



**PUBLIC WORKS AGENCY
TRANSPORTATION DEPARTMENT
Encroachment Permits Section**

POLICY FOR ENCROACHMENT PERMITS INVOLVING ROAD CLOSURES

The policy for encroachment permits involving complete road closures associated with railroad crossings on the Santa Paula Branch line and other locations has been developed. This policy is based on input provided by the Film Industry, California Film Commission, Fillmore and Western Railroad Company, the Ventura County Resource Management Agency and the Ventura County Fire Department. Complete road closures are considered to be those that do not allow traffic to travel through the closed section of roadway every 3 minutes under, for example, current film permits procedures. This policy is implemented countywide for all road closures on an as needed basis.

COMPLETE ROAD CLOSURE POLICY

Complete road closures exist where traffic is not allowed to travel through the closed section of road at least every 3 minutes. Complete road closures related to film permits and other non-essential activities will be allowed if the following conditions have been satisfied:

- Applications for complete road closures are to be submitted to the Ventura County Transportation Department (hereinafter referred to as the Department) a minimum of three weeks prior to the proposed closure date to allow sufficient time for processing and notification of the public. Depending on the circumstances the process may take more than 3 weeks, so applicants are encouraged to submit their applications at the earliest possible time. The 3 weeks is an estimated timeframe for completion of the notification requirements but could be accomplished within one week if the applicant has the resources available to insure a quicker turnaround time.
- The Department will establish “Direct Impact” and “Notification” areas for each road closure request. Standardized areas have been established for the road sections that are most frequently closed, but these areas can be modified based on the circumstances associated with a given road closure request (see **Attachment A**).
- Affected parties within a “Direct Impact” area shall be surveyed and at least 67% of the affected parties must agree to the proposed closure. In some cases, 100% of the affected parties may be required to agree, especially if no alternative route is available to use as a detour. All occupants of homes and owners of businesses located within the “Impact” area defined by the Department are to be surveyed by the permit applicant. The Department shall approve the survey form and contents in advance. An example of the survey form is provided in **Attachment “B”**. The owners and occupants of each residence and business will be entitled to one vote. Owners and occupants of homes and businesses must be shown the proposed traffic detour route, which has been approved by the Department, when requested to vote on the proposed road closure. Complete road closure will only be permitted if at least 67% of all the parties eligible to vote are in favor.

In addition, all impacted owners and occupants of homes and businesses located within the “Notification” area determined by the Department are to be notified of the proposed road closure by the permit applicant using postcards at least one week in advance. Alternatively, applicants may use their own letterhead when mailing written notification of a proposed road closure. The Department shall approve the postcard or letterhead notification in advance. An example is provided in **Attachment “C”**.

Postcard or letterhead notification recipients will be asked to provide the Department with any comments or concerns within one week of receipt. If more than 10% of the postcard recipients express opposition to the closure, applicants will be asked to contact those in opposition and resolve their concerns prior to issuance of permits or a revised submittal of the application will be required by the Department.

- The “Direct Impact” and “Notification” areas depicted on the maps in **Attachment “A”** are considered guides in determining the specific areas associated with a specific road closure application. The “Direct Impact” areas requiring signatures of property owners will generally be considered a 4-block radius. Alternative “Direct Impact” and “Notification” areas may be included on a case-by-case basis as determined by the Department based on previous experience or other factors.
- A traffic detour plan similar to the sample provided in **Attachment “D”** shall be prepared by the applicant and submitted to the Department for approval prior to the surveying of the owners and occupants of homes and businesses. At a minimum, the plan should comprise a map showing the location of the proposed road closure(s) and identifying alternate routes. The approved detour plan shall be attached to the survey consent form so parties voting on the closure can be aware of the proposed detour.
- Changeable message signs shall be deployed 48 hours prior to the road closure being implemented announcing the times and dates of the closure at locations to be identified by the Department.
- No road closure will be typically permitted during morning and evening peak hours, during times when traffic is entering or leaving a nearby school, or during other times when the road closure would cause excessive disruption, e.g. agricultural harvests and shipping to packing houses, community celebrations, etc.
- The applicant will be required to arrange and pay for traffic control by the California Highway Patrol at locations identified by the Department consistent with the traffic detour plan approved by the Department.
- The applicant will be required to post signs at locations approved by the Department notifying drivers of the date, time and duration of the closure at least three days in advance of the closure once approval has been received from the Department. The signs should be similar in format to the sample provided in **Attachment “E”** and be 48” x 48” in size with at least 8 inch lettering size to allow drivers to read the sign when traveling at 50 mph. These signs will be deployed after the Department has approved a traffic control plan. A sample traffic control plan is also provided in **Attachment “E”**.
- The applicant will be responsible for paying the costs associated with Department work

involved in processing a complete road closure request. These costs will be in addition to any other required inspection fees associated with the activity that is requiring the road closure.

