



**GRADING PERMIT SUBMITTAL CHECKLIST**  
LAND DEVELOPMENT SERVICES  
800 South Victoria Avenue, Ventura, CA 93009-1600  
(805) 654-2030 | [PWA\\_LDServices@ventura.org](mailto:PWA_LDServices@ventura.org)



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

Please submit the following documents via email to [PWA\\_LDServices@ventura.org](mailto:PWA_LDServices@ventura.org) electronically (PDF)

- ☐ LDS-GP Grading Permit Submittal Checklist (this form)
- ☐ LDS-01 Grading Permit Application (must be signed and completed)
- ☐ LDS-02 Grading Plan Check and Processing Agreement
- ☐ LDS-03 Authorization of Agent (if required)
- ☐ LDS-04 Acknowledgement of Employment of Technical Consultants (signed by all consultants and owner)
- ☐ LDS-05 Grading Plan Checklist for Plan Check
- ☐ 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*
- ☐ Plan Check Deposit/Fee- For current deposit/fee amounts, see "Schedule of Processing Fees & Deposits."
- ☐ Geotechnical Report
- ☐ Hydrology and Hydraulics Report
- ☐ Grading Plans - 24" x 36" - Ventura County Standard Grading Plan Title Sheet (CAD file available)
- ☐ LDS-11 Off-site construction permission letter (if required)
- ☐ The Construction Inspection Deposit must be submitted either at initial submittal, or prior to approval of the grading plan. For current deposit amounts, see "Schedule of Processing Fees & Deposits." Applicant is responsible for the actual cost of inspection.

**Expiration of application.** An application for which no permit is issued within 360 days following the date of application shall expire by limitation. Plans, documents, reports, and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. Upon written request by the applicant, prior to permit expiration, a permit application may be extended by the Building Official where necessary and for good cause, for an extended time period that is deemed practical, provided:

1. The project plans and specifications have been updated to reflect compliance with any new applicable code provisions that came into effect as a result of an adopted code change, and
2. The request for extension is accompanied by an Application Extension Fee and a Plan Review Fee as prescribed in the County's adopted Fee Schedule, for review of any required plan revisions,
3. There are no significant changes to the plans or the permit application.

**Refund Recipient:**

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

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

Email \_\_\_\_\_



**LDS-01**  
**GRADING PERMIT**  
**LAND DEVELOPMENT SERVICES**  
800 South Victoria Avenue, Ventura, CA 93009  
(805) 654-3027 | PWA\_LDservices@ventura.org

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 \_\_\_\_\_ CY Export \_\_\_\_\_ CY Height of Fill \_\_\_\_\_ Fill \_\_\_\_\_ CY Import \_\_\_\_\_ CY

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

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

VCPWA Comments: \_\_\_\_\_ VC DWG No(s) \_\_\_\_\_

**PROJECT CONTACT INFORMATION**

Permittee \_\_\_\_\_ Address \_\_\_\_\_

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

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

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

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

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

Soils Engineering \_\_\_\_\_ Address \_\_\_\_\_

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

Geology \_\_\_\_\_ 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 (Page 2) 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 \_\_\_\_\_

PERMITTEE

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

**WORKER'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 Worker's Compensation Insurance issued by an admitted insurer, or
3. An exact copy certified by the Director of Industrial Relations or the insurer, or

Worker'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 Worker's Compensation Laws of California. I further certify that I will verify compliance with the Worker'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 PERMIT CONDITIONS

