

**VENTURA COUNTY
PUBLIC WORKS AGENCY
WATERSHED PROTECTION DISTRICT
800 SOUTH VICTORIA AVENUE, VENTURA, CA 93009-1610
(805) 650-4060**

**ENCROACHMENT & WATERCOURSE PERMITS
FEE SCHEDULE**

A permit is required when:

- You want to do work or an activity in, on, over, under, or across the bed and banks of a channel in VCWPD jurisdiction.
- You want to construct something in, perform an activity in, or make any kind of use of VCWPD right-of-way (easement or property).

For most permits, the minimum requirements for applying are:

1. a completed online permit application
2. a permit application fee of \$505 (non-refundable) a trust deposit of \$2,000 for engineering plan check fees
3. plans and a location map showing the activity or proposed construction

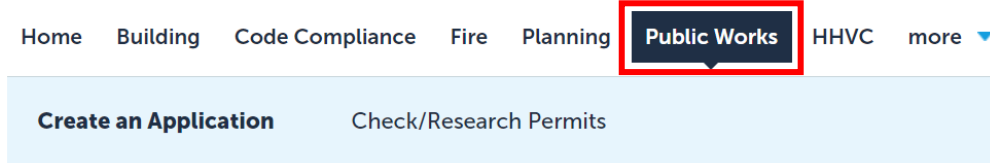
Below are the rates charged to your trust account for various staff:

Senior Engineering Manager	\$284.14/hour
Engineering Manager	\$276.84/hour
Engineer I	\$160.57/hour
Engineer III	\$199.84/hour
Engineer IV	\$237.62/hour
Senior Public Works Inspector	\$167.98/hour
Public Works Inspector III	\$150.48/hour
Engineering Technician IV	\$144.66/hour
Staff Services Specialist	\$144.38/hour
Management Assistant II	\$98.78/hour
Student Worker III - Extra Help	\$38.82/hour

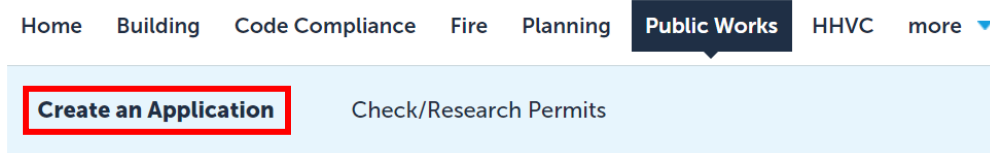
For more complete information go to www.vcwatershed.org

PERMIT APPLICATION INSTRUCTIONS

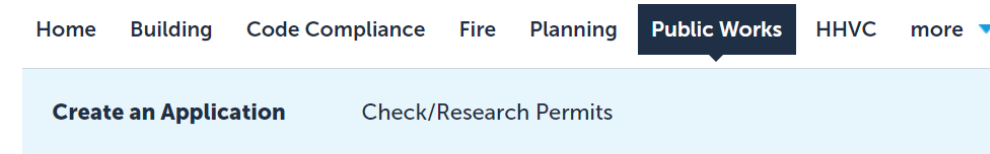
1. Navigate to Ventura County Citizen Access: <https://vcca.ventura.org/>
2. Create a Citizen Access User Account: https://vcca.ventura.org/ACA-Custom/pdf/Citizen_Access_Registration_Process.pdf
3. Select the "Public Works" tab above the blue banner



4. Select "Create an Application" within the blue banner



5. Read and accept the Terms and click "Continue Application"



Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Communications via Web Site

Communications made through e-mail and messaging systems shall in no way be deemed to constitute legal notice to the Agency or any of its agencies, officers, employees, agents, or representatives, with respect to any existing or potential claim or cause of action against the Agency or any of its agencies, officers, employees, agents, or representatives, where notice to the Agency is required by any federal, state or local laws, rules or regulations.

☒ I have read and accepted the above terms.

[Continue Application »](#)

6. Click the “Watershed Protection” dropdown menu and select “Watershed Permit”, then click “Continue Application”

Home Building Code Compliance Fire Planning **Public Works** HHVC more ▼

Create an Application Check/Research Permits

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

🔍 Search

- ▶ Construction and Demolition
- ▶ Land Development Services
- ▶ Surveyor
- ▶ Transportation
- ▼ Watershed Protection
 - Watershed Permit

Continue Application »

7. Complete the application following the prompts and pay necessary fees to initiate permit review.

PAYMENT INFORMATION

\$440 Application Fee + **\$2,000** Trust Deposit = **\$2,440** Total

1. **Check** - (mailed or delivered) must be payable to:

Ventura County Watershed Protection District
800 South Victoria Avenue – Mail Code 1610
Ventura, CA 93009-1610

2. **Credit Card** - paid online but additional service fee is added by the vendor.