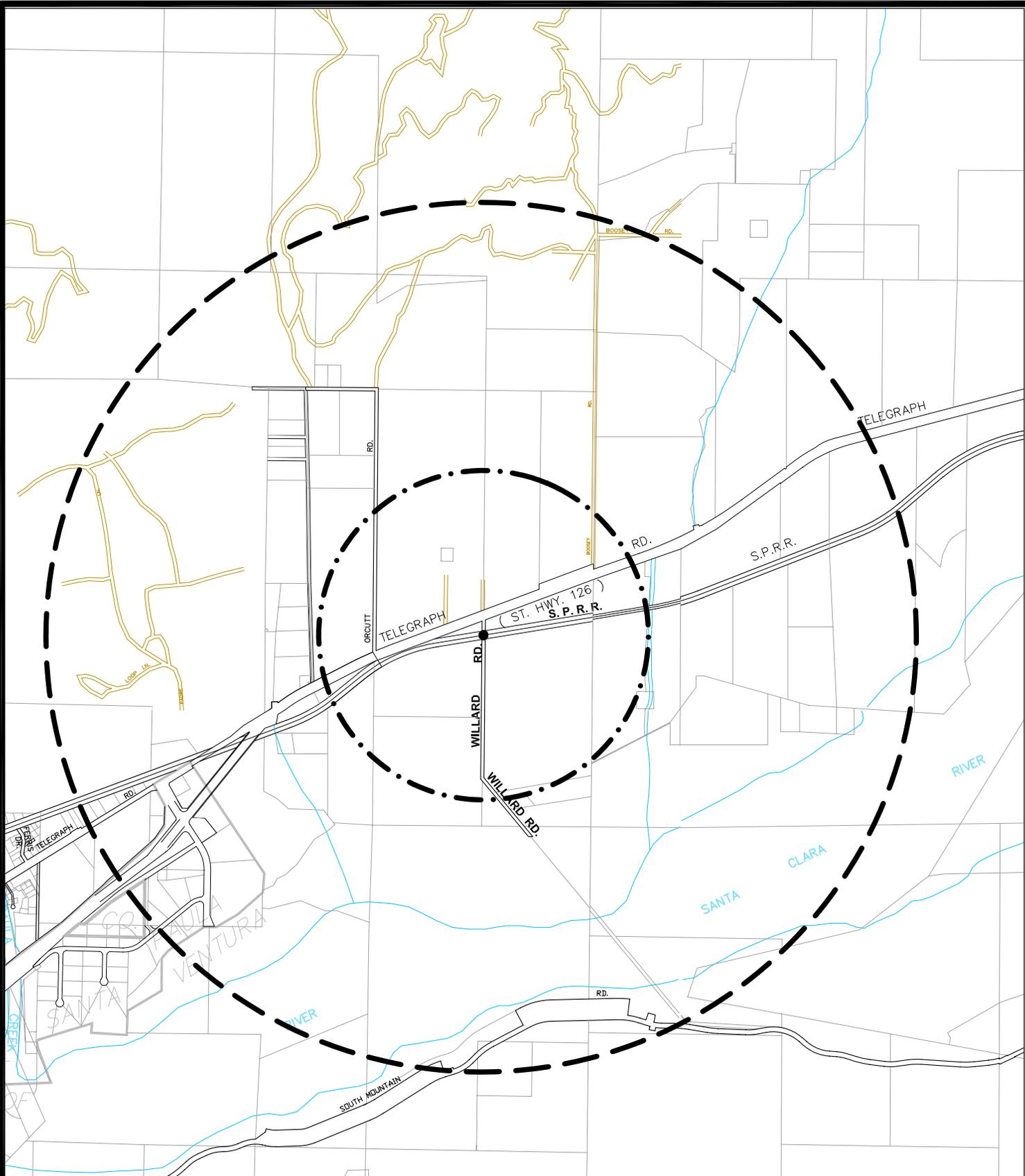
- When a proposed road closure would result in significantly longer emergency response times, the applicant will be required to hire an Ambulance and/or Fire Engine to be stationed in the area beyond the closure to be immediately available for emergency response in the area affected by the closure.

In the event that no suitable alternate emergency response access route is available to the area blocked by the road closure, applicant will be required to provide a single emergency access lane with a minimum clear width of 12 feet to a minimum clear height of 13 feet 6 inches within 2 minutes of notification by the Fire Department. Failure to comply with the 2-minute time limit will result in the issuance of a misdemeanor citation per Uniform Fire Code Section 104.1.2 or California Penal Code Section 148.2, or California Vehicle Code Section 2801.

Written approval of a road closure must also be obtained from the Fire Prevention Bureau of the County Fire Department and the Sheriff's Patrol Area representative. Applications for such approval must be accompanied by plans for suggested alternate emergency routes, or for maintaining a single emergency access lane.

- A minimum surety deposit of \$2,000 will be required by the Department to ensure compliance with the terms of the closure permit. This deposit will be fully refunded if the approved times and manner of the road closures are complied with by the applicant. Liquidated damages of \$500 per hour will be assessed for every hour that the road remains closed beyond the approved times as indicated in the encroachment permit.
- Additional conditions may be specified by the Department to address site-specific issues.
- The California Film Commission's "Filmmaker's Code of Professional Responsibility" and "Community "Good Neighbor" Code of Conduct" are provided in **Attachment F**. It is the Department's expectation that all film applicants will follow these codes.

