal.countyofventura.org/portal/page/portal/PUBLIC\\_WORKS/engineeringservices/pwa\\_construction\\_projects/Stormwater](http://portal.countyofventura.org/portal/page/portal/PUBLIC_WORKS/engineeringservices/pwa_construction_projects/Stormwater)

<sup>3</sup> For a copy of the State General Construction Permit, visit [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/constpermits.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/constpermits.shtml)



## COUNTY OF VENTURA

### STORMWATER PERMIT REQUIREMENTS FOR NEW DEVELOPMENT AND REDEVELOPMENT QUESTIONNAIRE

The Ventura County Municipal Stormwater Permit requires implementation of Post-Construction Stormwater Management Plan (PCSMP) controls for applicable New Development and Redevelopment projects. The Part 4.E "Planning and Land Development Program" of the Permit (Order No. R4-2010-0108) provides detailed requirements on the design, implementation, and maintenance of PCSMP controls (available at <http://onestoppermit.ventura.org/>).

✓ *Please place a check mark in all the boxes that apply to project.*

The following questionnaire will determine if the proposed project is subject to Ventura Countywide NPDES Municipal Stormwater Permit Order No. R4-2010-0108, Part 4.E "Planning and Land Development Program" requirements to design, implement, and maintain PCSMP controls.

1. Does this proposed project involve construction of street(s), road(s), highway(s), or freeway adding or creating 10,000 square feet or more of **impervious surface area** (refer to the Definition on page 3)?
  - Yes**, this project shall incorporate USEPA Guidance "Managing Wet Weather with Green Infrastructure: Green Streets" to the maximum extent practicable. For additional information refer to <http://onestoppermit.ventura.org> under Surface Water Quality Section's "Guidelines/Standards". For submittal requirements, refer to item 8 below.
  - No**, proceed to item 2 below.
  
2. Is this application for construction of a Single Family Hillside<sup>1</sup> Home?
  - Yes**, this project shall include Post-Construction Requirements for Single-Family Hillside Homes. For additional information refer to <http://onestoppermit.ventura.org> under Surface Water Quality Section's "Guidelines/Standards". For submittal requirements, refer to item 8 below.
  - No**, proceed to item 3 below.
  
3. Is the proposed project located within the County Unincorporated Urban areas?
  - Yes**, proceed to item 4 below.
  - No**, this proposed project is not subject to PCSMP controls. **No further Action**.
  
4. Is this application for a New Development project involving creation or addition of **impervious surface area** (refer to the Definition on page 3)?
  - Yes**, proceed to item 5 below.
  - No**, proceed to item 6 below.
  
5. Please check the appropriate box if the proposed New Development project involves any of the following activities:
  - Yes**, New Development project equal to 1 acre or greater of disturbed area and adding more than 10,000 square feet of **impervious surface area** (refer to the Definition on page 3);
  - Yes**, Industrial park 10,000 square feet or more of surface area;
  - Yes**, Commercial strip mall 10,000 square feet or more of **impervious surface area** (refer to the Definition page 3);
  - Yes**, Retail gasoline outlet 5,000 square feet or more of surface area;

<sup>1</sup> "Hillside" is defined as average slope of 20% or greater.



**COUNTY OF VENTURA  
STORMWATER PERMIT REQUIREMENTS FOR NEW DEVELOPMENT AND REDEVELOPMENT  
QUESTIONNAIRE**

- Yes**, Restaurant 5,000 square feet or more of surface area;
- Yes**, Parking lot 5,000 square feet or more of **impervious surface area** (refer to the Definition on page 3), or with 25 or more parking spaces;
- Yes**, Automotive service facility 5,000 square feet or more of surface area;
- Yes**, a project located in or directly adjacent to, or discharging directly to an Environmentally Sensitive Area<sup>2</sup> (ESA), where the development will:
  - A) Discharge storm water runoff that is likely to impact a sensitive biological species or habitat; and
  - B) Create 2,500 square feet or more of **impervious surface area** (refer to the Definition on page 3).
- No**, none of the above; this proposed New Development project is not subject to PCSMP Controls. **No further Action.**

If you check “**Yes**” in at least one box above (item 5), proceed to item 8 below for required project submittal information.