1. Grading shall be in accordance with:
  - a. Ventura County Building Code (VCBC) Appendix J, Latest Edition,
  - b. Ventura County Public Works Agency (VCPWA) Grading Permit Conditions, General Grading Notes, and Approved Grading Plans,
  - c. Standard Specifications for Public Works Construction (SSPWC),
  - d. Ventura County Standard Land Development Manual & Specifications and any supplemental conditions if applicable.
2. The Permittee shall call for inspection by the Building Official at all required stages of work with a minimum 48-hours notice. The Permittee shall obtain approval of all stages of work by the Building Official prior to proceeding with the next stage of work. Work stages are identified below as described in VCBC:
  - a. Pre-grade
  - b. Initial
  - c. In progress
  - d. Rough grade
  - e. Final grade
3. The permittee shall be responsible for determining the existence and location of any existing underground facilities.
4. An excavator planning to conduct an excavation shall notify UNDERGROUND SERVICE ALERT—SOUTHERN CALIFORNIA (toll free at 811) at least two working days, and not more than 14 calendar days, before beginning that excavation. The excavator shall obtain a DigAlert ticket requesting the utility owners to mark or otherwise indicate the location of their subsurface facilities and shall renew ticket(s) as required to maintain validity throughout the duration of grading activities. The excavator shall determine the location and depth of all utilities, including all service connections, which have been marked by the respective owners and which may affect or be affected by its operations. The excavator shall take all necessary measures to protect all utilities and structures found at the site. (Ref: California Government Code Section 4216.)
5. Construction inspection deposits shall be made in accordance with the Board of Supervisor's adopted Fee and 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 at time of completion of all required work.
6. 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.
7. 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.
8. If the owner wishes to change any technical consultants, grading shall cease until a new technical consultant assumes and accepts responsibility for the grading.
9. If the property subject to this permit changes ownership, the seller shall notify the Building Official in writing of the pending transfer and pay any outstanding permit fees. The grading shall cease until the new owner contacts Land Development Services to transfer the permit to the new owner and deposit permit fees.
10. Any deviation from the approved grading plans requires prior approval by the Building Official. The permittee shall submit a change order application and revised plans for review and approval by Land Development Services, unless the Building Official provides prior approval for a minor field adjustment to be documented on the "As-Built" drawings.
11. Prior to the "Notice of Completion" – all grading disturbed areas must be stabilized and slopes vegetated with 70% coverage using native vegetation, where practical.



**LDS-02**  
**GRADING PERMIT PLANCHECK**  
**PROCESSING DEPOSIT AGREEMENT**  
LAND DEVELOPMENT SERVICES  
800 South Victoria Avenue, Ventura, CA 93009  
(805) 654-2030 | PWA\_LDServices@ventura.org

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



I, \_\_\_\_\_, hereby authorize the County of Ventura to plan check and process the above referenced Grading Permit in accordance with the *Latest Edition of the Ventura County Building Code* and *A Resolution of the Board of Supervisors of the County of Ventura Establishing Fees For Grading Permits And Grading Plan Review Pursuant To The Ventura County Building Code*, dated May 24, 2023.

I am depositing in U.S. dollars the amount of \$ \_\_\_\_\_ which is for the grading plan check as indicated in the Payment Option Plan which is to pay for the actual County staff time to plan check and process my grading permit request. **In making this deposit, I acknowledge and understand that the deposit may cover all or a portion of the total plan check and processing costs. I also understand that these costs apply even if the grading permit application is withdrawn or not approved.**

I further agree to the following terms and conditions of this Agreement:

1. Staff time from County of Ventura departments spent processing my grading permit plan check will be billed against this deposit using contract hourly rates. "Staff Time" may also include consultant fees if the County needs to have the project reviewed by consultants.
2. If plan check and processing costs exceed the available deposit, I will receive periodic invoices payable upon receipt. The County may suspend review of the Grading Permit until the invoices are paid.
3. If the total actual plan check and processing cost is less than the available deposit fee, the unused portion of the deposit will be applied toward the next required deposit or refunded to the applicant who signed this Agreement.
4. If the total actual plan check and processing cost is more than the deposit on file with the County of Ventura Public Works Agency, I agree to pay the difference according to the terms set by the Public Works Agency.
5. I may request a further breakdown or itemization of County invoices, but such a request is independent of the payment obligation and time frames. All requests must be received within 6 months of the charges being made.
6. Once the County completes the plan check phase for which the deposit is made, if additional plan check charges are anticipated to exceed the deposit the County may cease all work on the grading permit plan check until the applicant provides another deposit for the subsequent plan check phase, if applicable, which subsequent deposit shall be covered by the terms and conditions of this Agreement.

Dated: \_\_\_\_\_

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

Title \_\_\_\_\_

**Payment Option Plan**

Regular Grading	Deposit
1st Plan Check	<b>\$ 2,330.00</b>
2nd Plan Check	<b>\$ 1,380.00</b>
3rd and Subsequent Plan Check	<b>\$ 600.00</b>
Total	<b>\$ 4,310.00</b>

Engineered Grading	Deposit
1st Plan Check	<b>\$ 2,620.00</b>
2nd Plan Check	<b>\$ 1,550.00</b>
3rd and Subsequent Plan Check	<b>\$ 680.00</b>
Total	<b>\$ 4,850.00</b>



**LDS-03**  
**AUTHORIZATION OF AGENT**  
**TO ACT ON PROPERTY OWNERS BEHALF**  
**LAND DEVELOPMENT SERVICES**  
800 South Victoria Avenue, Ventura, CA 93009  
(805) 654-3027 | PWA\_LDServices@ventura.org

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 Address: \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_

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

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

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

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

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

Property Owner's Mailing Address: \_\_\_\_\_

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.

