



Invasive Species Removal Ministerial Permit Instructions

County of Ventura • Resources Management Agency • Planning Division

800 S. Victoria Ave., Ventura, CA 93009 • (805)654-2488 • www.vcrma.org/divisions/planning

1. This application is for the removal of invasive plants within a **Surface Water Feature** in the **Habitat Connectivity and Wildlife Corridor Overlay Zone**.
2. Your application will not be deemed complete until the following, at a minimum, are submitted:
 - Completed Ministerial Permit Application for the Removal of Invasive Plants
 - Invasive Species Management Plan
 - Signed “Performance Standards for the Removal of Invasive Plants” document
 - Application Fee

Based on the above information, and in some cases a site visit, the Ventura County Planning Division will make a determination on the request.

3. The document *Guide for Content Requirements for Invasive Species Management Plans (ISMP-Guide)*, provides detailed information on submittal requirements for the development of an Invasive Species Management Plan. Review that document before completing this application.
4. Other rules apply under the ordinance, including special requirements during vegetation removal activities. The applicant is advised to also review the actual [Habitat Connectivity and Wildlife Corridor Ordinance](#) before completing this application. *Penalties will apply when violations to the ordinance occur.*
5. An accurate account of the proposed project must be provided, or the permit may be subsequently nullified.
6. Applications that are incomplete or include plans that do not meet the standards will be returned to the applicant and not accepted for processing.
7. Invasive plant removal permits will only be issued on "legal lots" (with a few minor exceptions); if there are no violations associated with the property; and if the applicant has no outstanding bills with the Resource Management Agency; and all other applicable standards are met. If a violation is found on the site, the permit may be nullified.
8. Refunds will not be provided after the permit has been issued.
9. The processing time of ministerial invasive plant removal permits varies based on the specific request and the Division’s work load. Some are issued the same day and some may take up to four days.

It is a violation of the ordinance to damage or remove native vegetation within a Surface Water Feature. Measures are required to be taken by the applicant to ensure this does not occur.



Invasive Species Removal Permit and Management Plan Application

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1. Property Owner Where Work will be Performed/Owner Information

Site Address _____ Parcel (APN)# _____

Property Owner(s) Name _____ Parcel Square Footage _____

Phone # (____) _____ Email _____

Mailing Address _____

City/State/Zip _____

2. Applicant Information (if different than owner)

Name _____ Relationship to Owner _____

Phone # (____) _____ Email _____

Mailing Address _____

City/State/Zip _____

4. Qualified Biologist/Technical Expert Information

Name _____ Company _____

Phone # (____) _____ Email _____

Mailing Address _____

City/State/Zip _____

5. Invasive Species Management Team

List all entities involved with invasive species management and implementation. In the table below, identify tasks and roles for each team member (e.g., site surveys, plan development, obtaining required permits, volunteer coordination, weed removal, weed disposal, monitoring, overall project management, technical advisors). Examples of team members could include: Individuals or contractors involved in the plan development and site surveys, land managers such as homeowner associations or property owners, volunteer coordinators, other key-decision makers, partners and other important stakeholders, etc. Provide additional sheets of paper if necessary.

- (b) Will the proposed project activities remove any trees or greater than 500 square feet of vegetation?

Yes **No**

If No, proceed to the next question. If Yes, you may need a permit from Ventura County Public Works - Water Protection District (WPD) to determine if the proposed project would alter flow or runoff characteristics of the Surface Water Feature. Attach a copy of your email query and the District's response or provide the name and phone of WPD staff contacted.

Does the project require a permit from the Department Ventura County Public Works - Water Protection District? **Yes** **No**

- (c) Will the proposed project activities remove **any** live or dead trees?

Yes **No**

If No, proceed to the next question. If Yes, you may need to submit a tree removal permit if it is a protected tree. Please review tree permitting requirements² to determine whether you will impact a protected tree and require a permit.

Does the project require a tree permit from the Planning Department? **Yes** **No**

- (d) Will the project **disturb, move, or place** any materials such as soil, rock, geotextiles, concrete or culverts – into or within the bed or bank of the Surface Water Feature?

Yes **No**

If No, proceed to the next question. If Yes, you may require a permit from the U.S. Army Corps of Engineers, as well as, Ventura County Department of Public Works. Attach a copy of your email query and the response or provide the name and phone of staff contacted below.

