

Ventura County Public Works Agency – Roads & Transportation (VCPWA-RT)
Permits Section
Wireless Applications

General Information (updated 06/30/25)

Introduction / Note to Applicants: Information herein is for benefit of Applicants. Applicants who follow these instructions will assist Engineer / Staff in reviewing the Application and expedite the review process. Any questions, please email the Engineer at pwa.transpermits@ventura.org.

Contents

- [Applications](#)
- [Bicycle Lane Improvement Projects](#)
- [Board of Supervisors](#)
- [Coastal Zoning Ordinance](#)
- [Complete Application](#)
- [Fees](#)
- [File Naming Conventions](#)
- [Insurance](#)
- [Installation Type and Substantial Increase in Size](#)
- [Links](#)
- [Maps](#)
- [Notification](#)
- [Point of Contact](#)
- [Pedestrian Improvement Projects](#)
- [Permitting Process](#)
- [Permit Type](#)
- [Questionnaire](#)
- [References](#)
- [Response to Comments and Review Process](#)
- [Review Type](#)
- [Submittal Requirements](#)
- [Subsequent Reviews](#)
- Tables
 - [Fees Table](#)
 - [File Naming Conventions](#)
 - [Insurance Checklist](#)
 - [Installation Type](#)
 - [Review Type Checklist](#)

Note: For web addresses or links herein, please see [References](#) here below.

Applications

[Contents](#)

For required documents, please see [Municode](#) which includes [Ordinance 4540](#). Additional information may be found in the Applications Table above, or the File Naming Conventions Table, Installation Type Table, or Reference Section here below. For Applications or Agent Authorizations, please see [Other PWA Permits](#). Application submittals via email is the preferred method, however Applicants may apply via Accela Citizen Access ([ACA](#)). Please name documents as described in File Naming Conventions Table here below. Email applications to PWA.TransPermits@ventura.org. Application submittals are generally acknowledged via email within a few days or week of submittal. Please contact VCPWA-RT, if an acknowledgment email has not been received by the Applicant.

Bicycle Lane Improvement Projects

[Contents](#)

For information regarding bicycle lane improvement projects, see [Pedestrian](#) Improvement Projects.

Board of Supervisors (BOS)

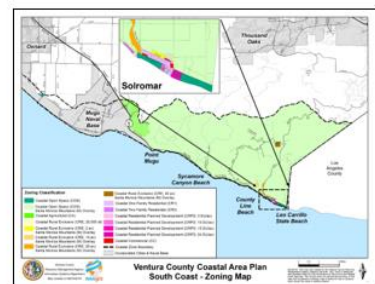
[Contents](#)

For action items regarding wireless projects, search [BOS](#) records.

Coastal Zoning Ordinance (CZO)

[Contents](#)

For requirements, please see Ordinance 4540 Sections [12101](#), [12205](#), and [12809\(a\)](#). Projects in the coastal zone are subject to the [CZO](#), otherwise the projects are subject to the [NCZO](#). For projects in the coastal zone, Applicants must obtain a [coastal permit](#) from the Resource Management Agency (RMA) prior to applying for an [encroachment permit](#) from VCPWA-RT. For coastal zone boundaries, see RMA [References](#) or land-use maps here below. For road information, see VCPWA-RT [County View](#).



Complete Application

[Contents](#)

For documents required and submittal requirements, see Applications. A complete application is when the Applicant submits all the required documents for the wireless facility type and type of review. VCPWA-RT will review incomplete applications. RT will review whatever documents are submitted by the Applicant, however a complete application will reduce the number of times RT must review the application and delay authorizations for Applicants to proceed with subsequent phases of the application process. RT will not authorize public notification, issue permits, or close-out permits without the documents required by the Ordinance. Each submittal must include all the documents to be reviewed. RT asks Applicants to refrain from submitting multiple documents multiple times. Submit all documents to be reviewed on same date.