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Staff Verification of Property Owner Signature: \_\_\_\_\_

Driver License

Notarized Letter

Other

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

\_\_\_\_\_  
Date



**LDS-04**  
**ACKNOWLEDGEMENT OF EMPLOYMENT**  
**OF TECHNICAL CONSULTANTS**  
**LAND DEVELOPMENT SERVICES**  
800 South Victoria Avenue, Ventura, CA 93009  
(805) 654-3027 | PWA\_LDServices@ventura.org

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



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 professional consultants (soils and geology) 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 change order plan to be submitted for approval by Land Development Services.

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. \_\_\_\_\_

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

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

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

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

**Geology** \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
(If applicable) (Signature)

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

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

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

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

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

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



## LDS-05

**GRADING PLANCHHECK CHECKLIST**  
PUBLIC WORKS AGENCY | LAND DEVELOPMENT SERVICES  
800 South Victoria Avenue, Ventura, CA 93009-1670  
(805) 654-3027 | PWA\_LDServices@ventura.org



Application Date: \_\_\_\_\_ Grading Permit Number: \_\_\_\_\_

APN(s)#: \_\_\_\_\_ Address of Site: \_\_\_\_\_

Reviewed: \_\_\_\_\_  
Date of 1<sup>st</sup> Check Date of 2<sup>nd</sup> Check Date of 3<sup>rd</sup> Check

### Note:

1. This Application expires if permit is not issued within one year of date of first check.
2. Submit complete package for the permit issuance as requested in the plan check letter. Additional Fees may be collected.
3. This form "LDS-05" shall be completed and signed below by the preparer of the Grading Plans and Submitted with the application. The preparer of the plans should use this checklist as a guide with minimum requirements.

COMPLETE  
YES NO N/A

\_\_\_\_\_  
Printed Name Signature Date

The following checked items must be corrected, completed and submitted prior to permit approval.

### ADMINISTRATIVE

- \_\_\_ 1. Complete all sections of the Grading Permit Application.
- \_\_\_ 2. Technical Acknowledgment Form LDS-04 must be submitted with the grading permit application and must be signed by:
- | OK                       | ✓                        | N/A                      | OK                       | ✓                        | N/A                      |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                          |                          | Owner                    |                          |                          | Engineering Geologist    |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|                          |                          | Civil Engineer           |                          |                          | QSD/QSP/CPESC            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |                          |
|                          |                          | Soils Engineer           |                          |                          |                          |
- \_\_\_ 3. Retaining walls, bridges, and exterior stairways connected to structures or within path of exit require a separate permit and must be submitted to Ventura County Building and Safety Department for permit. Add note "Separate Permit Required" to the plans.
- FYI 4. Fire Department requirements for roadway/driveways should be followed.
- \_\_\_ 5. A registered Civil Engineer is required to prepare the plan if the Cut or Fill quantity exceeds 500 cubic yards or drainage facilities are required or geological issues are present. Engineer must Sign and Stamp each sheet of the Grading Plans on all submittals.



- \_\_\_ 6. A standard county grading cover sheet is required for all grading plans. A county signature block is required for remaining grading sheets. Obtain the 24X36 sheet size CAD title block at <https://www.vcpublishworks.org/es/lds-documents/> under "GRADING PERMITS" tab.
- \_\_\_ 7. A Will Serve Letter (WSL) from the water purveyor may be required for Building Permit Issuance. WSL may only be processed for purveyors with accepted Water Availability Letters (WAL) on file with County of Ventura Public Works Agency. To confirm WAL acceptance, identify water purveyor here\_\_\_\_\_.
- \_\_\_ 8. Offsite grading shown requires a separate grading permit or an offsite permission letter.
- \_\_\_ 9. Provide representative digital photographs of all property lines and private or public streets adjacent to the proposed grading. Streets shall be documented up to 400 feet from the project site (VCBC § J101.7.1). Emailing photos is acceptable.
- \_\_\_ 10. Comply with conditions of approval for Planning Project #\_\_\_\_\_.
- \_\_\_ 11. Your grading as shown is discretionary. This will require compliance with CEQA.
- Where the average natural slope within the area to be graded exceeds 10% and the amount of excavation or fill exceeds 10,000 cubic yards.
  - Where the average natural slope within the area to be graded exceeds 35% and the amount of excavation or fill exceeds 1,000 cubic yards.
  - Where the proposed grading slopes exceed 40 feet in vertical height.
  - Where the proposed grading is within an area officially designated by the County as a Sensitive Ecological, Archaeological, Scenic, or Biological Sensitive Area.
  - Where the total truck roundtrips for the grading operation carrying earth materials exceeds 5 trucks per hour, or occurs during peak traffic hours, or creates a safety hazard for ingress or egress routes such as truck staging, clogging turn pockets, or line of sight.
- \_\_\_ 12. The project site has been cited for unauthorized grading or grading non-compliance. (UN or GC #\_\_\_\_\_). Show the location and extent of the unauthorized grading on the plan. The UN or GC Investigation balance due of \$\_\_\_\_\_ must be paid prior to issuance of the grading permit.
- \_\_\_ 13. Show the trunk location of all protected trees within the area of grading (including access roads and storage areas). Show the approximate outline of all protected 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 Div. for tree permit information including a list of protected trees & required setbacks. Visit website: <https://vcrma.org/tree-permits-and-the-tree-protection-ordinance>. Provide a copy of Planning's Tree Permit or Exemption letter. If no trees are in the area of disturbance or affected per the ordinance then state here:\_\_\_\_\_.