Does the project require a permit from the Public Works Department? **Yes** **No**

Does the project require a permit from the US Army Corps of Engineers? **Yes** **No**

- (e) Does the project occur in any designated critical habitat for a federally listed species or area known to support federally listed species³?

Yes **No**

² Information on protected trees and submittal requirements for any tree alteration or removal within the Non-Coastal Zone of the County is at <https://docs.vcrma.org/images/pdf/planning/tree-permits/Submittal-Requirements.pdf>

³ To determine if the project site is within USFWS Critical Habitat or a federally listed species may be present, please use the US Fish and Wildlife's IPAC project planning tool, which is available at <https://ecos.fws.gov/ipac/>.

If No, proceed to the next question. If Yes, you may need to contact the US Fish and Wildlife Service for consultation. Attach a copy of your email query and the response or provide the name and phone of staff contacted below.

Does the project require consultation from the US Fish and Wildlife? **Yes** **No**

- (f) Will the project occur within a stream bed or bank? **or** disturb any riparian vegetation in or adjacent to the stream? Or has the area been identified as potential habitat for species listed on the California Natural Diversity Database⁴?

Yes **No**

If No to all of the questions, proceed to the next question. If Yes to any question, you must contact the California Department of Fish and Wildlife for a Lake and Streambed Alteration Agreement or Permit. Attach a copy of your email query and the response or provide the name and phone of staff contacted below.

Does the project require an agreement or permit from the California Department of Fish and Wildlife? **Yes** **No**

- (g) Does the proposed project require the application of an herbicide or pesticide?

Yes **No**

If No, proceed to the next section. If Yes, contact Ventura County Agricultural Commissioner's Office to ensure the herbicide applicator is registered. **Attach a copy of the applicator's registration, herbicide information, and application protocols.**

Does the project require the registration of an herbicide applicator with the Agricultural Commissioner's Office? **Yes** **No**

- (h) Will the herbicide be applied within or adjacent to a waterbody?

Yes **No**

If No, proceed to the next section. If Yes, contact the Regional Water Quality Control Board for permitting requirements. Attach a copy of your email query and the response or provide the name and phone of staff contacted below.

Does the project require a permit from the Regional Water Quality Control Board? **Yes** **No**

⁴ To identify the area been identified as potential habitat for species listed on the California Natural Diversity Database, please review the Ventura County RMA GIS Viewer, which is available online at <http://maps/rmagisviewer/>.