Fees

[Contents](#)

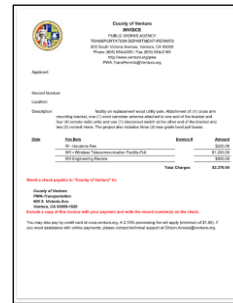
For fees, see [Other PWA Permits](#) webpage. Fees may be updated on July 1st of the new fiscal year. The fee schedule will indicate the applicable fiscal year. Applicants may be required to pay application, engineering, and review fees prior to the First Review, and subsequent reviews. Applicants should wait to pay fees until invoiced and directed to do so by RT. Inspection fees will be invoiced prior to issuance of the permit. Additional inspection fees will be based on the hourly inspector rate and the complexity of the project.

Fees Table

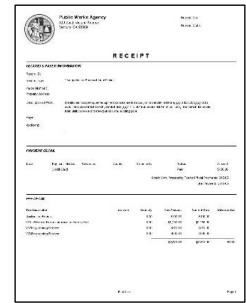
Review Type	Review Fee	Engineering Review Fee	Inspection Fee
Basic Rev. (W1)	\$250	\$380	\$915
Intermediate Rev. (W2)	\$250	\$690	\$985
Full Rev. (W3)	\$250	\$1,045	\$1,455

Effective July 1, 2025. TCP reviews additional. Multiple reviews additional.

Invoice



Fees Paid



For discussion of review type, see Review Type.

File Naming Conventions

[Contents](#)

VCPWA-RT is not familiar with wireless Applicant's naming conventions for documents. Because of this, additional time is spent reviewing the documents. For expedited reviews, adhere to the following naming convention and guidelines for documents/files.

When a new document is submitted, please include v2, v3, and so on for the second versions, third version, and so on. Once a new version of a document is submitted, the older version will no longer be considered. The new version will supersede the other version. For example, v3 would supersede v2 and v2 would supersede the original submittal (v1). If an Applicant submits a set of plans for the first time, then the file would be named Plans. If an Applicant submits a second set of plans, then the file would be named Plans v2.

Applicants may sort the table below to understand what documents are needed or required. Generally, the Document ID (A, B, C, etc.) follows the order that the document is needed in the application process. To deem an application complete, generally Documents A to J are needed. Documents CDEF are typically one unit or part of a set of plans. Documents M to P and V may be needed during the application process. Photographs of the site and proposed facility or example of the proposed facility (additional information) are recommended.

File Naming Convention Table

ID	Document Type	Electronic File Name
A	Agent Authorization	Agent Authorization or AA
B	Application	Application
C	Scaled Site Plan	Site Plan
D	Fully Dimensioned Plans	Plans
E	Traffic Control Plan	TCP
F	Visual Impact Analysis (VIA)	Photo-Sim

G	Radio Frequency Report (RFR) & Electromagnetic Field (EMF) Report	RFR
H	Insurance	Insurance
I	Evidence of Authority to Occupy Right-Of-Way	Authority
J	Structural Pole Capacity	Structure
K	Siting Review (by VCPWA-RT)	Siting Review
L	Payment of Engineering Review Fee	Fee
M	Authorization to Hire Expert	Authorization
N	Alternative Locations Analysis (ALA)	ALA
O	Evidence of Infeasibility	Infeasibility
P	Additional Information	Subject
Q	Notice to Proceed with Pre-Approval Public Notification (from VCPWA-RT)	NTP
R	Approval of Public Noticing Flyer and Sign	Flyer or Sign
S	Journal of Comments	Journal
T	Pre-Construction Notification and Sign	Pre-Con Sign
U	Payment of Issuance and Permit Fee	Fee
V	Licenses/Registration/Certification from FCC and/or CPUC.	License
W	As-Built Plans and/or Letterhead Statement	As-Built
X	Regulatory Compliance Report (RCR).	RCR
Y	Building/Other Permits	BP

Updated: 06/14/23.

