Application for Emergency Coastal Development Permit for Temporary Work or Repair of Shoreline Protective Devices

County of Ventura • Resources Management Agency • Planning Division

800 S. Victoria Ave., Ventura, CA 93009 • (805) 654-2488 • rma.venturacounty.gov/planning/

This application shall be used to request an emergency Coastal Development Permit pursuant to the Ventura County Coastal Zoning Ordinance Sec. 8181-3.7. If the work is partially or fully located in the Coastal Commission jurisdiction, contact the South Central Coast District Office to determine if the Coastal Commission will be the permitting agency. The South Central Coastal District Office can be reached via email: SouthCentralCoast@coastal.ca.gov, phone: (805) 585-1800, or in-person at 89 S. California St., Suite 200, Ventura, CA 93001.

Note! If there is an imminent threat to property, call the Planning Division at (805) 654-2488 and email EmergencyPermitRMA@venturacounty.gov and state the emergency. Planning Staff will promptly respond with further direction.

SUBMITTAL REQUEST INFORMATION

Date/Time Request: _____

Request submitted: ☐ in person ☐ by email

CONTACT INFORMATION

Property Owner

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Authorized Representative/Agent, if applicable

Name: _____

Company: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Contractor

Name: _____

Company: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

ADDRESS OR ACCESSOR PARCEL NUMBERS

Location of emergency work, including street address and Accessor's Parcel Number (APN(s)), attach additional pages as needed:

REQUIRED PROJECT DESCRIPTION

A project description is required to be submitted along with this completed application. Please use available box below and add pages if necessary. Note that the Coastal Commission requires Emergency Permit Requests to be limited to the minimum amount of work necessary to address the emergency.

Project Description must include, but are not limited to, the following content:

- Metrics of work to be completed (number of sandbags, tarps, and/or replacement rocks to be restacked, number of seawall cracks and square footage of surface areas to be repaired etc.)
- Revetments: Identify voids, gaps to be filled,
- Seawalls: Identify area(s) to be repaired,
- Identify where work materials will be stored,
- Identify how the site will be accessed,
- Identify any Best Management Practices,
- Identify date when the work would be completed, and
- Details about perimeter work fencing and maintaining public beach access, if applicable

Project Description (Be as specific as possible, and if necessary, attach additional pages)

Example for temporary measures: Request to install 48 foot long and 3 feet tall of double row of stacked sandbags, plus three 15 foot by 40 foot tarps, tied to stakes affixed to ground and angled for site collection water redirection to existing property drainage at location X and Y. These temporary devices would be installed for the anticipated El Nino storm season through April 1st, with removal completed by April 15, 2027.

Example for a seawall: Request to apply protective coating to address spalling across a cumulative surface area of approximately 10.5 sq. ft. and repair missing elements on the ocean-facing side and top of the seawall. Repairs will match color of the existing surface to the extent feasible. Work is estimated to take 10 days in December. Contractor will access the beach from the south side of the property. Rope fencing to be placed around work area on the beach and removed daily. No mechanical equipment on the beach is required for these repairs.

Example for a rock revetment: Request to restack rocks dislodged from a 100 square-foot area along the southernmost portion of the rock revetment. The elevation of the rock revetment in the dislodged area is currently +4.5 feet NAVD 88. The approved elevation of the shoreline protective device is +6 feet NAVD 88, as is reflected in the northern portion of the rock revetment that was not dislodged. The replacement rock will return the elevation for the entirety of the shoreline protective device to +6 feet NAVD 88. Approximately 3 tons of rock originally from the revetment will be replaced using a dump truck to deliver to the site and a front-end loader on the beach accessed through the side and rear setback of the subject property. Contractor will also access beach to restack up to 8 rocks that were displaced and were originally from the revetment. Work is estimated to take 1 week, either the first or second week in December. Materials will be stored on project site as shown on the site plan.

EMERGENCY REQUEST LETTERS AND PRE-WORK SURVEY

As described in this section, a request letter addressed to the Planning Director is required from the applicant, and in the case of shoreline protective device repairs, a coastal engineer. A pre-work survey is required from a licensed surveyor for rock revetment repairs.

For **temporary measures such as tarps and sandbags** (temporary measures) provide a Temporary Repair Work Letter that includes the following:

1. Nature and cause of the emergency, including what structures are threatened by the emergency.
2. The circumstances during the emergency that appeared to justify the course(s) of action taken, including the probable consequences of failing to take the requested action.
3. Site observations (parcel characteristics, shoreline description, where temporary measures are to be conducted, etc.).
4. The reason for the temporary measures (e.g. onshore flooding during high tides).
5. Description of the proposed work (e.g., type and number of sandbags, dimensions of tarp, etc.), including access routes for work to be performed, and a work schedule that focuses on working during periods of low tidal windows.
6. Confirm work will be done in compliance with the Coastal Zoning Ordinance, approved permit, plan specifications, BMPs, and demonstrate public beach access will not be obstructed.
7. Date and methods for removal of temporary measures.
8. Attached photos of the damaged/flooded areas referenced in letter, circled, or otherwise specifically identified.