- \_\_\_ 14. A watercourse permit from Watershed Protection is required for work in a Red Line Channel, or a flowage easement.
- \_\_\_ 15. The project is located within a FEMA Floodplain. Please complete and submit the Floodplain Development Permit Application packet with the appropriate fee.  
<https://www.vcpublishworks.org/es/lds-documents/> under the "FLOODPLAIN PERMIT" tab.
- \_\_\_ 16. Provide a Zoning Clearance for the project. ZC# \_\_\_\_\_
- \_\_\_ 17. Conditions from the Floodplain Development permit FD \_\_\_\_\_ have been met.
- \_\_\_ 18. Indicate Assessor's Parcel Number(s) on all plan sheets.
- \_\_\_ 19. Indicate Grading Permit number on all plan sheets. Leave the "VCPWA Drawing No." box Blank.
- \_\_\_ 20. Submit Form No. LDS-03 if agent acts on behalf of the owner.
- \_\_\_ 21. No grading in coastal zone October 1 to April 15. Add statement to plans if in coastal zone.
- \_\_\_ 22. Check the CC & R's on the deed and with the Home Owners Association for restrictions on the proposed grading or if not applicable, state "No HOA" here: \_\_\_\_\_.
- \_\_\_ 23. A Grading Security Bond is required prior to permit issuance. Provide an Engineers estimate of the grading & drainage improvement construction cost.
- \_\_\_ 24. The Grading Permit inspection deposit must be paid prior to permit issuance.

### GRADING

- \_\_\_ 25. Provide "Original" existing topography of property to 100 feet beyond project boundaries or as otherwise agreed.
- \_\_\_ 26. Earthwork Quantities of Cut and Fill must be provided. Destination of export, or source of import and haul route is required.
- \_\_\_ 27. Final grade elevations must be shown on Pads and final contours shown on Cut and Fill slopes.
- \_\_\_ 28. Slope grades must be clearly identified (i.e., 2:1 Cut or 2:1 Fill).

FYI 29. Setbacks must be:

- a. From toe of slope to structure, the setback should be  $H/2$  need not exceed 15 ft.
- b. From top of slope to foundation, the setback should be  $H/3$  need not exceed 40 ft.
- c. From toe of slope to property line, the setback should be  $H/2$  but 2 feet (0.6 m) minimum and need not exceed 20 ft.
- d. From top of slope to property line, the setback should be  $H/5$  but 3 feet (0.6 m) minimum and need not exceed 10 ft.

\_\_\_ 30. A Vicinity Map is needed with sufficient information to find the property in the field. Provide Gate Codes for access to the site.

\_\_\_ 31. The footprint of all structures within 100 feet of the grading disturbed area must be shown.

\_\_\_ 32. Show cross-section(s) as noted on plan.

\_\_\_ 33. An appropriate engineer's scale must be used. Indicate scale graphically and numerically.

\_\_\_ 34. Indicate true north on the plans.

\_\_\_ 35. Indicate source and verification of base contours. (Typical plan note: "Topography Verification, Contours were verified by field survey dated 00-00-00 by XXX Land Survey Inc.").

\_\_\_ 36. Identify cut/fill line(s) and limits of the overall disturbed area of the project.

FYI 37. Use of exposed plastic pipe in areas of high fire hazard may not be prudent.

\_\_\_ 38. All easements must be shown on the property. Construction within easement requires written permission from the easement holder(s). Are all easements shown? \_\_\_\_\_

\_\_\_ 39. A legend must be provided that identifies existing and proposed contours, cut/fill daylight lines, over-excavation limits, wall location, property lines, right-of-ways, easements, County/City boundaries, utilities, storm drains, etc.