ATTACHMENT A



--- POTENTIAL IMPACT AREA

-.-.-.- DIRECT IMPACT AREA

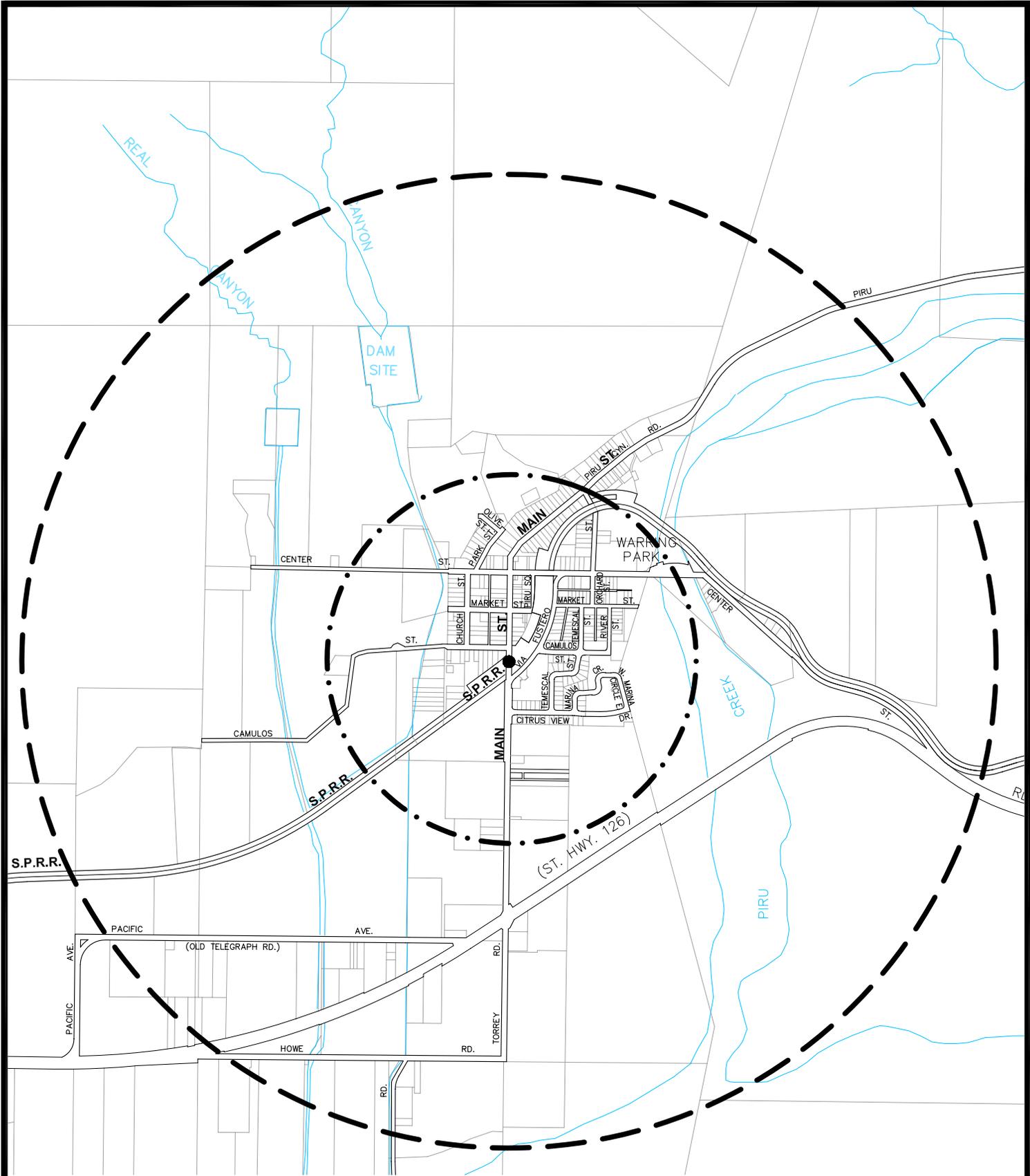
DRAWN: C. VALDEZ
 CHECKED:
 APPROVED:
 DATE: 10-31-03

COUNTY OF VENTURA
 PUBLIC WORKS AGENCY
 TRANSPORTATION DEPARTMENT

**RAILROAD CROSSING @ WILLARD ROAD
 EAST OF SANTA PAULA**

SPEC. NO.

PROJ. NO.