6. Is proposed project a Redevelopment and land-disturbing activity (not an interior remodel, roof replacement, or other maintenance-related activities) of an existing single-family dwelling<sup>3</sup> and accessory structures that will result in creation, addition, or replacement of 10,000 square feet of **impervious surface area** (refer to the Definition on page 3)?
- Yes**, the PCSMP controls are required; for project submittal information refer to item 8
  - No**, proceed to item 7 below.
7. Is proposed Redevelopment and land-disturbing activity (not maintenance) project other than existing single-family dwelling that will result in creation, addition, or replacement of 5,000 square feet of **impervious surface area** (refer to the Definition on page 3) on already developed site<sup>4</sup>?
- Yes**, the PCSMP controls are required; for project submittal information refer to item 8
  - No**, this Redevelopment project is not subject to PCSMP controls. **No further Action.**
8. If you answered “**YES**” to questions in items 5, 6, or 7, the proposed project is subject to design, construction, and maintenance of the PCSMP controls in accordance with the Ventura Countywide Technical Guidance Manual (TGM) for Stormwater Quality Control Measures (The TGM can be found on the VC Stormwater website at <http://www.vcstormwater.org/index.php/publications/manuals/32-technical-guidance-manual>). The following items shall be included in your application package:
- A) Identify proposed PCSMP controls on your site/grading plan,
  - B) Provide the necessary analysis in your Drainage Study to demonstrate that the PCSMP controls will function as proposed including any applicable stormwater quality design flow or volume calculations for proposed treatment device(s) using applicable form<sup>5</sup> (Appendix E&G of the Technical Guidance Manual), and
  - C) Submit a Post-Construction Stormwater Management Plan (PCSMP) <sup>5</sup>.

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<sup>2</sup> For complete ESA information, call the Water Quality Engineer at (805) 662-6737.

<sup>3</sup> To determine if proposed project meets definition of Redevelopment project, the already developed site shall equal to 1 acre or greater of disturbed area and more than 10,000 ft<sup>2</sup> of impervious area shall meet at least one of the criteria listed in items 5 above. For additional information, call the Water Quality Engineer at (805) 662-6737.

<sup>4</sup> To determine if proposed project meets definition of Redevelopment project, the already developed site shall meet at least one of the criteria listed in items 5 above. For additional information, call the Water Quality Engineer at (805) 662-6737.

<sup>5</sup> County of Ventura PCSMP form is available at <http://onestoppermit.ventura.org> under Surface Water Quality Section’s “Forms” tab. For additional information, call the Water Quality Engineer at (805) 662-6737.

**COUNTY OF VENTURA  
STORMWATER PERMIT REQUIREMENTS FOR NEW DEVELOPMENT AND REDEVELOPMENT  
QUESTIONNAIRE**

**Questionnaire was prepared by:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Documents referenced in this questionnaire are available at <http://onestoppermit.ventura.org/>.

**DEFINITION:**

**Impervious Surface Area** - A hard surface area which either prevents or retards the entry of water into the predevelopment soil mantle. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, impermeable concrete or asphalt paving, gravel roads, packed earthen materials, and oiled macadam or other surfaces which similarly impede the natural infiltration of stormwater. For complete definition refer to the 2011 Ventura Countywide Technical Guidance Manual for Stormwater Quality Control Measures available at <http://www.vcstormwater.org/index.php/publications/manuals/32-technical-guidance-manual>.

For more information refer to [www.onestoppermit.ventura.org](http://www.onestoppermit.ventura.org) under Surface Water Quality Section or call Water Quality Engineer at (805) 662-6737.

The copy of the Ventura Countywide Technical Guidance Manual (TGM) for Stormwater Quality Control Measures is available at <http://www.vcstormwater.org/index.php/publications/manuals/32-technical-guidance-manual>.