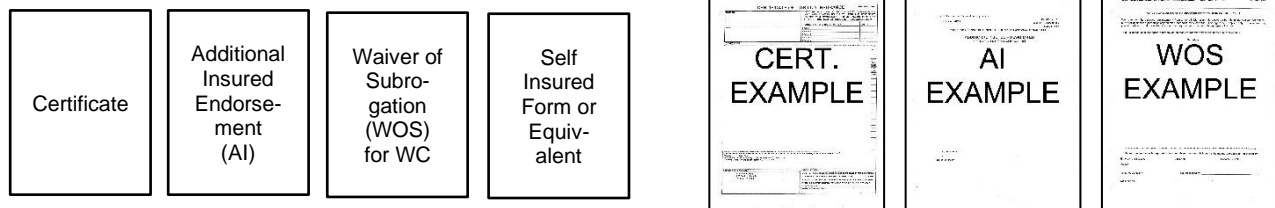
File Checklist

- | | | | | |
|---|---|--|--|---|
| <input type="checkbox"/> Agent Auth (A) | <input type="checkbox"/> VIA (F) | <input type="checkbox"/> Siting Rev (by RT) (K) | <input type="checkbox"/> Additional Info (P) | <input type="checkbox"/> Iss and Permit Fee (U) |
| <input type="checkbox"/> Application (B) | <input type="checkbox"/> RFR (G) | <input type="checkbox"/> Eng Review Fee (L) | <input type="checkbox"/> NTP Pre-Appr PN (Q) | <input type="checkbox"/> License (V) |
| <input type="checkbox"/> Scaled Site Plan (C) | <input type="checkbox"/> Insurance (H) | <input type="checkbox"/> Auth to Hire Expert (M) | <input type="checkbox"/> Public Noticing Flyer (R) | <input type="checkbox"/> As-Built (W) |
| <input type="checkbox"/> Fully Dim Plans (D) | <input type="checkbox"/> Auth to Occupy R/W (I) | <input type="checkbox"/> ALA (N) | <input type="checkbox"/> Journal of Comm (S) | <input type="checkbox"/> RCR (X) |
| <input type="checkbox"/> Traffic Control Plan (E) | <input type="checkbox"/> Struct Pole Capacity (J) | <input type="checkbox"/> Evidence of Inf (O) | <input type="checkbox"/> Pre-Con Notif & Sign (T) | <input type="checkbox"/> Bldg/Other Permits (Y) |

Insurance

[Contents](#)

For requirements, see Ordinance 4540 Sections [12400](#), [12401\(c\)\(5\)](#), [12806\(r\)](#), [12807\(a\)\(2\)](#) or search for insurance in the [Municode](#). Risk Management approves insurance. For wireless projects, minimum amounts required are \$1M, \$2M, and \$1M for Commercial General Liability, Commercial General Aggregate, and Workers Compensation. Upon request, VCPWA-RT can send the Applicant a detailed checklist and questionnaire to correctly submit insurance. Permits may not be issued until insurance is correctly submitted, reviewed and approved by the RT and/or Risk Management.



Insurance Checklist

Checklist for Applicants / Questionnaire

1. Certificate provided? Y or N.
2. CGL and CGA of \$1 M and \$2 M respectively? Y or N.
3. Insured is same entity as applicant/permittee (A/P)? Y or N.
4. Valid dates will cover life of encroachment? Y or N.
5. County of Ventura is named as the Certificate holder? Y or N.
6. AI Endorsement was included with Certificate? Y or N.
7. Policy number on Certificate matches policy number on Endorsement? Y or N.
8. A/P has employees? Y or N. If yes, does Certificate include WC insurance? Y or N.
9. If yes to #8, WOS for WC document was included with Certificate? Y or N.
10. If no to #8, SP form or equivalent for self-insured was included with Certificate? Y or N.

Abbreviations
 AI = Additional Insured (AI). CGL = Commercial General Liability. CGA = Commercial General Aggregate. SP = Sole Proprietorship. For form, ask PWATD. WC = Workers Compensation. WOS = Waiver of Subrogation.

Installation Type and Substantial Increase in Size

[Contents](#)

For definitions, see Ordinance 4540 Section [12802\(e\)](#). County’s Ordinance has specific definitions for installation types which are small cell, cluster, single, and new. Applicants should be aware that County’s definition of small cell is different than the FCC’s definition. A small cell is defined as a WCF with a maximum volume of 8.2 CF and one (1) pole-mounted antenna no longer than four (4) feet on an existing pole, whether as a single or cluster. VCPWA-RT determines the volume of the WCF by measuring the volume of any above-grade equipment enclosures, including meter pedestals, and the radio units.