For seawall and rock revetment repairs to a legally permitted shoreline protective device, provide a Repair Work Letter from Coastal Engineer that includes the following:

1. Nature and cause of the emergency, including what structures are threatened by the emergency.
2. The circumstances during the emergency that appeared to justify the course(s) of action taken, including the probable consequences of failing to take the requested action.
3. Site observations (parcel characteristics, shoreline protective device description and functional status, where repair work is to be conducted, etc.).
4. The reason for the repair and maintenance work (e.g. cracks in seawall or displacement and/or settlement of rock within a revetment).
5. Description of the proposed work (e.g., tonnage of rocks, rip-rap, protective coatings, etc.), including access routes for work to be performed, and a work schedule that focuses on working during periods of low tidal windows.
6. Confirm work will be done in compliance with the Coastal Zoning Ordinance, approved permit, plan specifications, BMPs, and that no rock will be placed seaward of the permitted toe of the device.
7. Attached photos of the damaged shoreline protective device with damaged areas referenced in letter, circled, or otherwise specifically identified.
8. Engineer’s signature and license number.

For rock revetment repairs to a legally permitted shoreline protective device, provide a Pre-Work Elevation Field Survey that includes the following:

1. Date survey prepared, architectural scale, title block, surveyor information.
2. Datum used to measure the shoreline protective device and mean high tide line. Use the same datum as the original permit or NAVD 88.
3. Benchmarks: Two permanent benchmarks used to calculate the current shoreline protective device dimensions (elevation and device footprint) and any temporary benchmarks that would be needed to verify the repairs will not exceed the originally/most-recently permitted device height and footprint. Provide photos showing where the temporary benchmarks will be placed.
4. Dimensions of the rock revetment (focus on height, slope and footprint):
    a. Existing rock revetment dimensions.
    b. Dimensions of the shoreline protective device upon completion of the repair and maintenance (cannot extend the shoreline protective device permitted height of footprint including seaward of the original/most-recent approved permit).
    c. Representative cross-section, including the slope of the shoreline protective device face.
    d. Margin of error for the survey measurements (must be less than 1 foot).
5. Summary of the repair work, if not already included in the Repair Work Letter (e.g. number and location of the placement of rocks or revetment repairs).
6. Surveyor's signature and license number.

Materials Provided		**Pre-Work Elevation Field Survey Checklist (Applicable Only to Revetment Repair)**
YES	**NO**	**Description of Materials and Information to be provided**
☐	☐	**Date:** The date when the survey was conducted on the survey plan sheet.
☐	☐	**Scale:** All sheets must be drawn to an architectural scale within the range of 1/8 inch = 1 foot to 1/4 inch = 1 foot, unless an alternative scale is approved prior to application submittal. Graphic and numeric scale must be used in drawing the elevations and revetment representative cross-section.
☐	☐	**Title Block:** In or near the lower right-hand corner of the first sheet, include the following: (1) Name and address of: (a) Property owner(s); (b) Surveyor; and (c) Other consultants or contractors (e.g., land use consultant). (2) Identify which individual listed in Items 1(a) – (c) above will serve as the contact person for the project. (3) Assessor's Parcel Numbers of all Tax Assessor Parcels on which the project site is located. (4) Project site address (if any). (5) Scale of map and a North point arrow.
☐	☐	**Datum:** Identify the datum used to measure the elevation of the shoreline protective device and mean high tide line. The same datum from the original permit should be used (e.g., NGVD 29 or NAVD 88).
☐	☐	**Benchmarks:** Identify at least two permanent benchmarks and any temporary benchmarks that will be referenced to complete the repairs.
☐	☐	**Dimensions of the shoreline protective device:** (1) Dimensions of the existing rock revetment (e.g., dimensions with damage incurred). For large and multi-parcel projects, the highest rocks can be used to measure elevation, with at least one measurement per every 30 feet. (2) Dimensions of the rock revetment upon completion of the repair and maintenance work,

		(cannot exceed the dimensions approved in original/recent permits). (3) Representative cross-section, including the slope of the rock revetment face. (4) Denote the margin of error for survey measurements (must be less than 1 foot).
☐	☐	**Repair Work Summary:** (1) Locations for rock to be placed on the revetment. (2) Approximate number of rocks to be placed on the revetment. (3) Percentage of the revetment dimensions that will be repaired (show calculations).
☐	☐	**Surveyor Information:** Surveyor name, license number, and expiration date of license.