\_\_\_ 40. Encroachment permit required. Contact the VCPWA Roads & Transportation Dept. and obtain necessary permits.

\_\_\_ 41. All Existing Utilities (subsurface, Exposed, Overhead, Etc.) within the vicinity of the work area shall be shown on the plans. Are all utilities shown? \_\_\_\_\_

DRAINAGE

\_\_\_ 42. Building pad drainage must be a minimum of 2%. Impervious surfaces within 10-feet of the building foundation shall be sloped a minimum of 2% away. Ground immediately adjacent to the foundation requires minimum 5% slope away from the building for a minimum distance of 10-feet. (CBC §1804.4)

- \_\_\_ 43. Signed and stamped hydrology & hydraulic calculations are needed to demonstrate that no additional runoff from the property occurs as a result of this project. The hydrology report should include a map showing drainage areas and estimated runoff. The report shall include analysis for several frequency storms (2, 10, 50 and 100 year) and demonstrate that the proposed site drainage will either retain or detain the difference between Q predeveloped and the Q developed. (VCBC §J105.3.5)

FYI 44. Diversion or concentration of runoff is not allowed.

- \_\_\_ 45. A paved interceptor drain is required on top of all graded slopes greater than 5 feet in height and receiving water from an area above, with the drainage direction and flow line elevations shown. (VCBC § J110.3)
- \_\_\_ 46. Berms or swales must be placed on top of all fill slopes, with drainage direction and flow line elevations shown. Detail B-1 on the standard grading cover sheet.
- \_\_\_ 47. A drainage terrace of 8 feet in width shall be established at no more than 30 feet vertical intervals on cut and fill slopes. When only one terrace is required it shall be at mid height. For cut and fill slopes greater than 100 feet up to 129 feet in vertical height a terrace width of 20 feet at mid height is required.
- \_\_\_ 48. Provide energy dissipaters at drainage outlets with supporting calculations/letter to show the runoff from the dissipater is non-erosive. If rip-rap is used, un-grouted riprap is encouraged.

#### STORMWATER POLLUTION CONTROL

- \_\_\_ 49. Complete and submit Form DS-06 "Stormwater Permit Requirements for New Development and Redevelopment Questionnaire". If Post construction BMP's are required, please contact the County Stormwater Program at (805) 662-6737.
- \_\_\_ 50. Complete and submit "DS-07 Stormwater Permit Requirements for Construction Activities Questionnaire".
- \_\_\_ 51. Please complete and submit the appropriate Storm Water Quality Form(s).

SW-1

SW-2

SW-HR

- \_\_\_ 52. A Notice of Intent and a Storm Water Pollution Prevention Plan are required for more than one (1) acre of disturbed area. WDID must be registered in SMARTS system. Provide the WDID# on the plans & of copy of the NOI. See:  
[https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/smarts/](https://www.waterboards.ca.gov/water_issues/programs/stormwater/smarts/)
- \_\_\_ 53. Graded slopes shall be planted/stabilized prior to "Notice of Completion-Grading" (VCBC § J111). Identify method(s) on plans.

- ADDITIONAL ITEMS:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Provide response to all review comments on this checklist or directly on the plan.



# COUNTY OF VENTURA

## STORMWATER PERMIT REQUIREMENTS FOR NEW DEVELOPMENT AND REDEVELOPMENT QUESTIONNAIRE



### Project Information

Assessor Parcel Number(s): \_\_\_\_\_ Record Number(s): \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Disturbed Area: \_\_\_\_\_  
 General Description: \_\_\_\_\_

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 <https://www.onestoppermits.vcrma.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 <https://www.onestoppermits.vcrma.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 the proposed project located within the County Unincorporated Urban areas?
  - ☐ **Yes**, proceed to item 3 below.
  - ☐ **No**, this proposed project is not subject to PCSMP controls. **No further Action**.
3. 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 <https://www.onestoppermits.vcrma.org/> under Surface Water Quality Section's "Guidelines/Standards". For submittal requirements, refer to item 8 below and proceed to item 4 below.
  - ☐ **No**, proceed to item 4 below.
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;

<sup>1</sup> "Hillside" is defined as a project having an Average Natural Slope of 20% or greater. The calculation for Average Natural Slope can be found in the Ventura County Building Code Appendix J.

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

**LDS-06**

- ☐ **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;
- ☐ **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>.