Section [12802\(g\)](#) defines substantial increase in size which dictates the type of review and documentation required. Substantial increase is determined by the height of new or replacement pole, height of new antenna, total number of new antennas and/or total number of existing or new antennas, installation of equipment vault, number of new equipment cabinets and/or total number of existing or new cabinets, any excavation or easements outside the right-of-way. Section [12807](#) discusses review types and application requirements. For review types, see Review Types here below. For application requirements, see the tables herein.

Installation Type

Facility Type =>	(1) NEW	(2) SMALL	(3) R/I	(4) R/NI	(5) NR/I	(6) NR/NI
Documents Required** =>	ABCDE FGHIJ KLMNO PQRST UVWXY	AB---E ---HIJ KL--NO P----- UVWXY	ABCDE FGHIJ KLMNO PQRST UVWXY	AB---E FGHIJ KLMNO PQRST UVWXY	ABCDE FGHIJ KLMNO PQRST UVWXY	AB---E ---HIJ KL--NO P----- UVWXY

(1) = NEW = NEW FACILITY. (2) = SMALL = SMALL CELL. (3) = R/I = RESIDENTIAL AREA WITH INCREASE IN SIZE
 (4) = R/NI = RESIDENTIAL AREA WITHOUT INCREASE IN SIZE. (5) = NR/I = NON-RESIDENTIAL AREA WITH INCREASE IN SIZE. (6) = NR/NI = NON-RESIDENTIAL AREA WITHOUT INCREASE IN SIZE.
 NOTE: NON-RESIDENTIAL AREA = RURAL AREA. ** SEE APPLICATION REQUIREMENTS TABLE HERE ABOVE FOR DOCUMENTS REQUIRED (E.G. ABCDEFGHIJKLMNOPQRSTUVWXYZ), REVIEW TYPES BELOW, AND MUNICODE REF.
 NOTE: INFORMATION PROVIDED TO ASSIST APPLICANTS WITH DOCUMENTS REQUIRED BASED ON INSTALLATION TYPE. ORDINANCE TAKES PRECEDENCE. UPDATED: 06/14/23.

Links

[Contents](#)

For hyperlinks or web links to references, see [References](#).

Maps

[Contents](#)

For mapping information, see [References](#).

Notification

[Contents](#)

For pre-approval and pre-construction notification requirements, see Ordinance 4540 Section [12809](#). Two public notifications may be required. Prior to approval of the wireless permit, Public Notification (PN) may be required. Applicants must address public comments prior to approval of the permit. After the permit is issued and prior to construction, public notification is required. No Applicant may proceed with PN without a Notice to Proceed (NTP) with PN from VCPWA-RT. Approval of the notification documents is recommended, however not required. Applicant/Permittee should follow instructions in the PN tutorial. Point of Contact (POC) during notification period is the Applicant as explained here below. Before PN, approval of the flyer and sign are recommended. After PN, proof of mailing to properties in the notification zone is required as shown in Proof of Mailing tutorial.

Pedestrian (Sidewalk) Improvement Projects

[Contents](#)

VCPWA-RT has planned bicycle and pedestrian (sidewalk) improvement projects that may impact wireless Applicant’s proposed projects. Such improvement projects are listed in the five-year Capital Improvement Program (CIP) updated annually, the General Plan (GP) updated once every few decades, and the Strategic Master Plan (SMP) updated as new projects are considered and prioritized against other improvement projects. In addition, the Ventura County Transportation Commission (VCTC) which covers regional transportation projects has long-range projects listed in the Bicycle Wayfinding Plan and Congestion Management Program.

Some projects are short-term and some are long-term. Short-projects are planned in the next one to three years and may have a direct impact on the wireless project. Long-term projects are planned in the next five or more years and may not have a direct impact on a wireless project for several years. Poles that are placed in new locations to accommodate wireless projects must be placed in such a way that impacts to the traveling public, including vehicular and non-vehicular travel, and other potential uses/users of the right-of-way are minimized and mitigated.

Wireless Applicants will be informed of such projects, if known, so that wireless Applicants may plan their project accordingly.

For more information regarding short-term or long-term projects, please see the links here above identified as BOS, Guidelines, or VCTC.