## COUNTY OF VENTURA

# STORMWATER PERMIT REQUIREMENTS FOR CONSTRUCTION ACTIVITIES QUESTIONNAIRE

The Ventura County Municipal Stormwater Permit requires implementation of an effective combination of Best Management Practices (BMPs) at construction sites in order to prevent erosion and sediment loss, or the discharge of construction wastes to the storm drain system (available at <http://onestoppermit.ventura.org/>, subpart 4.F of the Los Angeles Regional Water Quality Control Board Permit Order No. 10-0108). Additionally, construction activities causing one acre or more of soil disturbance (or less than one acre but as a part of a larger common area of development or sale) require coverage under the California Statewide General Construction Permit CAS000002, available online at [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/construction.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml).

✓ Please place a check mark in all the boxes that apply to project.

**Construction activities causing less than 1 acre of soil disturbance:**

- Complete and submit **SW-1** (Best Management Practices for Construction Less than 1 Acre) with the Building Permit application.

**Construction activities with soil disturbance of 1 acre or greater:**

- As required by the State Water Resources Control Board (SWRCB) State General Construction Permit No.CAS000002, the following items must be completed and submitted to the SWRCB:
  - **Stormwater Pollution Prevention Plan (SWPPP)**
  - **Notice of Intent (NOI)**
  - **SWRCB fee**

(Additional information available online at:

[http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/construction.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml))

- Complete **SW-2** (Best Management Practices for Construction 1 Acre or Greater).
- Include completed form **SW-2** in the prepared site-specific **SWPPP** and submit with the Building Permit application and to the Watershed Protection District County Unincorporated Stormwater Program for certification as a **Local SWPPP/SW-2**. If your project requires a Grading Permit, then submit documentation with Grading Permit application instead.

**Construction Activities at High Risk Sites (see map and definition on back):**

- Complete and submit **SW-HR** (Best Management Practices for Construction at High Risk Sites worksheet) and **SW-1** or **Local SWPPP/SW-2** (whichever is applicable as listed above) with the Building Permit application.
- Qualified SWPPP Developer (QSD), Qualified SWPPP Practitioner (QSP), or personnel or consultants who are Certified Professionals in Erosion and Sediment Control (CPESC) shall inspect the site:
  - at the time of BMP installation,
  - at least weekly between October 1 and April 15, and
  - at least once each 24 hour period during a storm event that generates runoff from the site.
- Retain records of inspection reports for review by the Building Permit inspectors upon request.

### REQUIREMENTS FOR ALL CONSTRUCTION SITES

- A copy of the required forms (**SW-1**, **Local SWPPP/SW-2**, or **SW-HR** as applicable) must be kept at the site during construction activities.
- Implement all required BMPs during construction.

**Questionnaire was prepared by:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## County of Ventura Stormwater Permit Requirements for Construction Activities Questionnaire

### ADDITIONAL INFORMATION:

Documents referenced in this questionnaire area available at <http://onestoppermit.ventura.org/>.

### DEFINITIONS:

**CONSTRUCTION ACTIVITY** includes any construction or demolition activity, clearing, grading, grubbing, or excavation or any other activity that results in a land disturbance. Construction does not include emergency construction activities required to immediately protect public health and safety or routine maintenance activities required to maintain the integrity of structures by performing minor repair and restoration work, maintain original line and grade, hydraulic capacity, or original purpose of the facility. See "**ROUTINE MAINTENANCE**" definition for further explanation. Where clearing, grading or excavating of underlying soil takes place during a repaving operation, State General Construction Permit Order No. 2009-0009-DWQ (CAS000002) coverage is required if more than one acre is disturbed or the activities are a part of a larger plan.

**ROUTINE MAINTENANCE** – Routine maintenance projects include, but are not limited to projects conducted to:

1. Maintain the original line and grade, hydraulic capacity, or original purpose of the facility.
2. Perform as needed restoration work to preserve the original design grade, integrity and hydraulic capacity of flood control facilities.
3. Includes road shoulder work, re-grading dirt or gravel roadways and shoulders and performing ditch cleanouts.
4. Update existing lines<sup>A</sup> and facilities to comply with applicable codes, standards, and regulations regardless if such projects result in increased capacity.
5. Repair leaks

Routine maintenance does not include construction of new lines<sup>B</sup> or facilities resulting from compliance with applicable codes, standards and regulations.