<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 <https://www.onestoppermits.vcrma.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**

**LDS-06**

**Questionnaire was prepared by:**

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

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

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

**ADDITIONAL INFORMATION:**

Documents referenced in this questionnaire are available at <https://www.onestoppermits.vcrma.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 <https://www.onestoppermits.vcrma.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



### Project Information

Assessor Parcel Number(s): \_\_\_\_\_ Project Address: \_\_\_\_\_

Permit Number(s): \_\_\_\_\_ Disturbed Area in Acres: \_\_\_\_\_

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 <https://www.onestoppermits.vcrma.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 County Stormwater Program. 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).
- 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 inspectors upon request.

### REQUIREMENTS FOR ALL CONSTRUCTION SITES

- A copy of the required form (**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: \_\_\_\_\_

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

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

# County of Ventura

## Stormwater Permit Requirements for Construction Activities Questionnaire

### ADDITIONAL INFORMATION:

Documents referenced in this questionnaire area available at <https://www.onestoppermits.vcrma.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 (of a average natural slope of 20% or greater slope, calculation in VCBC); 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/>

Permit No.



**LDS-11**  
**CONSENT TO OFF-SITE CONSTRUCTION**  
**LAND DEVELOPMENT SERVICES**  
800 S. Victoria Avenue, Ventura, CA 93009  
(805) 654-3027 | PWA\_LDServices@ventura.org



To Whom It May Concern:

I hereby certify that I am the owner of the property described as:

Assessor's Parcel Number \_\_\_\_\_

Street address \_\_\_\_\_

I am aware that my neighbor, \_\_\_\_\_,  
is requesting to grade on my property as part of grading permit number  
\_\_\_\_\_.

I have reviewed the grading plan prepared by  
\_\_\_\_\_, dated \_\_\_\_\_,  
and I hereby consent to the grading construction on my property.

I further agree to hold the County of Ventura free and clear of any damage to  
my property arising from said construction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name – Property Owner



# 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:

Disturbed Area in Acres:

#### **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 Construction Site Best Management Practices (BMP) Manual <https://dot.ca.gov/programs/construction/storm-water-and-water-pollution-control/manuals-and-handbooks>

**Table A. 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: \_\_\_\_\_



# SW-2

COUNTY OF VENTURA  
STORMWATER QUALITY MANAGEMENT PROGRAM



## BEST MANAGEMENT PRACTICES FOR CONSTRUCTION SITES ONE ACRE OR LARGER

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 one acre or more shall prepare and submit this Best Management Practices (BMPs) worksheet and include certification statements from the qualified designer and each landowner (or the landowner's agent).

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: \_\_\_\_\_

Disturbed Area in Acres: \_\_\_\_\_

### **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 Construction Site Best Management Practices (BMP) Manual <https://dot.ca.gov/programs/construction/storm-water-and-water-pollution-control/manuals-and-handbooks>

**Table A. Minimum BMPs Required\* for Construction Sites 1 acre or Greater**

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			
EC-3 or SS-3	Hydraulic Mulch			
EC-4 or SS-4	Hydroseeding			
EC-5 or SS-5	Soil Binders			
EC-6 or SS-6	Straw Mulch			
EC-7 or SS-7	Geotextiles and Mats			
EC-8 or SS-8	Wood Mulching			
<b>Temporary Sediment Control BMPs</b>				
SE-1 or SC-1	Silt Fence			
SE-5 or SC-5	Fiber Rolls			
SE-6 or SC-6	Gravel Bag Berm			
SE-7 or SC-7	Street Sweeping and/or Vacuum			
SE-8 or SC-8	Sandbag Barrier			
SE-10 or SC-10	Storm Drain Inlet Protection			
<b>Temporary Tracking Control BMPs</b>				
TC-1	Stabilized Construction Entrance/Exit			

BMPs Selected – Noted by Ref. ID from the California Stormwater BMP Handbooks		USE BMP		* (If no, state reason)
		YES	No*	
TC-2	Stabilized Construction Roadway			
TC-3	Entrance/Exit Tire Wash			
<b>Non-Stormwater Management BMPs</b>				
NS-1	Water Conservation Practices			
NS-2	Dewatering Operations			
NS-8	Vehicle and Equipment Washing			
NS-9	Vehicle and Equipment Fueling			
WE-1	Wind Erosion Controls			
<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 Management			
<b>Additional BMPs Selected</b>				

**Table B. Additional BMPs Required\* for Construction Sites 5 acres and Greater Not**

☐ **Applicable** (check here for projects between 1 and 5 acres)