POTENTIAL IMPACT AREA

- . - . - . - . - . - . - . - . - .
DIRECT IMPACT AREA

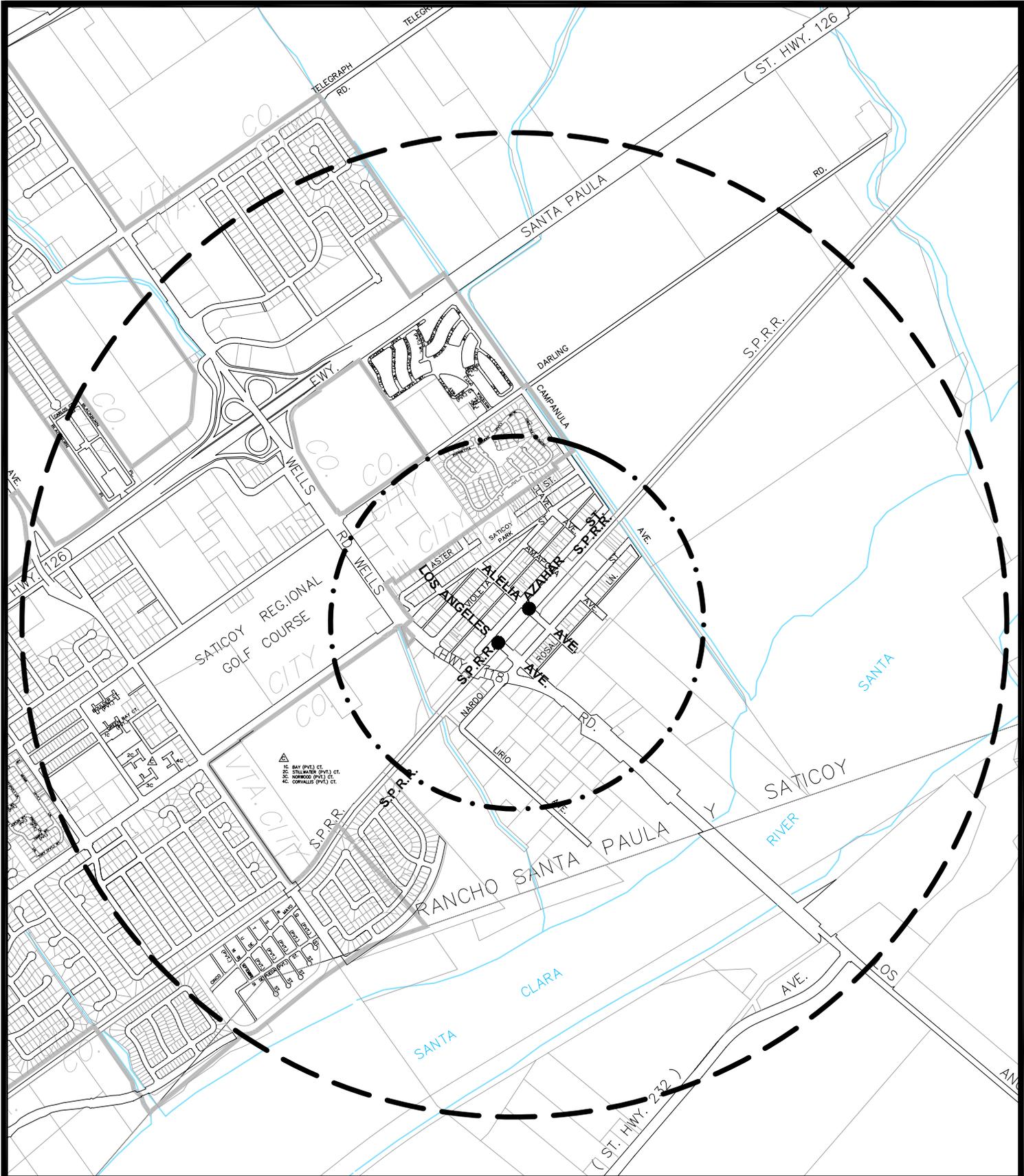
DRAWN: _____ C. VALDEZ _____
 CHECKED: _____
 APPROVED: _____
 DATE: _____ 10-31-03 _____

COUNTY OF VENTURA
 PUBLIC WORKS AGENCY
 TRANSPORTATION DEPARTMENT

**RAILROAD CROSSING @ MAIN STREET
 IN PIRU**

 SPEC. NO.

 PROJ. NO.



