



County of Ventura - Public Works Agency  
 ROADS & TRANSPORTATION  
**ENCROACHMENT PERMIT APPLICATION**  
 800 South Victoria Avenue L#1620, Ventura, CA 93009  
 (805) 654-2055 / Fax.(805) 654-7681

Permit No: \_\_\_\_\_  
 Date Applied: \_\_\_\_\_  
 Project No: \_\_\_\_\_

Email: [pwa.transpermits@ventura.org](mailto:pwa.transpermits@ventura.org)

An incomplete application will not be processed. If fields are not applicable, please insert N/A.

"The undersigned hereby applies for permission to encroach on the following described County Right of Way or other property"

**LOCATION OF WORK:**

Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Road Limits from Road Inventory: \_\_\_\_\_ Click link for [Road Inventory List](#)  
 Nearest Cross Street: \_\_\_\_\_ Distance from nearest Cross Street (FT): \_\_\_\_\_

**DESCRIPTION OF WORK:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Excavation Length: \_\_\_\_\_ Excavation Width: \_\_\_\_\_ Excavation Depth: \_\_\_\_\_ Excavation Surface: \_\_\_\_\_  
 Number of Driveways : \_\_\_\_\_ Width of Driveway/sidewalk : \_\_\_\_\_ Length of Sidewalk: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**APPLICANT INFORMATION:**

Permittee: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address Street No: \_\_\_\_\_ Street Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Field Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

**ATTACHMENTS INCLUDED:**

Plans  Traffic Control Plan  Insurance Certificate Estimated Construction Cost (\$): \_\_\_\_\_ Other: \_\_\_\_\_

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

**ACKNOWLEDGEMENT**

I understand that any permit that may be granted as a result of this request may be revoked by County at any time. In consideration for issuance of this permit, I agree, and by use hereof, my agents, employees, contractors and invitees agree to be bound by all of the provisions of California Vehicle Code Sections 35780, 35782, Division 12 of the Ventura County Ordinance Code, the Standard Conditions included with this permit and any special conditions hereupon, or attached hereto.

I agree to hold the County, its officials, officers, employees and agents harmless from any claims, defense and legal costs, judgments for damages, or other relief against the County as a result of acts, or omissions, by me or my representatives, in the performance of any activities permitted hereunder, whether the condition giving rise to the claim or judgment was created in whole, or in part, by me or my representatives.

I understand that a violation of the conditions would constitute a violation of the encroachment ordinance which is a misdemeanor per section 12301 and is guilty of separate offenses for every day and part thereof which such violation remains. I agree to comply with all conditions of approval for the permit. I further agree to continually maintain all encroachments authorized by this permit in a condition acceptable to the County.

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

SIGNATURE OF PERMITTEE

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

PRINT NAME