

ANNUAL EXCAVATION PERMIT CONDITIONS 2014

Acceptance of this permit by the permittee indicates agreement with the following conditions and procedures. The said conditions and procedures are hereby made a part of the subject Annual Encroachment Permit. Any work in the road right-of-way without the authority of a separate permit for that location is a violation of the County Encroachment Ordinance 2041. The Annual Permit is valid for a calendar year, Jan 1st thru Dec 31st. Permittee shall be charged double the permit fees if the work is started prior to issuing a permit for that location.

Permittee shall obtain a separate permit for each job location prior to start of work for the following types of work.

1. Excavation not exceeding thirty square feet (30 sq. ft.) in area or a trench not exceeding two feet in width and sixty feet (2 ft. x 60 ft.) in length if the trench is dug at a right angle to the centerline of the road. No excavation work is permitted with the Annual Encroachment Permit.
2. For emergency repairs not exceeding thirty square feet (30 sq. ft.) in area or a trench not exceeding two feet in width and sixty feet (2 ft. x 60 ft.) in length if the trench is dug at a right angle to the centerline of the road a separate permit application should be completed by the next business day. Emergency repairs require an immediate phone notification to our office at (805) 654-2055, and no later than the next business day.
3. Routine access/maintenance to utility company facilities within the travelled way for roads where the speed limit is greater than 25 mph posted/observed.

A separate permit is not required for the following types of work.

1. Routine access/maintenance to utility company facilities within the paved travelled way where the speed limit is 25 mph or less posted/observed, if there is no excavation.
2. Routine access/maintenance to utility company facilities within the shoulder/sidewalk where there is no impact to the travelled way and if there is no excavation.

Requirements for Application submittal

1. Exact location and description of the work, including road name and distance from the nearest intersection or mile marker, the size of the excavation (length, width and depth) and if the excavation(s) is located in the pavement, shoulder or sidewalk.
2. Estimated start and completion date of the work.
3. Specify traffic control plan layout/figure from Watch Manual/CAMUTCD or provide an engineered traffic control plan.
4. Permittee, contractor and field contact information and phone number.

5. Application signed by the permittee or authorized agent of the Annual Permit holder.

Email application to Trans.Permits@ventura.org, fax to (805) 654-5169 or mail to Transportation Dept at 800 S. Victoria Ave, Ventura, CA 93009-1620. If you have a billing account, you will be billed for the appropriate amount. The approved permit will be emailed or faxed to you.

Requirements for all types of work

1. Attached Standards and Conditions
 - a. Standard Conditions 2014
 - b. Excavation Conditions 2014
 - c. Conditions of Approval printed on each separate permit.
 - d. County Standard Plate E10 a & b for excavations in pavement.
2. It is the permittee's responsibility to notify the PW inspector or the Transportation Department at (805) 654-2055 a minimum of 48 hours in advance of the date and time that you plan to begin work.
3. New above-ground facilities are subject to separate approval process.
4. If the excavation falls within a moratorium road (overlaid within the last 5 years), resurfacing the entire lane width is required. Call PW inspector for details.
5. The permit must be at the job site and must be available for inspection at all times.

Traffic Control Restrictions

1. The Permittee shall furnish, install and maintain traffic control devices in accordance with Watch Manual, CAMUTCD or as required by the County's Traffic Engineer.
2. No road closures are permitted. Two-way traffic shall be maintained at all times.
3. There shall be no work on any road within 500 ft of any school during times indicated:

High Schools	7:30 am - 9:00 am	2:00 pm - 3:30 pm
Junior Highs	8:00 am - 9:00 am	2:30 pm - 3:30 pm
Elementary	7:30 am - 9:00 am	2:30 pm - 3:30 pm
4. No work that interferes with traffic may occur on the Major Collector Streets from 7:00 am to 9:00 am and 4:00 pm to 6:00 pm.