BMPs Selected – Noted by Ref. ID from the California Stormwater BMP Handbooks		Use BMP		* (If no, state reason)
		Yes	No*	
<b>Sediment Control BMPs</b>				
SE-2 or SC-2	Sediment Basin			
SE-4 or SC-4	Check Dam			
<b>Tracking Control BMPs</b>				
TR-1 or TC-1	Stabilized Construction Entrance/Exit			

BMPs Selected – Noted by Ref. ID from the California Stormwater BMP Handbooks		Use BMP		* (If no, state reason)
		Yes	No*	
<b>Non-Stormwater Management BMPs</b>				
NS-10	Vehicle and Equipment Maintenance			
<b>Waste Management and Materials Pollution Control BMPs</b>				
WM-1	Material Delivery and Storage			
WM-4	Spill Prevention and Control			
WM-8	Concrete Waste Management			
WM-9	Sanitary Septic Waste			
<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: \_\_\_\_\_



# SW-HR

## COUNTY OF VENTURA

### STORMWATER QUALITY MANAGEMENT PROGRAM



#### ENHANCED BEST MANAGEMENT PRACTICES FOR CONSTRUCTION AT HIGH RISK SITES

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 at High Risk Sites, shall prepare and submit this Enhanced Best Management Practices (BMPs) worksheet on the form provided herein.

**High Risk Sites** include:

- (i) Construction sites on hillsides (where the existing slope is 20% or greater in the area of disturbance); or
- (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 Areas**<sup>3</sup> (**ESAs**). Refer to Figure 1 (Ventura County Environmentally Sensitive Areas) illustrating ESA locations in Ventura County, available at <https://www.onestoppermits.vcrma.org/>.

<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 Regional Water Quality Control Board's Basin Plan 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.

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 (previously disturbed) 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 Municipal Stormwater 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**

### **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: \_\_\_\_\_

Disturbed Area in Acres: \_\_\_\_\_

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

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

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

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

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

### **Enhanced 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 Construction Site Best Management Practices (BMP) Manual <https://dot.ca.gov/programs/construction/storm-water-and-water-pollution-control/manuals-and-handbooks>

**Table A. Enhanced BMPs for Construction at High Risk Sites**

BMPs Selected – Noted by Ref. ID from the California Stormwater BMP Handbooks		Use BMP		(If no, state reason)
		Yes	No	
Erosion Control BMPs				
EC-1 or SS-1	Scheduling			
EC-2 or SS-2	Preservation of Existing Vegetation			
EC-3 or SS-3	Hydraulic Mulch			
EC-4 or SS-4	Hydroseeding			
EC-5 or SS-5	Soil Binders			
EC-6 or SS-6	Straw Mulch			

BMPs Selected – Noted by Ref. ID from the California Stormwater BMP Handbooks		Use BMP		(If no, state reason)
		Yes	No	
EC-7 or SS-7	Geotextiles and Mats			
EC-8 or SS-8	Wood Mulching			
EC-11 or SS-11	Slope Drains			
<b>Temporary Sediment Control BMPs</b>				
SE-1 or SC-1	Silt Fence			
SE-2 or SC-2	Sediment Basin			
SE-4 or SC-4	Check Dam			
SE-5 or SC-5	Fiber Rolls			
SE-6 or SC-6	Gravel Bag Berm			
SE-7 or SC-7	Street Sweeping and/or Vacuum			
SE-8 or SC-8	Sand Bag Barrier			
SE-10 or SC-10	Storm Drain Inlet Protection			
SE-11	Active Treatment Systems <sup>1</sup>			
<b>Temporary Tracking Control BMPs</b>				
TC-1	Stabilized Construction Entrance/Exit			
TC-2	Stabilized Construction Roadway			
TC-3	Entrance/Exit Tire Wash			
<b>Non-Stormwater Management BMPs</b>				
NS-1	Water Conservation Practices			
NS-2	Dewatering Operations			
NS-8	Vehicle and Equipment Washing			
NS-9	Vehicle and Equipment Fueling			
NS-10	Vehicle and Equipment Maintenance			
WE-1	Wind Erosion Controls			
<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.			



BMPs Selected – Noted by Ref. ID from the California Stormwater BMP Handbooks	Use BMP		(If no, state reason)
	Yes	No	
Additional BMPs Selected			

<sup>1</sup> If appropriate given natural background stormwater runoff and receiving water quality conditions.

