



County of Ventura
GRADING PERMIT SUBMITTAL CHECKLIST
 PUBLIC WORKS AGENCY
 DEVELOPMENT AND INSPECTION SERVICES
 800 South Victoria Avenue, Ventura, CA 93009-1600
<http://vcpbublicworks.org/dis>
 (805) 654-2030

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

- DS-G Grading Permit Submittal (this form-box checked)
- DS-01 Grading Permit Application (Must be signed and completed)
- DS-02 Grading Plan Check and Processing Agreement
- DS-03 Authorization of Agent, if applicable
- DS-04, Acknowledgement of Employment of Technical Consultants (Signed by all consultants and owner)
- DS-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, you will need to complete the DS-07 form
- Plan Check Deposit/Fee
For current deposit/fee amount, see: "Schedule of Processing Fees & Deposits."
- Soils Report Review Deposit/Fee
For current fee amount, see: "Schedule of Processing Fees & Deposits."
- Geology Report Review Deposit/Fee (if needed)
For current fee amount, see: "Schedule of Processing Fees & Deposits."
- Two Copies Soils Report
- Two Copies of Hydrology and Hydraulics Report
- Two Copies of Geology Report (if needed)
- Two Copies of Grading Plans - 24" x 36" - Ventura County Grading Plan Title Sheet (CAD file available)
- Off-site construction permission letter (if required)
- The Construction Inspection Deposit must be presented either at initial submittal, or prior to approval of the grading plan. For current deposit amount, see: "Schedule of Processing Fees & Deposits." Applicant is responsible for the actual cost of inspection.

Project Representative (if other than owner or engineer):

Name _____ Address _____

City _____ ZipCode _____ Phone _____

Email _____



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

07/01/2017- 07/01/2018

Item	Fee or Deposit	
Grading Permit - Plan Check		
50 cubic yards or more (3 Plan Reviews)	\$3,880.00	Deposit
NEW Pay-As-You-Go Plan Check - 1st Plan Check	\$2,134.00	Deposit
2nd Plan Check	\$1,164.00	Deposit
3rd Plan Check	\$582.00	Deposit
50 cubic yards or more - Complex or Specialized Grading Projects	\$4,370.00	Deposit
NEW Pay-As-You-Go Plan Check - 1st Plan Check	\$2,403.00	Deposit
2nd Plan Check	\$1,311.00	Deposit
3rd Plan Check	\$656.00	Deposit
Additional Grading Plan Check	\$470.00	Fee or Deposit
Includes the cost of the soils/geology review.		
Grading Permit - Plan Check - Fast Track (Review within 7 business days)		
Single Lot Grading (Not for complex or multiple pad projects) *Includes the cost of	\$5,465.00	*Fee
Grading Permit - Inspection		
Up to 500 cubic yards	\$4,790.00	**Deposit
Over 500 cubic yards	\$6,370.00	**Deposit
**\$500.00 of the deposit will be kept in trust to close the project.		
Grading Permit - Agricultural and Oil Field		
Includes plan review and inspection	\$3,100.00	Deposit
Grading Permit - Remove and Recompact		
Does not include the cost of soils/geology report review	\$1,500.00	Deposit
Grading - Temporary Stockpile		
50 cubic yards or more, 9 month maximum	\$2,125.00	Deposit
Soils Report or Geology Report - Standard Review		
Initial and one follow-up review	\$915.00	Fee/***Deposit
Each subsequent review or a special meeting to discuss report.	\$255.00	Fee/***Deposit
***When a soils/geology report review is determined to be complicated the applicant will be required to pay for the actual cost of the review.		
Soils Report or Geology Report - Fast Track		
Initial and one-follow-up review	\$1,035.00	Fee
Each subsequent review or a special meeting to discuss report	\$255.00	Fee
Soils/Geology Report - Combined Standard Review		
Initial and one follow-up review	\$1,395.00	Fee/***Deposit
Each subsequent review or a special meeting to discuss report	\$255.00	Fee/***Deposit
***When a soils/geology report review is determined to be complicated the applicant will be required to pay for the actual cost of the review.		
Soils/Geology Report - Combined -Fast Track		
Initial and one-follow-up review	\$1,635.00	Fee
Each subsequent review or a special meeting to discuss report	\$255.00	Fee
Geohazard Site Inspection Deposit	\$845.00	Deposit
Special Coordination Deposit		
Includes creating agreements for property transfers, compliance agreement, special occupanc agreement, post BMP inspection, and special plan reviews by other entities (Transportation Department and Watershed Protection District)	\$975.00	Deposit
Preliminary Project Meetings		
Subsequent reviews	\$385.00	Deposit
	\$240.00	Deposit
General Meeting Request (hourly rates)		Board Approved Contract Rates
Engineering Manager III		\$266.84
Engineering Manager II		\$240.90
Engineer III		\$186.08
Engineering Technician II		\$110.22
Sr. Public Works Inspector		\$152.63
Unauthorized Grading (Acutal cost based on investigation time by staff)	TBD	Fee
Recordation of Notice - Release of Recorded Notice		
Notice of Uncertified Fill, Notice of Grading Non-Compliance, and other violations.	\$375.00	Fee
Research Requests		
In accordance with the Board of Supervisor's Policy for Photocopying and Research	TBD	Fee
Environmental Processing		
Categorical Exemption (CE) or Negative Declaration (ND)	\$375.00	Deposit
Discretionary Grading Permit and CEQA processing	\$6,755.00	Deposit
Board of Supervisors Appeal Fee		
For Grading Permit, Environmental Document, or a decision of the Building Official	\$3,325.00	Deposit