SUPPLEMENTAL INFORMATION

Please consider and provide the following, which may be applicable to the work proposal:

1. List the permit(s) that were authorized for the shoreline protective device.
2. Site plans and surveys describing the necessary work. If the emergency repair work is for a shoreline protective device, a site plan is encouraged to be included in this application and will be required for the follow-up permit. See Attachment 1 for site plan requirements.
3. If there is imminent threat to property, call the Planning Division at (805) 654-2488 and email *EmergencyPermitRMA@venturacounty.gov* and state the emergency, and then submit the Emergency Request Letter described above, with marked-up photos showing areas for work to occur.
4. Additional information and implementation measures may be requested by the Planning Director.

APPLICATION FEE

This application requires a deposit of $1,000. A permit case is opened for staff time process Emergency Coastal Development Permit (CDP), then remains open for future CDP processing.

Temporary Work determined not to require follow-up CDP, application is processed with $411 fee (Planning Division Fee Schedule - Requiring Special Review with Area Plan Standards).

EMERGENCY COASTAL DEVELOPMENT PERMIT ACKNOWLEDGMENT OF TERMS AND CONDITIONS

Emergency work is considered temporary and subject to removal unless a follow-up Coastal Development Permit application is submitted within 90 days of the issuance of the emergency permit (the Planning Director may grant an extension). Consideration of the regular Coastal Development Permit application is subject to applicable policies and regulations in the Coastal Zoning Ordinance and Coastal Area Plan.

I hereby certify, under penalty of perjury, that I am the property owner. I further certify that I and my agent will abide by all ordinances of the County of Ventura, and that the statements and information above and on other application documents referred to are, to the best of my knowledge and belief, in all respects true and correct. I hereby understand and acknowledge that I will be responsible for paying all applicable deposits and fees, and I understand that the payment of such fees does not entitle me to approval of this application. I understand and acknowledge that a regular Coastal Development Permit application must be submitted within 90 days of issuance of the emergency permit unless an extension is granted by the Planning Director. If the emergency Coastal Development Permit expires, all the work and measures authorized by the permit must be removed from the property.

If work is not removed as stipulated in the permit or other authorization, if work is completed outside the scope of the approved permit or authorization, or if the repair work is deemed unstable or unsafe, I acknowledge enforcement action may be taken in accordance with the Coastal Zoning Ordinance Section 8183-5. I also acknowledge that I am responsible for all required coordination with my homeowner association and the County shall not be held responsible for emergency repair work conducted without homeowner association approval.

Property Owner Name (Please print): _____

Property Owner Signature: _____ Date _____

Agent's Signature, if applicable: _____ Date _____

This section to be completed by Planning Division Staff.

Yes **No**

☐ ☐ The proposed temporary work is de minimis and will not require a follow-up Coastal Development Permit provided installation and removal is conducted in accordance with the information contained in this application and any additional measures required by the Planning Director. Insert dates for temporary work to begin and when temporary measures will be removed:

Start: ☐

End: ☐

Yes **No**

☐ ☐ The proposed work will require a follow-up Coastal Development Permit, and an application is required to be submitted in accordance with CZO Section 8181-3.7 by

(insert date): ☐

Yes **No**

☐ ☐ Any additional measures by Planning Director, see attached

Staff Signature: _____ Date: _____

Accela Reference # _____

Attachment 1: Site Plan Requirements for Shoreline Protective Device Emergency Maintenance Repairs

The following checklist outlines the requirements of the site plan required for the follow-up Emergency Coastal Development Permit for Shoreline Protective Device Emergency Maintenance Repairs.

