

How To Obtain A Residential Parkway Bioswale Encroachment Permit

In an effort to make it easy for homeowners to design and construct a small residential parkway bioswale, the City has provided a new Standard Detail for construction, an attached 8 ½" x 11" blank site plan and this list of steps and helpful information. Please complete and sign the application for an ENCROACHMENT PERMIT available at the Engineering Public Counter in Room 117 at City Hall 501 Poli Street, Ventura, CA 93001.

Successful completion of an Encroachment Permit Application includes:

1. First, go online, download and print the new City Standard Detail known as #413 at (<http://www.cityofventura.net/page/land-development-engineering>). On Page 3 of the detail sheet, you will find a blank site plan where you can make a sketch of your parkway, sidewalk, curb and gutter. It does not have to be drawn to scale but dimensions are helpful.
2. When you are downloading the bioswale detail, also download the City's application for an encroachment permit, print, fillout and sign. Then, come to City Hall located at 501 Poli Street and visit Room #117.
3. Go to the "Land Development" counter in Room #117. Staff will double-check your sketch and application and make sure you are not in one of the restricted areas (hillside areas, commercial or mixed use areas, areas with streets with more than 5% grade etc).
4. Provide a copy of your homeowner's insurance policy (\$300,000 minimum liability) in lieu of general liability insurance. If you have chosen to use a contractor, the contractor will need to supply general liability insurance of at least \$1,000,000 naming the City as additionally insured along with endorsements. The contractor is also required to provide a copy of their City business license.
5. Pay the encroachment fee of \$371.84. Make check payable to: **City of Ventura**.
6. When all of the above are acceptable, we will assign an Encroachment Permit number, sign the permit and issue a copy to you and forward the original to our inspector.
7. Before beginning work, read all attached conditions of the Encroachment Permit, and 24 hours prior to beginning work, call the Public Works Inspector at (805) 654-7767 to request a pre-construction meeting.
8. Maintain the permit on site for duration of construction.