Please make checks payable to County of Ventura

.Rev 7.01.2017

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 _____ yds³ Export _____ yds³ Height of Fill _____ Fill _____ yds³ Import _____ yds³

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 _____

Contractor _____ Address _____

City _____ Zip _____ Email _____ Phone _____

Civil Engineer _____ Address _____

City _____ Zip _____ Email _____ Phone _____

Soils Engineer _____ Address _____

City _____ Zip _____ Email _____ Phone _____

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
GRADING PERMIT PLAN CHECK PROCESSING DEPOSIT AGREEMENT
PUBLIC WORKS AGENCY
DEVELOPMENT AND INSPECTION SERVICES
 800 South Victoria Avenue, Ventura, CA 93009
 (805) 654-2030

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 Public Works Agency Processing Fees Relating To Grading Permit Plan Review and Inspection Services And For Various Land Development Projects*, dated May 21, 2013.

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

Single Lot Regular Grading	Deposit
1st Plan Check	\$ 2,134.00
2nd Plan Check	\$ 1,164.00
3rd and Subsequent Plan Check	\$ 582.00
Total	\$ 3,880.00

Complex/Special Grading	Deposit
1st Plan Check	\$ 2,403.00
2nd Plan Check	\$ 1,311.00
3rd and Subsequent Plan Check	\$ 656.00
Total	\$ 4,370.00

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.

County of Ventura
GRADING PLANCHECK CHECKLIST
 PUBLIC WORKS AGENCY | DEVELOPMENT & INSPECTION
 800 South Victoria Avenue, Ventura, CA 93009
 (805) 654-2030

Application Date _____ Grading Permit No. _____

APN(s) # _____ Address of Site _____

Reviewed: _____
 Date of 1st check Date of 2nd check Date of 3rd check

NOTE:

1. This Application expires if permit is not issued within one year of date of first check.
2. Submit complete package for permit issuance as requested in the plancheck letter. Additional fees may be collected.
3. This form “DS-05” shall be completed and signed below by the preparer of the Grading Plans and submitted with the application.

Printed Name	Signature	Date
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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 DS-04 must be submitted with the grading permit application and must be signed by:

<input type="checkbox"/>	Owner	<input type="checkbox"/>	Soils Engineer
<input type="checkbox"/>	Civil Engineer	<input type="checkbox"/>	Engineering Geologist
- ___ 3. Retaining walls or bridges 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.
- ___ 4. Earthwork Quantities of Cut and Fill must be provided. Destination of export, or source of import and haul route is required.
- FYI** 5. Fire Department requirements for **roadway/driveway** should be followed.
- ___ 6. 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.**
- ___ 7. A standard county grading cover sheet is required for all grading plans. A county signature block is required for remaining grading sheets. Obtain at vcpublicworks.org/dis under “Info & Forms” tab.
- ___ 8. Use County standard size 24”x36” sheets for all grading plans.