Materials Provided		Shoreline Protective Device Repair Site Plan Requirements
YES	NO	Description of Materials and Information to be provided
☐	☐	**Size:** all map sheets must be of equal size and be a minimum of 24 X 36 in size.
☐	☐	**Scale:** within the range of 1 inch = 10 feet to 1 inch = 200 feet (engineer's scale).
☐	☐	**Page Numbering:** Number sheets consecutively: "Sheet ___ of ___."
☐	☐	**Vicinity Map:** show north arrow and a graphic and numeric scale; no larger than 5 inches by 5 inches in size; showing existing street pattern with names (from the property to the first public road).
☐	☐	**Title Block:** In or near the lower right-hand corner of the first sheet, include the following: (6) Name and address of: (d) Property owner(s); (e) Engineer; and (f) Other consultants or contractors (e.g., land use consultant). (7) Identify which individual listed in Items 1(a) – (c) above will serve as the contact person for the project. (8) Assessor's Parcel Numbers of all Tax Assessor Parcels on which the project site is located. (9) Project site address (if any). (10) Scale of map and a North point arrow. (11) Name and address of person preparing the site plan. (12) Date the site plan was prepared.
☐	☐	**Lot Lines:** Show all lot lines with dimensions in feet.
☐	☐	**Topography:** Show the topographic/bathymetric contours.
☐	☐	**Mean High Tide Line:** Identify the mean high tide line along the shoreline.
☐	☐	**Lot Area:** Provide gross and net lot area. If the project site constitutes only a portion of the lot on which it is located, or it encompasses more than one lot, describe and provide the size of the project site.
☐	☐	**Systems and Structures:** Provide the footprint for any of the following systems and structures on the property: (1) Label and show existing utilities (e.g., electrical, water, and sewer lines and/or poles), including the Point of Connection (POC) to any facilities that will serve the project. (2) Sewage disposal systems (e.g., onsite wastewater treatment systems, "septic systems," or grey water systems), including disposal fields, expansion areas, and step systems. (3) On-site water wells, including municipal, industrial, or agricultural supply wells that supply water for the project, as well as abandoned water wells. (4) Underground hazardous storage tanks and abandoned or active oil wells.
☐	☐	**Permit Area:** Delineate and label the permit area for the repair and maintenance activity, including the shoreline protective device footprint, staging area, access routes, and equipment and storage areas.
☐	☐	**Easements:** Show the location, width, recorded document number, and recorded use of easements.
☐	☐	**Restrictive Covenants/Deed Restrictions:** Delineate and label areas under any type of restrictive covenant and/or deed restriction.
☐	☐	**Mechanical Equipment:** (with focus on the beach area): Describe mechanical equipment that will be used to transport work materials on the beach, including revetment replacement rocks.
☐	☐	**Work Access:** Show the access route to the shoreline protective device. If the revetment work will be conducted from the beach, show the route from the road right-of-way, to and along the *beach area* that will be used.
☐	☐	**Work Staging Areas:** Delineate and label the equipment and work staging area. Landward: The work staging area may be located on private property with landowner permission. **I**f located in the public right-of-way, an encroachment permit from PWA will be required. Seaward: A seaward staging area cannot block public access to the beach and it shall be marked

Materials Provided		Shoreline Protective Device Repair Site Plan Requirements
YES	NO	Description of Materials and Information to be provided
		off by either dune fencing or post and rope fencing[1].
☐	☐	**Revetment Rocks to be Restacked:** (1) Identify where the rocks are located, and where replacement rocks will be placed and any native rocks that will be restacked. (2) Identify the footprint of the revetment, including the seaward toe of the device. (3) Show calculations of percent of work to be completed compared to overall revetment dimensions.
☐	☐	**Seawall Damage to be Repaired:** Identify locations on seawall for repairs.
☐	☐	**Natural features:** Show the physical features of the site: (1) Show the approximate delineation of any sand dunes on or near the site. (2) Show the approximate delineation of tidepools, bluffs, and natural rock formations on or near the site. (3) Delineation of 100-foot setback from red and blue line streams, wetland habitats.
☐	☐	**Fences, Stairs and Walls:** Show the location, height, and materials (e.g., CMU, wood, chain link) of all existing walls, including retaining walls, stairways, fences and gates.
☐	☐	**Hydrology and Drainage:** Show the existing and proposed hydrological conditions/drainage patterns and infrastructure, including but not limited to the following: (1) Connections to Watershed Protection District drainage facilities, County/Caltrans Roads and Transportation Department facilities. (2) Detention basins and/or other drainage facilities. (3) Surface water quality treatment devices. (4) Any red and blue line streams, wetlands, and any other known on-site drainage course that is within or adjacent to the permit work area.
☐	☐	**Roadway features:** Show all of the following: (1) Adjacent and on-site public and private streets with street names. (2) Delineation of the right-of-way for public streets and for private streets (map citation) that are included in the permit work area (e.g., equipment staging or storage). (3) Edge of pavement. (4) Utility poles that are near the permit work area.
☐	☐	**Public Access:** Show routes public can use to access the beach, both vertical and horizonal public beach access shall remain open during work.

[1] Fenced paths for work should not extend more than 6 feet waterward of the seaward toe of the shoreline protective device and should not obstruct recreation, access on the beach, or emergency vehicles. After each workday, fencing devices shall be removed and stored off of the beach area. See dune fencing: https://snowfencestore.com/store/resources/resources-hub/how-dune-fences-can-protect-shores.html or "post and rope" fencing. Posts must not be greater than 3x3 inches, should extend no deeper than 2 feet below ground, and should maintain spacing of at least 7 feet between posts. Only posts and rope to be used– no wooden or other railing systems will be allowed. Rope railings should be at least 3 feet above ground.