7. Goals and Purpose of the Invasive Species Removal

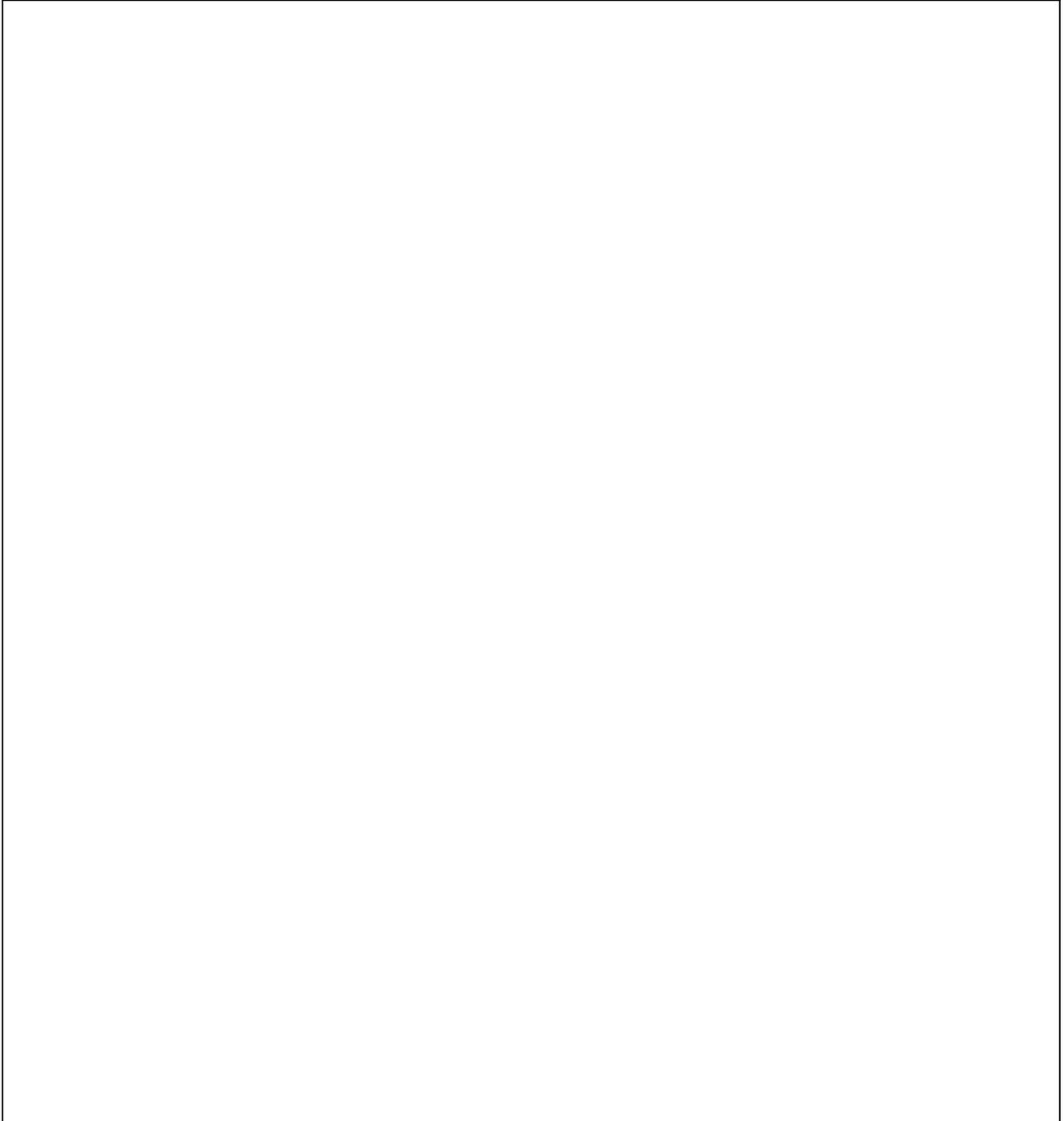
Describe the purpose and overall goals behind the request to remove invasive species in your treatment area. Think about what natural features or functions you want to protect, and what activities you may do in the future (5, 10, or 20 years). If there are other planning documents developed for land use activities or management goals (watershed management plans, fire safe community plans, maintenance plans, etc.), summarize goals (as applicable) and include such documents as an attachment to this application.



8. Description of Management Area

Provide a brief description of the history of the land and ownership including length of current ownership, past management activities or land use history (e.g., fires, floods, human disturbance, trails, agriculture, grazing, important cultural resources), acreage of site and treatment area, and surrounding environment (whether nearby property is developed, private woods, public forests, etc.).

This information can be based on personal knowledge, property records, and local information sources. Highlight any federally or state listed biological resources, major native plant communities and other defining characteristics of the site that should be considered in context of the invasive plant management (see section below (*Site Map and Mapping*) for more detail).



9. Site Plan and Mapping

Clearly map native and invasive vegetation in the area to be managed. If you are unable to accurately identify different plant species, it is important to enlist the help of a technical expert, so you are not removing or impacting sensitive plant communities and you are targeting the right treatment to the weeds you are trying to control. The following information must be included on a Site Plan Map that should be attached to this application. Use a base map of topology and soils for erosion control considerations on slopes greater than 10%. Additional maps may be created to clarify the location of treatment areas when within or adjacent to sensitive resources:

- (a) Boundary of treatment areas.
- (b) Boundaries of native plant communities.
- (c) Location of sensitive biological resources⁵.
- (d) Location of trails, roads, driveways, paths, and other features or use areas where weeds could be introduced to the site.
- (e) Adjacent land use to treatment area (Residential, Agricultural, Open Space, Park, etc.).
- (f) Boundaries of stream, creek, river, (depict bed and banks), wetlands, seeps, etc.
- (g) Scale, directional arrow, and map legend.

Within Tables 1 and 2 found at the end of this document, identify all native vegetation communities and sensitive biological species surveyed within the management area. Include additional sheets if needed.