✓ - Outstanding Items missing or incomplete in submittal

OK – Satisfactory

- 9. Offsite grading shown requires a separate grading permit or an offsite permission letter (DS-30).
- 10. 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 Section 101.7.1*). Emailing photos is acceptable.
- 11. Comply with conditions of approval for Planning Project # _____.
- 12. Your grading as shown is discretionary. This will require compliance with CEQA.
 - A. 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.
 - B. Where the average natural slope within the area to be graded exceeds 35% and the amount of excavation or fill exceeds 1000 cubic yards.
 - C. Where the proposed grading slopes exceed 40 feet in vertical height.
 - D. Where the proposed grading is within a designated waterway or designated wetland.
 - E. Where the proposed grading is within an area officially designated by the County as a Sensitive Ecological, Archaeological, Scenic, or Biological Sensitive Area.
 - F. Where the total truck roundtrips per calendar day for the grading operations exceeds 10 round trips or the cumulative total number of truck trips exceeds 50 truck trips per calendar week. The Building Official, as a ministerial act, may allow more than 10 truck roundtrips per day provided the truck traffic is scheduled to minimize impacts to the public or private streets.
- 13. 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 fee of \$ _____ must be paid prior to issuance of the grading permit.
- 14. 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: www.ventura.org/rma/planning/permits/tree/tree.html. 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: _____.
- 15. A Watershed Protection Permit is required for work in a Red Line Channel, or a flowage easement.
- 16. The project is located within a FEMA Floodplain. Please complete and submit the FEMA packet with the appropriate fee.
- 17. Provide a Zoning Clearance for the project. ZC# _____
- 18. Indicate Assessor's Parcel Number(s) on all plan sheets.
- 19. Indicate Grading Permit number on all plan sheets. Leave the "Drawing No." box Blank.
- 20. Submit Form No. DS-03 if agent acts on behalf of the owner.

✓ - Outstanding Items missing or incomplete in submittal

OK – Satisfactory

- FYI 21. No grading in coastal zone November 15 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 costs.
- ___ 24. The construction inspection fee deposit must be paid prior to permit issuance.

GENERAL

- ___ 25. Provide "Original" existing topography of property to 100 feet beyond project boundaries, or as otherwise agreed.
- ___ 26. Final grade elevations must be shown on Pads and final contours shown on Cut and Fill slopes.
- ___ 27. Slope grades must be clearly identified (i.e., 2:1 Cut or 2:1 Fill).
- FYI 28. 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 2 feet (0.6 m) minimum and need not exceed 10 ft.
- ___ 29. A Vicinity Map is needed with sufficient information to find the property in the field. Provide Gate Codes for access to the site.
- ___ 30. The footprint of all structures within 100 feet of the grading disturbed area must be shown.
- ___ 31. Show cross-section(s) as noted on plan.
- ___ 32. An appropriate engineer's scale must be used. Indicate scale graphically and numerically.
- ___ 33. Indicate true north on the plans.
- ___ 34. 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.*").
- ___ 35. Identify cut/fill line(s) and limits of the overall disturbed area of the project.
- FYI 36. Use of exposed plastic pipe in areas of high fire hazard may not be prudent.
- ___ 37. All easements must be shown on the property. Construction within easement requires written permission from the easement holder(s). Are all easements shown?_____.

- ___ 38. 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.
- ___ 39. Encroachment permit required. Contact the VCPWA Transportation Dept. and obtain necessary permits.
- FYI 40. The County may not accept Will Serve Letters from water purveyors who do not have an accepted Water Availability Letter on file with the County of Ventura. Verify that the proposed project meets the Water Availability Letter requirement.