--- POTENTIAL IMPACT AREA

- · - · - · DIRECT IMPACT AREA

DRAWN: C. VALDEZ
 CHECKED: _____
 APPROVED: _____
 DATE: 10-31-03

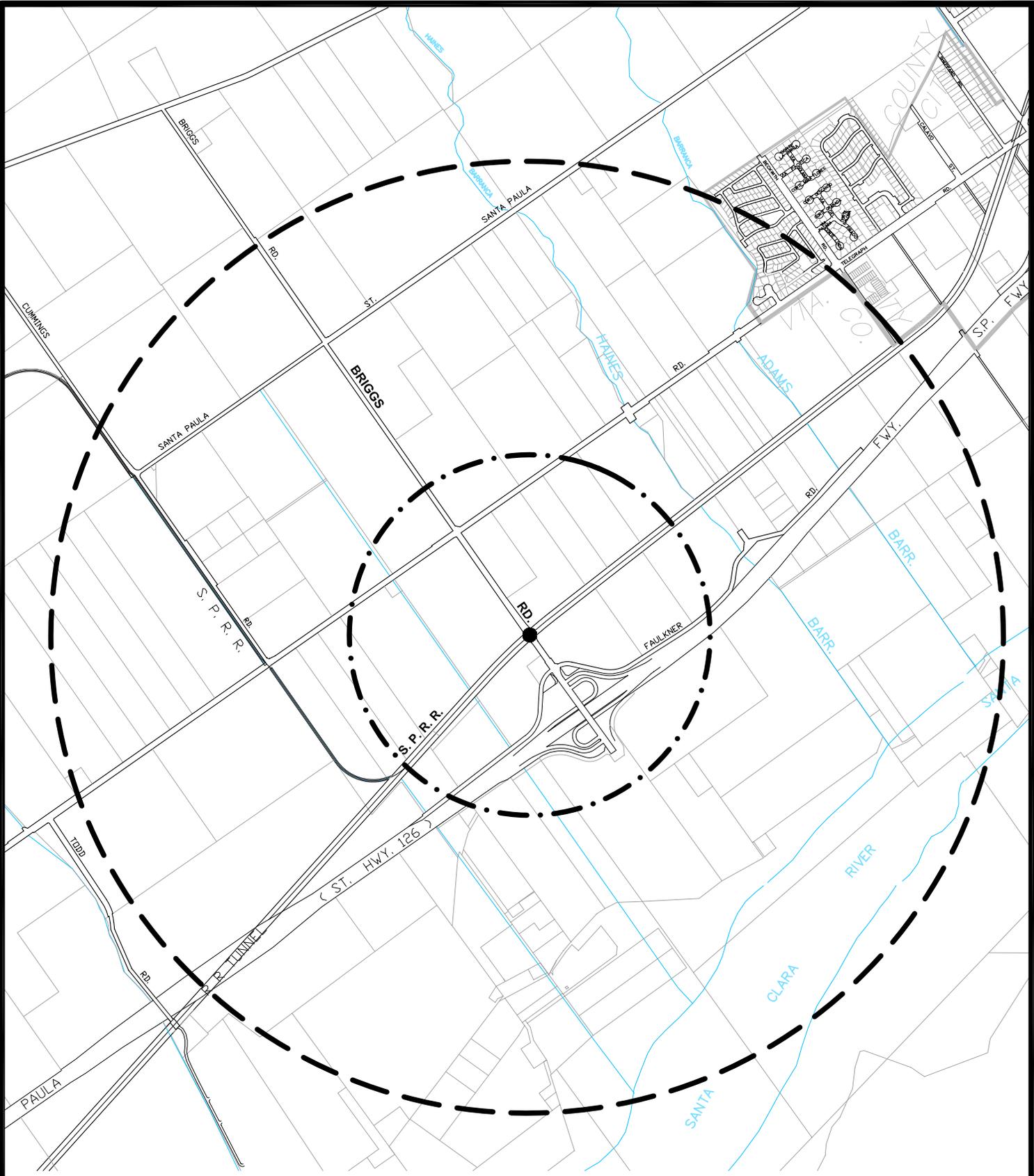
COUNTY OF VENTURA
 PUBLIC WORKS AGENCY
 TRANSPORTATION DEPARTMENT

**RAILROAD CROSSING @
 ALELIA & LOS ANGELES AVENUES - SATICOY**

 SPEC. NO.

 PROJ. NO.

\\Autocad-dwgs\Misc\Film Maps\BRIGGS ROAD MAP.dwg



--- POTENTIAL IMPACT AREA

- . - . - . DIRECT IMPACT AREA

DRAWN: C. VALDEZ
 CHECKED:
 APPROVED:
 DATE: 10-31-03

COUNTY OF VENTURA
 PUBLIC WORKS AGENCY
 TRANSPORTATION DEPARTMENT

**RAILROAD CROSSING @ BRIGGS ROAD
 BETWEEN FILLMORE & SANTA PAULA**

 SPEC. NO.

 PROJ. NO.

ATTACHMENT B

County of Ventura Film Permit, Merchant/Neighborhood Road Closure Notification Form

Dear Neighbors:

All owners and occupants of homes and businesses within a potential impact area, as defined by the County Transportation Department, are required to be notified if they will be affected by a proposed road closure relating to an encroachment permit. Permit applicants requesting a County road closure permit are required to provide owners and occupants of homes and businesses with this notice.

Location of proposed road closure: _____

Name of Applicant: _____

Type of Activity: _____

Date(s): _____ Time(s): _____

Description: _____

Applicant's representative(s) on location: _____

On location phone: _____

If any problems or concerns arise, you should contact the permit applicant's representative(s) listed above. If they do not sufficiently resolve the problem, please contact the County of Ventura Encroachment Permit Section at (805) 654-2055, Mon-Fri, between the hours of 7:30 a.m. – 12:00 noon and 1:00 - 4:30 p.m. If the proposed activity is related to filming in the County road right of way and you would like to register a formal complaint against the filming company, or would like to further follow up on your concern, please contact: The California Film Commission, 7080 Hollywood Blvd., Suite 900, Hollywood, CA 90028; Phone: (323) 860-2960. Please remember to send a copy of your complaint to the County of Ventura Planning Department, 800 S. Victoria Avenue, Ventura CA 93009-1740.

ATTACHMENT C

County of Ventura Film Permit Merchant/Neighborhood Road Closure Consent Form

Dear Neighbors:

Authorization must be received from at least 67% of the owners and occupants of residences and businesses considered "directly affected" by the County's process for a proposed road closure related to a road encroachment permit application. Permit applicants requesting a County road closure encroachment permit, must provide owners and occupants of homes and businesses with a copy of this form while obtaining signatures with approvals. Permit applicants must fully explain any questions you might have regarding the permit activity, including use of supplemental agreements between impacted owners or occupants of homes/businesses and the permit applicant. Each residence or business is entitled to one vote.

