



PURPOSE:

This bulletin provides information on obtaining an encroachment permit for the construction of a driveway curb cut. The following codes are applicable and will be used to check for compliance:

- City of Oxnard Standard Plates 115,116 and/or 117
- City of Oxnard Standard Specifications
- Standard Specifications for Public Works Construction (Green Book)
- Oxnard City Code
- Policy statement on curb cuts dated 11/30/92

APPROVALS:

A permit is required for a driveway curb cut. The permit application may be reviewed by the following departments:

- Community Development, Building and Engineering Division - 241 South C Street (Service Center)
Phone (805) 385-7925
- Traffic Engineering – 305 West Third Street (3rd Floor East Wing) Phone (805) 385-8280

An encroachment permit must be reviewed and approved by the City of Oxnard prior to constructing or altering a driveway curb cut.

POLICY:

On November 30, 1992, the City of Oxnard adopted a policy allowing one curb cut per residence. It was decided that vehicular access to an alley will be considered a curb cut and where an alley exists adjacent to a property, the curb cut shall be from the alley.

When an applicant applies for a building permit for construction of or alteration to a garage or carport the applicant shall also obtain an encroachment permit for a curb cut.

EXCEPTIONS:

Exceptions to the policy requiring access exclusively from the adjacent alley will be granted if the following conditions exist:

1. The residence is not located on a collector street as defined by the City's 2030 General Plan or in the Cultural Heritage Survey District (bounded by Palm Drive, A Street, Fifth Street, and G Street) and;
2. Seventy percent (70%) of the residences on the same block (both sides of the street) have an existing curb cut to the street.
3. The City's Traffic Engineer determines that a curb cut is needed due to traffic and/or pedestrian safety factors.



REQUIREMENTS:

The City of Oxnard requires the following items for permit review and approval:

- **SITE PLAN**

The application for a curb cut encroachment permit must include an 8 ½ inch by 11 inch (Minimum) site plan which shows all existing facilities that might affect the construction of the new curb cut. These facilities include: sidewalk widths, curb line, property lines, buildings on the site, all existing driveways, trees, traffic signs, water meters, fire hydrants, utility poles and the location and size of the proposed curb cut. Dimensions must be included on the drawing. The site plan should also include the owner's name, phone number and the address where the curb cut is proposed. The proposed driveway must conform to the requirements of City of Oxnard Plates 115,116 and/or 117.

- **TRAFFIC APPROVAL**

The Traffic Engineer will review all requests for exceptions to the curb cut policy. The Traffic Engineer will also review all curb cut requests that are on or within 100 feet of a major arterial roadway.

- **LICENSED CONTRACTOR REQUIRED**

All construction within the City right-of-way must be done by a State licensed contractor. A Contractor with a valid City business license and general liability insurance must sign the public works permit.

- **FEES**

The permittee is required to pay a permit and inspection fee to cover the City's cost of plan checking and inspecting construction. Please consult the counter technicians to obtain the current costs of these services.

- **INSURANCE AND SECURITY REQUIREMENTS**

The permittee is required to submit proof of \$1,000,000 in general liability insurance with the City of Oxnard named as an additional insured. Additionally the City requires proof of workman's compensation and automobile insurance of \$1,000,000.

The permittee shall provide a bond or other security satisfactory to the City of Oxnard in an amount to be determined by the City. The security will be released in accordance with City regulations.

- **INSPECTION**

All work performed under the encroachment permit must be performed under the supervision of a Construction Inspector. The applicant is required to contact the inspection division at least 48 hours before the start of construction. Testing and certification may be required at any stage of the work to determine whether the construction is in compliance with the approved plan and City standards and specifications.