DRAINAGE

- ___ 41. Building pad drainage must be a minimum of 2%. Impervious surfaces within 10-feet of the building foundation shall be sloped a min of 2% away. Ground immediately adjacent to the foundation req min 5% away from the building at a min distance of 10-feet. (CBC §1804.3)
- ___ 42. 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 $Q_{undeveloped}$ and the $Q_{developed}$. (VCBC §J105.2.2)
- FYI 43. Diversion or concentration of runoff is not allowed.
- ___ 44. A paved interceptor drain is required on top of all cut slopes greater than 5 feet in height and receiving water from an area above, with the drainage direction and flow line elevations shown.
- ___ 45. Berms or swales must be placed on top of all fill slopes, with drainage direction and flow line elevations shown. Detail B-1.
- ___ 46. 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.
- ___ 47. 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 preferred.

STORMWATER POLLUTION CONTROL

- ___ 48. Complete and submit “DS-07 Stormwater Permit Requirements for Construction Activities Questionnaire”.
- ___ 49. Please complete and submit the appropriate Storm Water Quality Form(s).

SW-1	SW-2	SW-HR
------	------	-------
- ___ 50. 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 WDID# on the plans. See: http://www.waterboards.ca.gov/water_issues/programs/stormwater/gen_const_faq.shtml.

- ___ 51. 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 Surface Water Quality Section at (805) 662-6737.

GEOTECHNICAL

- ___ 52. Geotechnical Reports have been reviewed. An addendum report is required.
- ___ 53. Indicate the septic system on the plan. Show cross section if grading and septic system adjoin each other.
- ___ 54. Show rock disposal detail if oversized rock is to be incorporated in the fills.
- ___ 55. Show benching of slope per soils report.
- ___ 56. Show over excavation and re-compaction areas delineated by the soils report.
- ___ 57. Complete lower left hand corner of the title sheet. Soils engineer and geologist must Sign and Stamp the cover sheet at final submittal/permit issuance.

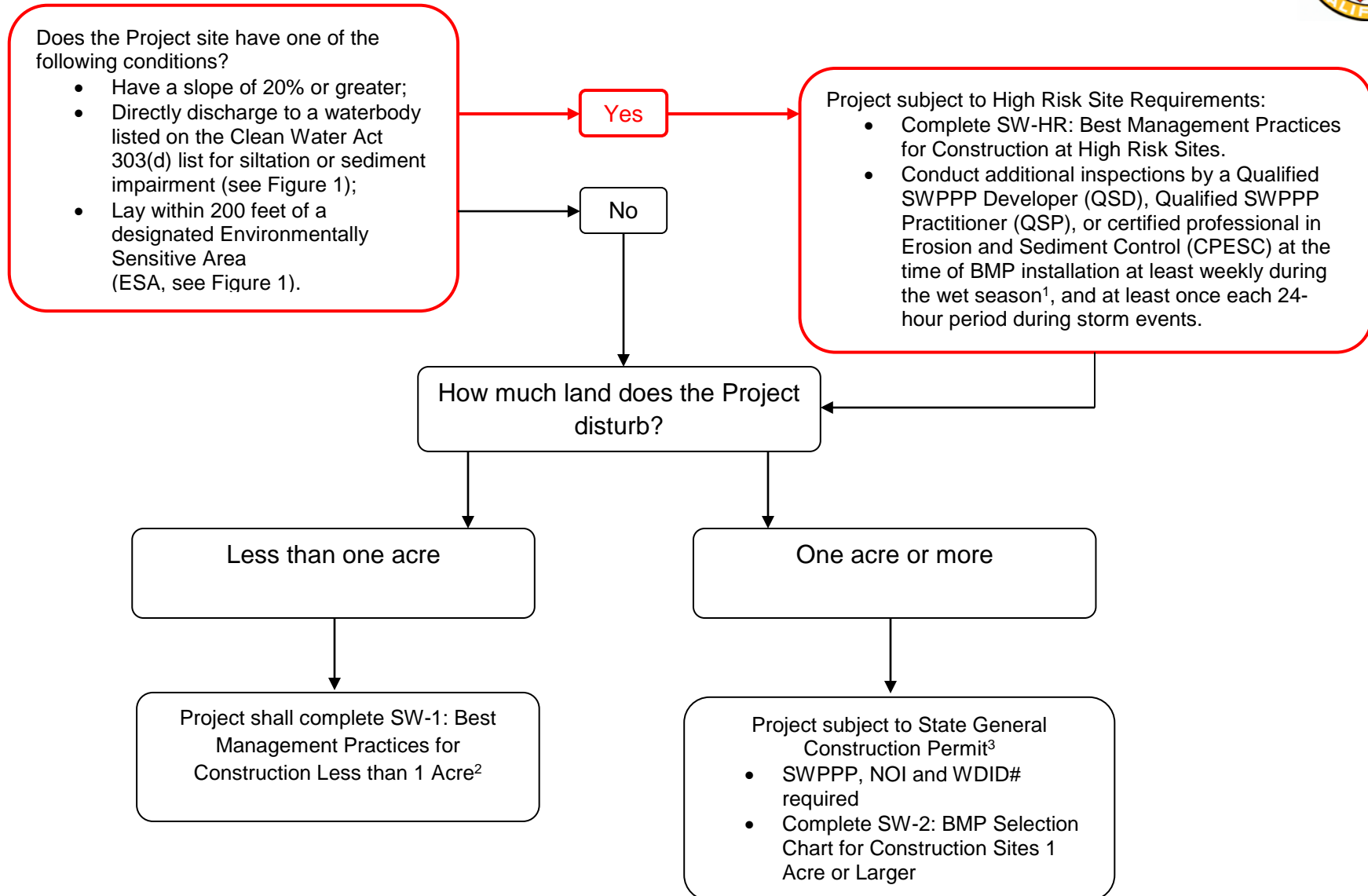
ADDITIONAL ITEMS:

****Return all plan check materials with resubmittal. A response is required to all checked items.**
Provide response to all review comments on this checklist or directly on the plan.**

NPDES Construction Requirements



Applicable to Projects that Require a Grading Permit or Building Permit



¹ Wet season is defined as the calendar beginning October 1 through April 15.

² 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

³For a copy of the State General Construction Permit, visit 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 www.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 Hillside¹ Home?
 - Yes**, this project shall include Post-Construction Requirements for Single-Family Hillside Homes. For additional information refer to www.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;

¹ "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 Area² (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 dwelling³ 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 site⁴?
- 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 form⁵ (Appendix E&G of the Technical Guidance Manual), and
 - C) Submit a Post-Construction Stormwater Management Plan (PCSMP) ⁵.

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

³ 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 ft² 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.

⁴ 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.

⁵ County of Ventura PCSMP form is available at www.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 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.

✓ 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)

- 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^A 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^B or facilities resulting from compliance with applicable codes, standards and regulations.

Notes: ^A Update existing lines includes replacing existing lines with new materials or pipes. ^B 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**¹ to a waterbody listed on the CWA § 303 (d) list for siltation or sediment; or
- (iii) Construction activities that occur within or **directly adjacent**² to an **Environmentally Sensitive Area**³. Refer to Figure 1 (Ventura County Environmentally Sensitive Areas) illustrating ESA locations in Ventura County.

¹ **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.

² **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.

³ **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.

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

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 or CalTrans Handbook 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	
Erosion Control BMPs				
EC-1 or SS-1	Scheduling			
EC-2 or SS-2	Preservation of Existing Vegetation			
Temporary Sediment Control BMPs				
SE-1 or SC-1	Silt Fence			
SE-8 or SC-8	Sandbag Barrier			
Temporary Tracking Control BMPs				
TC-1	Stabilized Construction Entrance/Exit			
Non-Stormwater Management BMPs				
NS-1	Water Conservation Practices			
NS-2	Dewatering Operations			
Waste Management & Materials Pollution Control BMPs				
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.			
Additional BMPs Selected				

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

Project Information (if applicable)

Assessor Parcel No.: _____

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 based on the effective combinations of the BMPs to prevent erosion and sediment loss, and the discharge of construction wastes. BMP descriptions and details can be downloaded from the California Stormwater Handbooks at www.casqa.org or CalTrans Handbook www.dot.ca.gov/hq/construc/stormwater/manuals.htm.