Notes: <sup>A</sup> Update existing lines includes replacing existing lines with new materials or pipes. <sup>B</sup> New lines are those that are not associated with existing facilities and are not part of a project to update or replace existing lines.

### HIGH RISK SITES:

- (i) Construction sites on hillsides (on average 20% or greater slope); and
- (ii) Construction sites that **directly discharge**<sup>1</sup> to a waterbody listed on the CWA § 303 (d) list for siltation or sediment; or
- (iii) Construction activities that occur within or **directly adjacent**<sup>2</sup> to an **Environmentally Sensitive Area**<sup>3</sup>. Refer to Figure 1 (Ventura County Environmentally Sensitive Areas) illustrating ESA locations in Ventura County.

<sup>1</sup> **Directly Discharge** - means outflow from a drainage conveyance system that is composed entirely or predominantly of flows from the subject, property, development, subdivision, or industrial facility, and not commingled with the flows from adjacent lands.

<sup>2</sup> **Directly Adjacent** - means situated within 200 feet of the contiguous zone required for the continued maintenance, function, and structural stability of the environmentally sensitive area.

<sup>3</sup> **Environmentally Sensitive Area (ESA)** - means an area "in which plant or animal life or their habitats are either rare or especially valuable because of their special nature or role in an ecosystem and which would be easily disturbed or degraded by human activities and developments" (Reference: California Public Resources Code § 30107.5). ESAs will include Clean Water Act 303d Listed Water Bodies in all reaches that are unimproved, all California Coastal Commission's Environmentally Sensitive Habitat Areas as delineated on maps in Local Coastal Plans and the Regional Water Quality Control Board's Basin Plan's Rare, Threatened or Endangered Species (RARE) and Preservation of Biological Habitats (BIOL) designated waterbodies. The California Department of Fish and Game's Significant Natural Areas map will be considered for inclusion as the department field verifies the designated locations. Watershed restoration projects will be considered for inclusion as the department field verifies the designated locations.

For information on requirements for **Qualified SWPPP Developer (QSD) and Qualified SWPPP Practitioner (QSP)**, refer to [http://www.waterboards.ca.gov/water\\_issues/programs/stormwater/construction.shtml](http://www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml).

For information on requirements for **Certified Professionals in Erosion and Sediment Control (CPESC)**, refer to <http://www.cpesc.net/>



# SW-1

## COUNTY OF VENTURA STORMWATER QUALITY MANAGEMENT PROGRAM

### **BEST MANAGEMENT PRACTICES FOR CONSTRUCTION LESS THAN 1 ACRE**

Prior to the issuance of any construction/grading/building permit and/or the commencement of any clearing, grading or excavation, contractors of projects with construction activities that disturb less than one acre of soil, shall prepare and submit this Best Management Practices (BMPs) worksheet on the form provided herein.

The purpose of the implementing BMPs is to effectively prohibit the entry of pollutants from the construction site into the storm drain system during construction. Erosion and sediment source control BMPs should be considered for both active and inactive construction areas. BMPs for wind erosion and dust control are also included. The BMPs may require modification as the project progresses and as conditions warrant.

The BMPs shall be implemented in accordance with the National Pollutant Discharge Elimination System (NPDES) Ventura Countywide Stormwater Municipal Permit No. CAS004002 (Order 10-0108) dated July 8, 2010.

The applicant/owner is responsible for ensuring that all project contractors and subcontractors implement all applicable BMPs.