Location of proposed road closure: _____

Name of Applicant: _____

Type of Activity: _____

Date(s): _____

Time(s): _____

Description: _____

Applicant's representative(s) on location: _____

On location phone: _____

Company address: _____

Company phone: _____

If any problems or concerns arise, you should contact the permit applicant's representative(s) listed above. If they do not sufficiently resolve the problem, please contact the County of Ventura Encroachment Permit Section at (805) 654-2055, Mon-Fri, between the hours of 7:30 a.m. – 12:00 noon and 1:00- 4:30 p.m.

If the proposed activity is related to filming in the County road right of way and you would like to register a formal complaint against the filming company, or would like to further follow up on your concern, please contact: The California Film Commission, 7080 Hollywood Blvd., Suite 900, Hollywood, CA 90028; Phone:(323) 860-2960.

Please complete the following information:

() I have NO CONCERNS regarding the proposed activities.

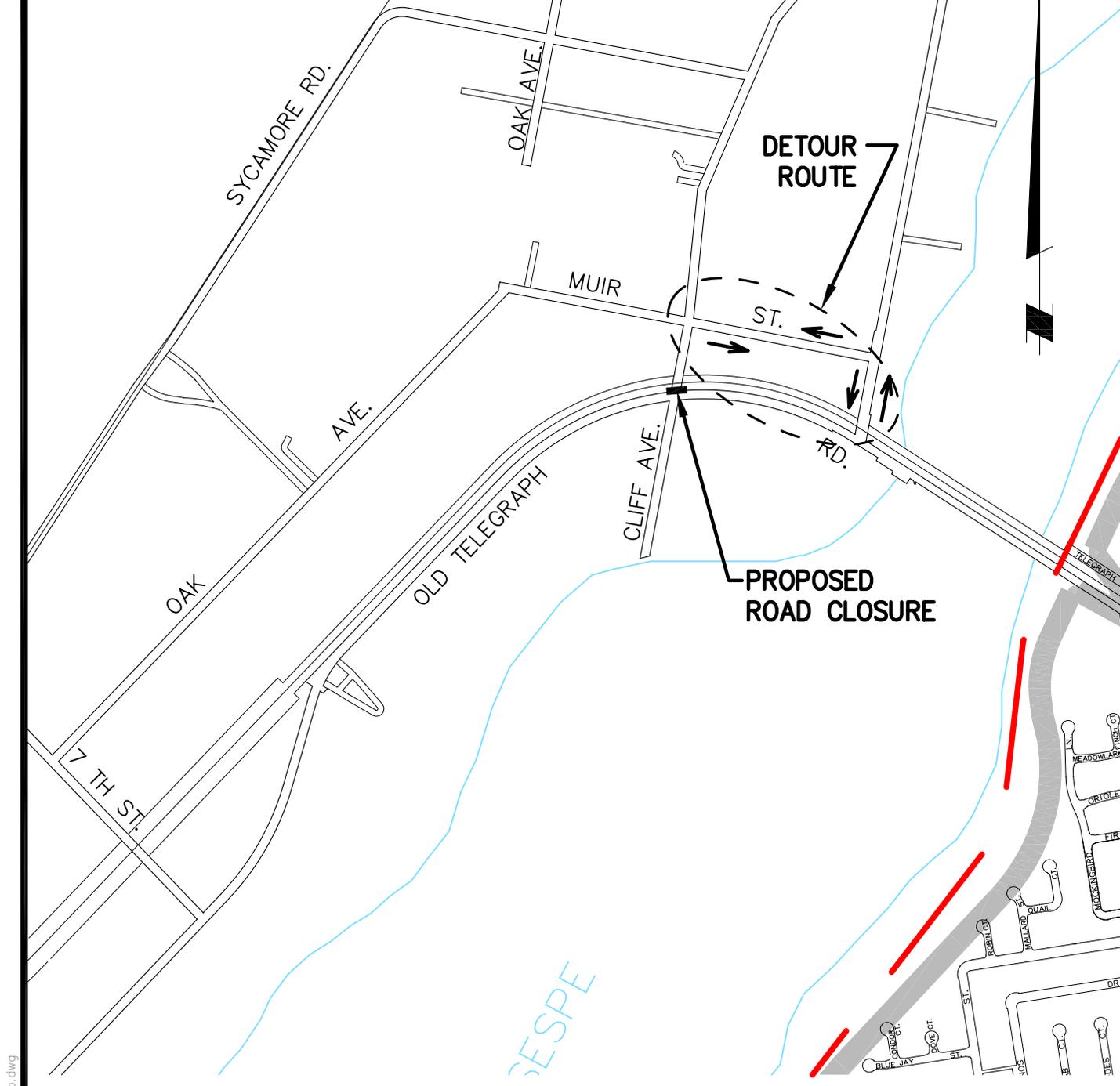
() I object to the closure for the following reasons: _____