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*	
Erosion Control BMPs				
EC-1 or SS-1	Scheduling	<input type="checkbox"/>	<input type="checkbox"/>	
EC-2 or SS-2	Preservation of Existing Vegetation	<input type="checkbox"/>	<input type="checkbox"/>	
EC-3 or SS-3	Hydraulic Mulch	<input type="checkbox"/>	<input type="checkbox"/>	
EC-4 or SS-4	Hydroseeding	<input type="checkbox"/>	<input type="checkbox"/>	
EC-5 or SS-5	Soil Binders	<input type="checkbox"/>	<input type="checkbox"/>	
EC-6 or SS-6	Straw Mulch	<input type="checkbox"/>	<input type="checkbox"/>	
EC-7 or SS-7	Geotextiles and Mats	<input type="checkbox"/>	<input type="checkbox"/>	
EC-8 or SS-8	Wood Mulching	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary Sediment Control BMPs				
SE-1 or SC-1	Silt Fence	<input type="checkbox"/>	<input type="checkbox"/>	
SE-5 or SC-5	Fiber Rolls	<input type="checkbox"/>	<input type="checkbox"/>	
SE-6 or SC-6	Gravel Bag Berm	<input type="checkbox"/>	<input type="checkbox"/>	
SE-7 or SC-7	Street Sweeping and/or Vacuum	<input type="checkbox"/>	<input type="checkbox"/>	
SE-8 or SC-8	Sandbag Barrier	<input type="checkbox"/>	<input type="checkbox"/>	
SE-10 or SC-10	Storm Drain Inlet Protection	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary Tracking Control BMPs				
TC-1	Stabilized Construction Entrance/Exit	<input type="checkbox"/>	<input type="checkbox"/>	

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			
Non-Stormwater Management BMPs				
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			
Waste Management & Materials Pollution Control BMPs				
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.			
Additional BMPs Selected				

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*	
Sediment Control BMPs				
SE-2 or SC-2	Sediment Basin	<input type="checkbox"/>	<input type="checkbox"/>	
SE-4 or SC-4	Check Dam	<input type="checkbox"/>	<input type="checkbox"/>	
Tracking Control BMPs				
TR-1 or TC-1	Stabilized Construction Entrance/Exit	<input type="checkbox"/>	<input type="checkbox"/>	

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

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 (average slope 20% or greater); or
- (ii) Construction sites that **directly discharge**¹ to a waterbody listed on the CWA § 303 (d) list for siltation or sediment; or
- (iii) Construction activities that occur within or **directly adjacent**² to an **Environmentally Sensitive Areas**³ (ESAs). Refer to Figure 1 (Ventura County Environmentally Sensitive Areas) illustrating ESA locations in Ventura County, available at <http://onestoppermit.ventura.org/>.

¹ **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.

² **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.

³ **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.

1. **Project Name**

2. **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: _____

3. 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 or CalTrans Handbook www.dot.ca.gov/hq/construc/stormwater/manuals.htm.

Table 1. 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			
EC-7 or SS-7	Geotextiles and Mats			
EC-8 or SS-8	Wood Mulching			
EC-11 or SS-11	Slope Drains			
Temporary Sediment Control BMPs				
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			

BMPs Selected – Noted by Ref. ID from the California Stormwater BMP Handbooks		Use BMP		(If no, state reason)
		Yes	No	
SE-10 or SC-10	Storm Drain Inlet Protection			
SE-11	Active Treatment Systems ¹			
Temporary Tracking Control BMPs				
TC-1	Stabilized Construction Entrance/Exit			
TC-2	Stabilized Construction Roadway			
TC-3	Entrance/Exit Tire Wash			
Non-Stormwater Management BMPs				
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			
Waste Management & Materials Pollution Control BMPs				
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.			
Additional BMPs Selected				

¹ If appropriate given natural background stormwater runoff and receiving water quality conditions

4. 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, call (916) 341-5537, or visit 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, 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?				

	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 _____