#### **Project Name**

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#### **Project Information (if applicable)**

Assessor Parcel Number: \_\_\_\_\_ Grading Permit No.: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_ Land Use No.: \_\_\_\_\_

Conditional Use Permit No.: \_\_\_\_\_ Subdivision No.: \_\_\_\_\_

Location: \_\_\_\_\_

General Description: \_\_\_\_\_

Construction Start Date: \_\_\_\_\_

Construction Completion Date: \_\_\_\_\_

#### **FOR STAFF USE ONLY:**

Reviewed & Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Best Management Practices - BMPs**

Complete the following charts. The BMPs listed shall be used unless determined not applicable or inadequate. Additional BMPs may apply. BMP descriptions and details can be downloaded from the California Stormwater Handbooks at [www.casqa.org](http://www.casqa.org) or CalTrans Handbook [www.dot.ca.gov/hq/construc/stormwater/manuals.htm](http://www.dot.ca.gov/hq/construc/stormwater/manuals.htm).

**Table 1. BMPs at Construction Sites Less than 1 Acre**

BMPs Selected – Noted by Ref. ID from the California Stormwater BMP Handbooks		Use BMP		(If no, state reason)
		Yes	No	
<b>Erosion Control BMPs</b>				
EC-1 or SS-1	Scheduling			
EC-2 or SS-2	Preservation of Existing Vegetation			
<b>Temporary Sediment Control BMPs</b>				
SE-1 or SC-1	Silt Fence			
SE-8 or SC-8	Sandbag Barrier			
<b>Temporary Tracking Control BMPs</b>				
TC-1	Stabilized Construction Entrance/Exit			
<b>Non-Stormwater Management BMPs</b>				
NS-1	Water Conservation Practices			
NS-2	Dewatering Operations			
<b>Waste Management &amp; Materials Pollution Control BMPs</b>				
WM-1	Material Delivery & Storage			
WM-3	Stockpile Management			
WM-4	Spill Prevention & Control			
WM-5	Solid Waste Management			
WM-8	Concrete Waste Management			
WM-9	Sanitary/Septic Waste Mgmt.			
<b>Additional BMPs Selected</b>				

## Certification

### Project Architect/ Engineer of Record, or Authorized Qualified Designee:

*As the architect, or engineer of record, or authorized qualified designee, I have selected appropriate BMPs to effectively minimize the negative impacts of this project's construction activities on storm water quality. The project owner and contractor are aware that the selected BMPs must be installed, monitored, and maintained to ensure their effectiveness. The BMPs not selected for implementation are redundant or deemed not applicable to the proposed construction activity.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Owner/ Owner's Representative or Designee:

*I certify that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering the information, to the best of my knowledge and belief, the information submitted is true, accurate, and complete. I am aware that submitting false and/ or inaccurate information, failing to update the Local SWPPP to reflect current conditions, or failing to properly and/ or adequately implement the Local SWPPP may result in revocation of grading and/ or other permits or other sanctions provided by law.*

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# REMOVE & RECOMPACT

**JOB ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APN:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**SOILS REPORT PREPARED BY:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**PROJECT NUMBER:** \_\_\_\_\_

**SITE PREPARATIONS PER THE SOILS ENGINEERING REPORT**

**DIMENSIONS:** \_\_\_\_\_ **DEPTH:** \_\_\_\_\_

**BUILDING OFFSETS:** \_\_\_\_\_

**EARTHWORK QUANTITIES (ESTIMATED C.Y.)**

**EXCAVATED:** \_\_\_\_\_ **FILL:** \_\_\_\_\_

**IMPORT:** \_\_\_\_\_ **EXPORT:** \_\_\_\_\_

**SOURCE/DISPOSAL SITE LOCATION:** \_\_\_\_\_

NOTE: ALL RECOMMENDATIONS MADE BY THE GEOTECHNICAL ENGINEERING PROFESSIONAL (AND GEOLOGIC PROFESSIONAL, WHERE EMPLOYED) CONTAINED IN THE REPORTS AS APPROVED OR CONDITIONED BY THE COUNTY OF VENTURA SHALL BE A PART OF THIS GRADING PLAN.