INSURANCE REQUIREMENTS

1. Different permit categories have different [Insurance Requirements](#)
2. **NOTE:** “County of Ventura **AND** Ventura County Watershed Protection District” must be listed as shown on the samples on pages 8-10 above. Incorrect documentation will delay permit issuance.

Additional information and answers to frequently asked questions can be found here:

<https://www.onestoppermits.vcrma.org/departments/watercourse-encroachment>

STANDARD CONDITIONS

1. Permittee shall maintain Ventura County Watershed Protection District's (District's) right-of-way free from any and all debris resulting from the exercise of this permit.
2. Activities and uses authorized under this permit are subject to any instructions of the Engineer-Manager or his representative. All instructions must be strictly observed.
3. Any work performed under this permit prior to notification of District as to start of work will be subject to whatever action, including restoration to condition existing before work was begun, that the Watershed Protection District deems necessary to inspect, correct and/or approve said work.
4. Any damage cause to District structures by reason of exercise of this permit shall be repaired at the cost of Permittee to the satisfaction of this District.
5. This permit is valid only to the extent of District jurisdiction. Permits required by other interested agencies and consent of other interested agencies and consent of underlying fee owner of District easement lands shall be the responsibility of the Permittee. Nothing contained in this permit shall be construed as a relinquishment of any rights now held by the District.
6. Permittee shall indemnify, defend and hold District, its officers, agents and employees harmless from any and all claims, costs, expenses, liabilities, defense and legal costs and judgments for damages arising out of, or in any way connected with, the exercise of this permit by Permittee or its contractor, agents, employees and invitees.
7. Unless otherwise specified herein, this permit is subject to all prior unexpired permits, agreements, or easements, privileges or other rights, whether recorded or unrecorded, in the area specified in this permit. Permittee shall make his own arrangements with holders of such prior rights.
8. Any structures or portions thereof placed upon District rights-of-way, or which affect District structures, must be removed, revised, and/or relocated by Permittee without cost to the District, should future activities of the District so require, unless otherwise specified by the District.
9. If the property subject to this permit changes ownership, the Permittee must advise the new owner to contact the District concerning the need for a transfer of the permit.
10. If conditions change or new facts are discerned concerning the effects of the activities and uses authorized under this permit, or for other good cause, the District may modify the permit in order to protect life and property.
11. The Permittee shall provide the District with a record drawing depicting the accurate location of the subsurface encroachment authorized by the permit within 30 days after installation. Furnishing the record drawing shall not relieve the Permittee of the obligation to maintain permanent location records and accurately locate the subsurface encroachment to facilitate District work. The Permittee shall be liable for all costs incurred by the District as a result of inaccurate location data provided by the Permittee.
12. Permittee shall cause any bond, if required by the permit, to remain in effect to guarantee all the work to be performed and all the materials to be furnished under this permit against defects in materials or workmanship for a period of one (1) year from the date of final acceptance of the completed work by the District. Permittee shall, within reasonable time after receipt of written notice thereof, make good (at his own expense or at his surety's expense) and without cost to District, any defects in materials or workmanship which may develop during said one-year period and damage to other work caused by such defects or repairing of same.
13. A pre-construction meeting and final inspection are required with the Watershed Protection District Permit Engineer for all construction projects. Call for meeting and inspection schedules at least 48 hours prior to meetings.
14. **Permittee shall comply with the requirements of the Ventura Countywide Stormwater Quality Management Program (VCSQMP), as well as other state and federal requirements of the Clean Water Act.**
15. All construction must conform to the most current version of the Standard Plans and Specifications for Public Works Construction (SPPWC and SSPWC).

SPECIAL PROVISION

Attention is directed to Standard Condition No. 5 regarding the permittee's responsibility for obtaining other required permits. As one example, neither the issuance of a watercourse permit nor an encroachment permit precludes the need for the Permittee to comply with the provisions of Section 1603 of the Fish and Game Code of the State of California. In connection therewith, the Department of Fish and Wildlife may determine the project to be subject to the requirements of the California Environmental Quality Act (CEQA), notwithstanding that issuance of Watercourse or Encroachment permits by the Ventura County Watershed Protection District is a ministerial act and exempt from the provisions of the CEQA, as provided in Section 4.3.2(a) of the County of Ventura Administrative Supplement to the State CEQA Guidelines (which has been adopted for the Ventura County Watershed Protection District).