### **Enhanced BMP Inspection Requirements**

Construction activity projects at high risk sites shall be inspected by the project proponent's:

- (a). Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer\*,
- (b). Qualified SWPPP Practitioner\*, or
- (c). Personnel or contractors who are Certified Professionals in Erosion and Sediment Control (CPESC)\*\*

#### **Notes:**

\* Qualified SWPPP Developer/Practitioner – for more information: e-mail [stormwater@waterboards.ca.gov](mailto:stormwater@waterboards.ca.gov), call (916) 341-5537, or visit [http://www.swrcb.ca.gov/water\\_issues/programs/stormwater/constpermits.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/constpermits.shtml)

\*\* Certified Professionals in Erosion and Sediment Control (CPESC) – for more information: email: [info@cpesc.org](mailto:info@cpesc.org), call (828) 655-1600, or visit <http://www.cpesc.org/>

The inspection frequency for construction activity projects at high risk sites must be:

- (i) at the time of BMP installation,
- (ii) at least weekly during the wet season, and
- (iii) at least once each 24 hour period during a storm event that generates runoff from the site.

The inspection purpose is to identify BMPs that need maintenance to operate effectively, that have failed or could fail to operate as intended. All records of the inspection shall be retained.

During the wet season (October 1 through April 15), the area of disturbance shall be limited to the area that can be controlled with an effective combination of erosion and sediment control BMPs. Enhanced sediment controls should be used in combination with erosion controls and should target portions of the site that cannot be effectively controlled by standard erosion controls described above.

## **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: \_\_\_\_\_

# Attachment 1 to SW-HR

## Inspection Checklist for Construction Activities at High Risk Sites

Qualified Stormwater Pollution Prevention Plan (SWPPP) Developer, Qualified SWPPP Practitioner, or personnel or contractors who are Certified Professionals in Erosion and Sediment Control (CPESC) shall conduct site inspection at the time of BMP installation, at least weekly during the wet season (October 1 through April 15), and at least once each 24 hour period during a storm event that generates runoff from the site using this checklist. Keep a copy of the completed inspection checklist with the project form SW-HR for the "Construction Activities at High Risk Sites" on site.

**DATE OF INSPECTION:** \_\_\_\_\_

**INSPECTION TYPE – check as applicable:**

- ☐ at the time of BMP installation
- ☐ at least weekly during the wet season
- ☐ at least once each 24 hour period during a storm event that generates runoff from the site.

**Project Name:** \_\_\_\_\_

**Inspector's Name:** \_\_\_\_\_

**Inspector - check below as applicable:**

- ☐ Qualified SWPPP Developer      ☐ Qualified SWPPP Practitioner      ☐ CPESC

**Weather Conditions during inspection:** \_\_\_\_\_

	Item	Compliance Accomplished			Date Completed
		YES	NO	N/A	
1	Are enhanced BMPs installed as identified in the project's SW-HR form?				
2	Are installed enhanced BMPs effective?				
3	Is the site entrance stabilization adequate?				
4	Is equipment/vehicles parked in designated areas and free from significant leaks? Are drip pans present as needed?				
5	Are maintenance areas free from stains on the soil?				
6	Are all materials stored in bins or covered in plastic and protected from storm water?				

Attachment 1 to SW-HR Continued

	Item	Compliance Accomplished			Date Completed
		YES	NO	N/A	
7	Is construction waste being disposed of in proper trash containers?				
8	Are concrete washout stations present and being utilized and maintained?				
9	Is fugitive dust being controlled and water being used as needed?				
10	Are catch basins, drainage channels, drain inlets/outlets being protected?				

Comments:

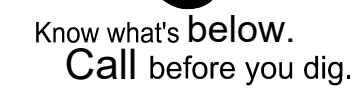
I certify under penalty of law that this inspection is true, and I or a qualified assigned person has performed the required inspection as required.

Inspector Name: \_\_\_\_\_ Inspector Signature: \_\_\_\_\_







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







WDID: \_\_\_\_\_ APN: \_\_\_\_\_ GP \_\_\_\_\_

						PLAN DATE: MM/DD/YYYY	PREP BY: XXX	APPROVED FOR GRADING & DRAINAGE IMPROVEMENTS:	VENTURA COUNTY PUBLIC WORKS AGENCY LAND DEVELOPMENT SERVICES	SPEC. NO.	[ SHEET TITLE ] [ PROJECT NAME ] [ PROJECT ADDRESS(ES) ]	SHEET _____ OF _____	
													
													
													
													
	DESCRIPTION OF REVISION	RCE	DATE	APP.	APP. DATE			LAND DEVELOPMENT SERVICES ENGINEERING SERVICES VENTURA COUNTY PUBLIC WORKS AGENCY	DATE	PROJ. NO.		VCPWA DRAWING NO. _____	