**CONSTRUCTION NOTES**

1. A PRE-CONSTRUCTION MEETING SHALL BE HELD AT THE SITE PRIOR TO ANY GRADING ACTIVITY OR LAND DISTURBANCES WITH THE FOLLOWING PARTIES PRESENT: OWNER, GRADING CONTRACTOR, DESIGN CIVIL ENGINEER, GEOTECHNICAL ENGINEERING PROFESSIONAL, GEOLOGICAL PROFESSIONAL, VCPWA INSPECTOR(S), AND OTHER JURISDICTIONAL AGENCIES WHEN REQUIRED.
2. HEAVY EQUIPMENT NOISE SHALL NOT BEGIN UNTIL AFTER 7:00 A.M AND SHALL END BY 7:00 P.M. NO WORK BEYOND 4:30 PM UNLESS APPROVED BY VCPWA.
3. TOTAL TRUCK ROUND TRIPS FOR THE GRADING OPERATIONS CARRYING EARTH MATERIALS SHALL NOT EXCEED 5 TRUCKS PER HOUR OR OCCUR DURING PEAK TRAFFIC HOURS - UNLESS AUTHORIZED TO DO SO UNDER AN APPROVED DISCRETIONARY GRADING PERMIT AND APPROVAL BY VCPWA GRADING INSPECTOR. TRUCK TRAFFIC SHALL NOT CREATE A SAFETY HAZARD FOR INGRESS OR EGRESS ROUTES SUCH AS TRUCK STAGING, CLOGGING TURN POCKETS, OR LINE OF SIGHT.
4. NO GRADING ACTIVITY SHALL OCCUR IN ANY WETLAND, BLUE-LINE STREAM, RED-LINE CHANNEL, DRAINAGE COURSE, OR FLOODPLAIN WITHOUT THE PROPER PERMITS & PERMISSION FROM THE VCPWA & RESOURCE MANAGEMENT AGENCY (RMA), OR OTHER AUTHORITIES HAVING JURISDICTION.
5. RETAINING WALLS, BRIDGES, AND OTHER STRUCTURES REQUIRE A SEPARATE PERMIT FROM BUILDING AND SAFETY.
6. ENCROACHMENT PERMITS MAY BE REQUIRED. PLEASE CONTACT VCPWA ROADS & TRANSPORTATION TO OBTAIN ANY NECESSARY PERMITS.
7. ALL AREAS TO RECEIVE FILL SHALL BE INSPECTED AND APPROVED BY THE GEOTECHNICAL ENGINEERING PROFESSIONAL (AND GEOLOGICAL PROFESSIONAL, WHERE EMPLOYED) AND VCPWA INSPECTOR AFTER REMOVAL OF UNSUITABLE MATERIAL AND EXCAVATION OF KEYWAYS AND BENCHES PRIOR TO PLACEMENT OF SUBSURFACE DRAINAGE SYSTEMS OR FILL.
8. THE GEOTECHNICAL ENGINEERING PROFESSIONAL SHALL DIRECT THE REMOVAL OF ANY EXISTING UNDERGROUND STRUCTURES SUCH AS SEPTIC TANKS, IRRIGATION LINES, ETC.
9. THE USE OF CORRUGATED STEEL PIPE IS NOT ALLOWED IN ANY COUNTY RIGHTS OF WAY. THE USE OF CORRUGATED STEEL PIPE ON PRIVATE PROPERTY SHOULD BE MINIMIZED. HOWEVER, IF USED SHOULD BE COATED TO MINIMIZE CORROSION AND TO EXTEND USEFUL SERVICE LIFE.
10. THE TRUNK LOCATION OF ALL TREES WITHIN THE AREA OF GRADING (INCLUDING ACCESS ROADS AND STORAGE AREAS) SHALL BE SHOWN. SHOW THE APPROXIMATE OUTLINE OF ALL TREE CANOPIES WITH TRUNKS OUTSIDE THE GRADING AREA THAT ARE WITHIN 50' OF THE LIMITS OF GRADING, INCLUDING CANOPIES OF TREES GROWING ON ADJACENT PARCEL(S). CONTACT PLANNING DIVISION FOR TREE PERMIT INFORMATION INCLUDING A LIST OF PROTECTED TREES & REQUIRED SETBACKS.



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## GRADING / SITE PLAN

GP \_\_\_\_\_