10. Invasive Species Inventory

Provide an inventory of all weed species located on and near the site using Table 3 at the end of this document. Include a map and estimate the area(s) they cover, density, and note whether they are increasing, stable or decreasing. Attach photographs or videos of all vegetation that is proposed for removal. Refer to the [ISMP-Guidance Document](#) for map and table examples.

11. Invasive Species Prioritization

Rank and prioritize invasive species for removal in the management area. For each species or species group (as applicable), research the plant ecology and life cycle, reproduction, phenology, dispersal and spread rates, current status in the larger landscape, and impacts on natural resources, ecological processes, or human infrastructure. Fill in Table 4 (see end of document) and reference the Weed Inventory Map Sub-Area ID's (Section 10) for each row within the Table. Refer to the [ISMP-Guidance Document](#) for point system.

12. Invasive Species Control Plans (Management Options)

Develop a specific control plan for each high-priority species. Create one table for each priority weed to be treated and attach to application. Template can be found at the end of this document (Table 5). Resources to research weed species controls can be found in the [ISMP-Guidance Document](#).

13. Protection of Sensitive Species

Based upon the vegetation removal technique selected and the sensitive species present in and adjacent to the treatment area, list any additional performance standards needed to ensure that impacts to sensitive biological resources are minimized in Table 7 at the end of this document. Provide a copy of the signed performance standards that will help ensure no

⁵ If the project occurs within critical habitat of a federally listed species or includes a state or locally listed plant community or species (If Yes to Questions 6 (e) or (f) above) then, a County approved qualified biologist must inventory and map any sensitive biological resources that may be present on the site. Further details on required map components and descriptions can be found in the ISMP-Guidance Document.

native vegetation is damaged or removed. Resources to minimize impacts on sensitive species can be found in the [ISMP-Guidance Document](#).

13. Monitoring Methods

List monitoring methods, frequency, and other factors that will be used to determine effectiveness of the treatments. Additional details on can be found in the [ISMP-Guidance Document](#).

14. Protocols

The use of any herbicides or surfactant requires specific protocols for use. All herbicides and surfactants shall be approved for aquatic use. If any federally or state listed species may be on the site, attach any protocols that will be used to survey. Attach all protocols or BMP's to the Appendix. If protocol development is needed, specify when and how a protocol will be developed.

EXHIBITS FOR INVASIVE SPECIES MINISTERIAL APPLICATION

Table 2: Sensitive Biological Resources Within Treatment Area (Section 9)

Sub-Area IDs	Scientific and Common Name	Species Status ⁷	Habitat Requirements ⁸	Acreage of Habitat Present (Note if on-site or as part of a larger area off-site)
PC1, BM2, BM3	California Red-Legged Frog (<i>Rana draytonii</i>)	Federally Threatened	Occurs in the vicinity of quiet, permanent pools of streams, marshes, and occasionally ponds. Highly aquatic. Prefers shorelines with extensive vegetation. Usually escapes to water 1 m (3 ft) deep or more, at the bottom of pools. Little movement away from streamside habitats.	0.75 acres of riparian and permanent ponding stream habitat on-site; part of a larger 5 acre riparian habitat with intermittent ponding.

⁷ The status of a species can be found in CDFG's lists of Special Plants and Special Animals at <https://www.dfg.ca.gov/wildlife/nongame/list.html> . County's Locally Important Species List can be found at: <https://www.vcrma.org/ventura-county-locally-important-species-list>

⁸ Wildlife Habitat Relationship information can be found at <https://www.wildlife.ca.gov/data/cwhr>

Table 5: Invasive Species Control Plan Template. Duplicate page as needed.

Species Scientific and Common Name	
Priority Rating:	Found in Treatment Sub-Area IDs:
Description of Species:	
Damage and Threats:	
Management Goal for Species:	
Strategy for Control: (Circle Applicable Strategy(s))	
Prevention	Eradication
Containment	Asset-Protection Only
Treatment Objective:	
Treatment Options (If treatment options differ between sub-management areas, provide details):	
Treatment Timing:	
Resources Needed:	

Table 7: Additional Project Performance Measures

Sensitive Resource	Performance Measure
<i>California Red-Legged Frog</i>	<i>Retain Qualified Biologist to Monitor Clearance Activities when in USFWS critical habitat areas (Sub-Areas TT1 and TT2).</i>