Signature _____ Name of Contact Person (Print) _____

Address _____ Phone _____

Business Name (If applicable) _____ Type of Business _____

ATTACHMENT D



\Autocad-dwgs\misc\film_maps\7thstreet_detourbasemap.dwg

DRAWN CV
 CHECKED _____
 APPROVED _____

COUNTY OF VENTURA
 PUBLIC WORKS AGENCY
 TRANSPORTATION DEPARTMENT

SAMPLE DETOUR ROUTE MAP

SPEC. NO. _____
 PROJ. NO. _____

ATTACHMENT E

ROAD CLOSURE NOTICE

LOCATION: GRAND AVENUE AT RAILROAD CROSSING

DATES: May 10 –13, 2003

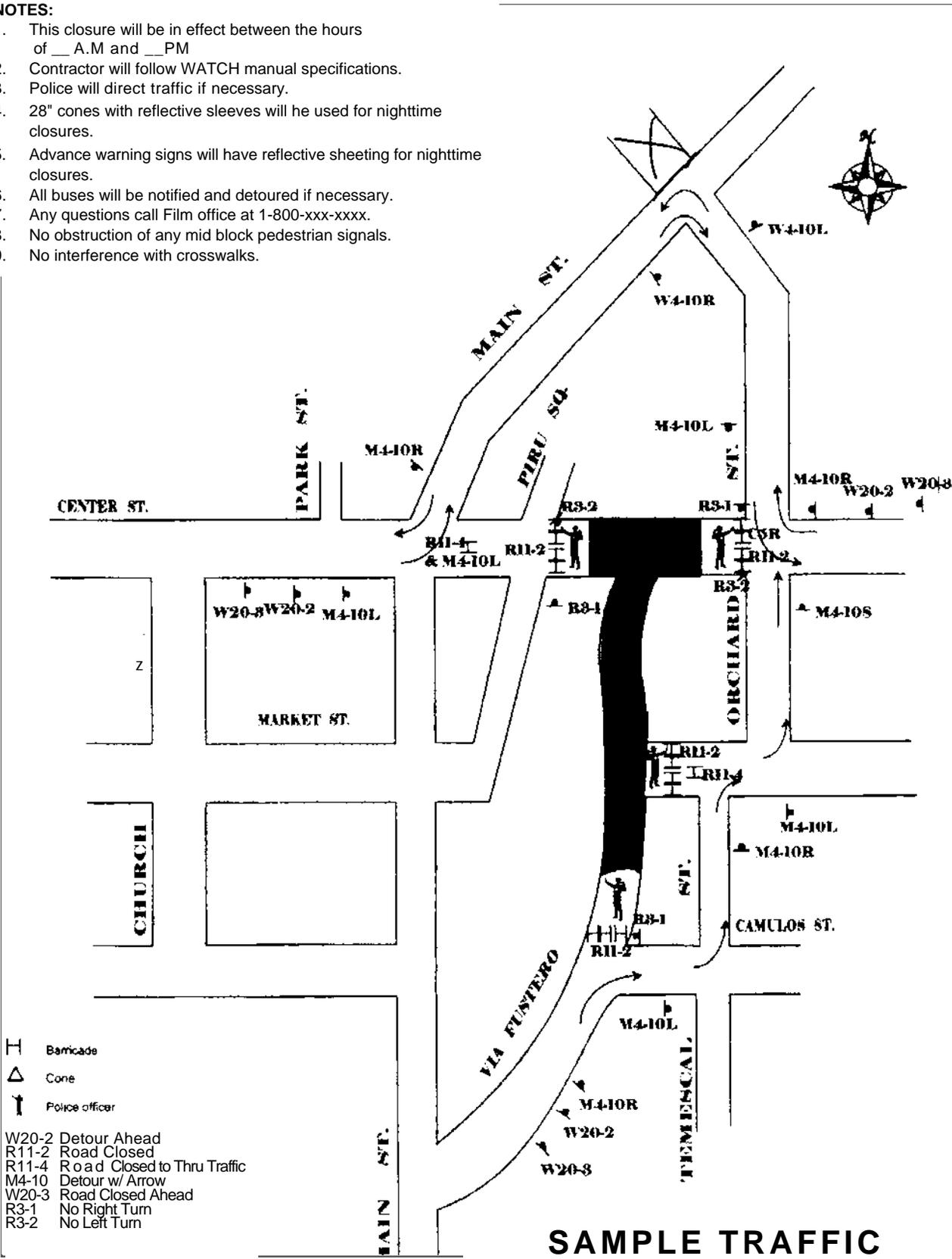
TIME: 9:00am – 4:00pm

PURPOSE: Filming By (Name of Film Co./Representative and phone number)

COMPLETE CLOSURES ON VIA FUSTERO AND CENTER STREET

NOTES:

1. This closure will be in effect between the hours of ___ A.M and ___ PM
2. Contractor will follow WATCH manual specifications.
3. Police will direct traffic if necessary.
4. 28" cones with reflective sleeves will be used for nighttime closures.
5. Advance warning signs will have reflective sheeting for nighttime closures.
6. All buses will be notified and detoured if necessary.
7. Any questions call Film office at 1-800-xxx-xxxx.
8. No obstruction of any mid block pedestrian signals.
9. No interference with crosswalks.