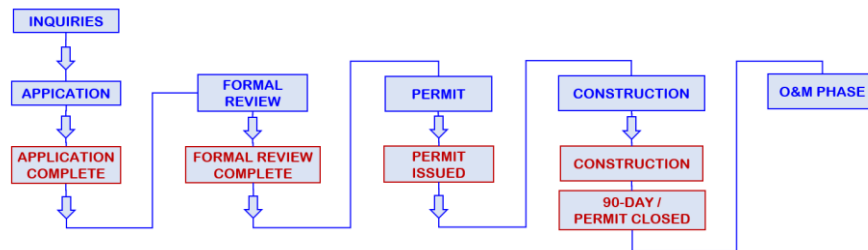
Permittee and Applicant

Permittee is individual or wireless consultant or wireless provider with Permit from VCPWA-RT.

Applicant is individual or wireless consultant or wireless provider with Application for Wireless Permit with VCPWA-RT.

Permitting Process

[Contents](#)



Permit Type

[Contents](#)

For permit type, see Section [12807](#), Fees, Installation Type, and/or Review Type.

Point of Contact (POC)

[Contents](#)

During the Notification Process, POC should be the Applicant. The Applicant should address, most, if not all, questions from the public and provide a summary or journal of the comments to VCPWA-RT. In the summary or journal, Applicant should explain how the public comments were addressed. Any comments direct to VCPWA-RT will be forwarded to the Applicant to address and note in the summary.

Questionnaire

[Contents](#)

Applicants may be asked to submit answers to project-related Questionnaire. For copies, please email VCPWA-RT. Wireless Ordinance Chapter 8 Division 12 of Ventura County Code of Ordinances may be found here: https://library.municode.com/ca/ventura_county/codes/

References

[Contents](#)

Applications: <https://www.vcpubliworks.org/applyforpermits/> Application pdf ACA: <https://vcca.ventura.org/vcca.aspx>
BOS: <https://www.ventura.org/board-of-supervisors/agendas-documents-and-broadcasts/>
CRS: <mailto:https://www.vcpubliworks.org/rt/encroachment/> <= See Quicklinks
CZO/NCZO: <https://vcrma.org/planning-division-ordinances>
General Plan: <https://vcrma.org/ventura-county-general-plan> AP: <https://vcrma.org/area-plans>
Email: pwa.transpermits@ventura.org Phone: (805) 654-2055
Fees: <https://www.vcpubliworks.org/applyforpermits/> Fees pdf
Guidelines (VCPWA-RT): <https://www.vcpubliworks.org/tsd/ordinancespoliciesguidelines/>
Insurance Required: [Division 12 Chapter 8 Section 12806](#)
Insurance Amounts: <https://www.vcpubliworks.org/rt-applications/> Insurance pdf
Maps (RT): <http://gis.ventura.org/PWA-Transportation/>
Maps (RMA): <http://gis.ventura.org/CountyViewNew/> Land Use: <https://www.vcrma.org/land-use-maps>
Coastal Plan Map Gallery: <https://www.vcrma.org/coastal-plan-map-gallery>
Municode**: https://library.municode.com/ca/ventura_county/codes/ Wireless: [Division 12 Chapter 8](#)
MUTCD: <http://www.dot.ca.gov/trafficops/camutcd/camutcd2014rev2.html> Typical Applications: [Chp 6H](#)
Ord 4540: <https://www.vcpubliworks.org/tsd/ordinancespoliciesguidelines/>
Permits: <https://www.vcpubliworks.org/rt/encroachment/>

RMA: <https://vcrma.org/divisions/planning> Zoning Ordinances: <https://www.vcrma.org/planning-division-ordinances>
 RT: <https://www.vcpwaworks.org/rt/encroachment/>
 VCSS: <https://www.vcpwaworks.org/esd/standardsandmanuals/>
 VCTC: <https://www.goventura.org/work-with-vctc/publications/>
 **: Municode. County's updated Encroachment Ordinance adopted by the BOS March 19, 2019.
 Updated: 06/14/23