- H Barricade
- △ Cone
- ↑ Police officer
- W20-2 Detour Ahead
- R11-2 Road Closed
- R11-4 Road Closed to Thru Traffic
- M4-10 Detour w/ Arrow
- W20-3 Road Closed Ahead
- R3-1 No Right Turn
- R3-2 No Left Turn

SAMPLE TRAFFIC CONTROL PLAN

ATTACHMENT F



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- [Location Resources](#)
- [Production Assistance](#)
- [State Film Permits](#)
- [STAR Program](#)
- [Contact Us](#)
- [Cinema Scout](#)

California Film Commission

800-858-4749
323-860-2972 (fax)
800-858-4749

Permit Coordinators

Caltrans: x104
State Parks: x106
State Facilities: x107

Contacts

Resource Library: x123
STAR Properties: x134
CHP Film Liaison: x103
Fire Marshal Liaison: x108

California Film Commission

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Filmmakers' Code of Professional Responsibility

TO THE INDUSTRY: Production company personnel are guests on State owned and operated property and are requested to treat State property and all its surrounding properties, as well as the public, with courtesy. Improving relationships with the local communities that host filming rewards all those involved.

The **California Film Commission** requests that you adhere to the following guidelines when filming in California:

1. When filming in a neighborhood or business district, proper notification should be provided to each merchant or resident who is directly affected by the company. This includes parking, base camps, and meal areas. The filming notice should include: *name of company *name of production *company contact *kind of production *type of activity & duration
2. Production vehicles arriving on location in or near a residential neighborhood should not enter the area before the time stipulated in the permit, should park one by one, and turn off engines as soon as possible. Cast and crew should observe designated parking areas.
3. Do not trespass onto neighbors' or merchants' property. Please remain within the boundaries of the property that has been permitted for filming.
4. Moving or towing of the public's vehicles is prohibited without the express permission of the municipal jurisdiction or the owner.
5. Cast and crew meals should be confined to the area designated in the permit. All catering, craft service, construction, strike and personal trash must be removed from location.
6. Removing, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.
7. All signs erected or removed for filming purposes will be removed or replaced upon completion of the use of that location unless otherwise stipulated in the permit.
8. Please keep all noise levels as low as possible.
9. Observe designated smoking areas and always extinguish cigarettes properly.
10. The cast and crew should not bring guests or pets to the location, unless expressly authorized in advance by the production company.
11. All sets and props should be removed upon completion of use.
12. The production company will comply with the provisions of the permit at all

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times.

13. Production companies will refrain from using lewd or offensive language within earshot of the general public.

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California Film Commission

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TO RESIDENTS AND MERCHANTS: If you plan to host filming at your property, you will become an ambassador from your community to the production company, and from the production company to your neighbors, and the community at large. By encouraging the production company to treat the community with care, you can help ensure that the filming experience is a positive one for all concerned, and that this company and others will be welcomed back. To this end, the **California Film Commission** (CFC) has developed the following guidelines to assist you in your role as host:

1. When hosting filming in a neighborhood or business district, residents and merchants choosing to allow production at their property should do their part to be "good neighbors."
2. Neighbors' concerns should be addressed quickly to ensure the shoot goes smoothly, and that it will be a positive experience for everyone involved.
3. Every effort should be made to ensure that production company members do not unnecessarily disturb your neighbors.
4. It is a good idea to introduce yourself to your neighbors to increase rapport and personally notify them that filming will be taking place at your property or place of business. Many jurisdictions require notification for after hours or weekend filming as part of the permitting process.
5. Discuss the company's planned activities and parking plans prior to the shoot. Convey any concerns voiced by your neighbors to the Production Company. This will help avoid problems like blocked access to driveways that can cause ill will between neighbors.
6. When appropriate, and only with advance approval by the film company, invite neighbors to view the filming and meet the crew. This will go a long way to promote positive neighborhood relations.
7. Hosting filming frequently can take a toll on neighbors who may not receive the direct financial benefits that you enjoy. You may want to consider ways you can give something back to your community for the inconvenience, such as support for local organizations or simply hosting a backyard barbeque.
8. When filming occurs at night, bright lights and noise may disturb your neighbors. Be sure to discuss such activities with your neighbors who may be adversely impacted and make sure the production company addresses their concerns. People want to feel that they have been included in decisions about activities that may directly affect them.
9. If a location service company asks to represent your property, please be advised that State law requires the company have a real estate broker's license.

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California Film Commission



The **California Film Commission** (CFC) enhances California's position as the premier location for all motion picture and television production. A one-stop office for filmmakers, the CFC issues permits for filming on state-owned property and

manages incentive programs for filming in California.

FEATURES



Film Liaisons in California, Statewide (FLICS)

Visit our network of in-state Film Commissions that assists with film production throughout California.



STAR: State Surplus Property Available for Filming

Looking for a unique place to film? Check out our State Theatrical Arts Resources (STAR) program. From Sacramento to San Diego, STAR offers distinctive, surplus, State-owned property to filmmakers for low costs.



Filming on State Property

Filming is a cinch on California State property. We keep it simple and easy. There are **no permit or site rental fees** for filming on state properties. The **California Film Commission** will gladly help you find and obtain permits for the perfect place to film.



Here is the perfect location for your project!

CinemaScout® is the answer to your location scouting needs. Surf over 11,000 images of every imaginable world from your office, home or anywhere!

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