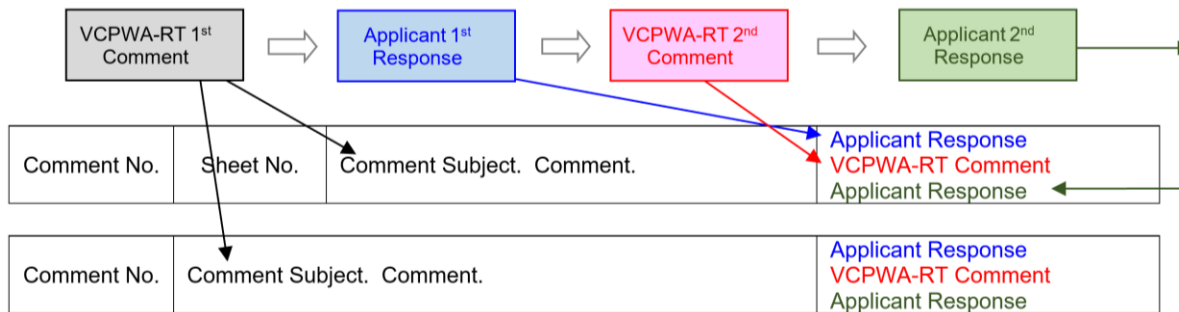
Response to Comments and Review Process

[Contents](#)

When an application is submitted for review, RT will review the documentation and provide comments to the Applicant in the form of a review document. The Applicant should address all the comments in writing. Please explain how the comments were addressed. When the review is complete, RT will send the Applicant an application review email with Next Steps in the application process. The review document is ordered as follows:

- Applicant Description of Project
- VCPWA-RT Description of Project
- Significant Application Characteristics Determination
- Comments and Corrections
 - Next Steps
 - Most Recent Plan Check and General Comments
 - First Plan Check and General Comments
- General Information
 - Documents Required for Complete Application
 - Documents Received by RT (print screen from spreadsheet to track)
 - Documents Received by RT uploaded to Accela (print screen)
 - General Information with links

Plan Check and General Comments are in tabular form and color-coded to track RT comments, Applicant Response to Comments, and additional comments/responses. The process and color codes are illustrated here below:



Review Type

[Contents](#)

For definitions of Review Type, see Section [12807](#). The Review Type is determined by the type of wireless facility to be constructed (small, cluster, single, or new), the size (same or larger), the location (rural (non-residential) or urban), and the level of review (pre-approval public notification or not required). Review Type will dictate what documents are required before an application can be deemed complete. An application will be deemed complete when all the required documents have been reviewed and deemed to satisfactorily meet the requirements of Ordinance 4540. Section [12807](#) includes a table of required documents. The following table is provided for Applicant convenience.

Review Type Checklist

ID	Electronic File Name	Basic Review	Intermediate Review	Full Review
A	Agent Authorization or AA	●	●	●
B	Application	●	●	●
C	Site Plan	R	●	●
D	Plans	R	●	●
E	TCP	●	●	●
F	Photo-Sim	R	●	●
G	RFR	R	●	●
H	Insurance	●	●	●

I	Authority	●	●	●
J	Structure	D	D	D
K	Siting Review	--	--	--
L	Fee	●	●	●
M	Authorization	--	D	D
N	ALA	●	●	●
O	Infeasibility	●	●	●
P	Additional Docs (Subject)	D	D	D
Q	NTP	--	D	●
R	Flyer or Sign	--	D	●
S	Journal	--	D	●
T	Pre-Con Sign	●	●	●
U	Fee	●	●	●
V	License	●	●	●
W	As-Builts	●	●	●
X	RCR	●	●	●
Y	Building/Other Permits	●	●	●

● = Required. R = Recommended. D = Depends (see Municode). Updated: 11/17/20.

Submittal Requirements

[Contents](#)

For requirements, please see [Applications](#) here above. For definitions, Permittee, facility, equipment, height, design, signage and/or other requirements, please refer to Section 12800 in the Municode. Applicants are encouraged to submit all the required documentation for the first review.

Subsequent Reviews

[Contents](#)

Please follow the instructions provided in the review document. Submit new or revised documents via email and/or [ACA](#). Notify VCPWA-RT that new documents are ready for review. Applicants should respond to all comments in the review document. Subsequent reviews and/or permit issuance may be delayed until all comments have been addressed.

Waivers

[Contents](#)

Applicants/Permittees may request waivers of Document Submittals or Wireless Requirements. Please provide justification for Request. Please note that waivers may not be granted where Municode explicitly requires document, design, or task. For waiver requests during review process, please use the Fourth Column of the Review Document.