



VENTURA COUNTY FIRE PROTECTION DISTRICT  
FIRE PREVENTION BUREAU  
165 DURLEY AVENUE  
CAMARILLO, CA 93010

[www.vcfd.org](http://www.vcfd.org)

Office: 805-389-9738 Fax: 805-388-4356

## 403 – FHRP ABATEMENT ASSESSMENT AND APPEAL

### Purpose:

The Ventura County Fire Protection District conducts abatement of fire hazards on parcels when not completed by the parcel owner within the time frame indicated on the “Notice To Abate Fire Hazard”. The Fire District’s contractor charges and the Fire District Administrative fee is placed on the property tax bill as a special taxes assessment and collected in the same manner as property taxes.

The following information is provided to guide a property owner who has a complaint or concern regarding the abatement work conducted by the Fire District on their property or regarding the “VCFD Weed Abatement” assessment placed on the property tax statement they received. Each step must be followed in the order listed prior to moving to the next step.

Please note that we can only discuss any concern or complaint regarding the charges for abatement with the actual property owner or their authorized representative.

### Guideline:

**Step 1, Informal review:** Conducted by FHRP Unit Manager after contact by the property owner. This step involves reviewing the file for any possible errors, speaking with the owner and providing copies of our documentation to the owner for their review. Follow up after review of the documentation. If errors were found, correction can be made.

Please contact the FHRP Unit Manager at 805-947-8543 or [FHRP@ventura.org](mailto:FHRP@ventura.org). The FHRP Unit manager will contact the person within 72 hours. You may also mail your request to:

Ventura County Fire Department  
Attn: FHRP Manager  
165 Durley Ave  
Camarillo, CA 93010

The following information is needed in order to review your concern:

- APN and Situs address (if assigned) of the parcel in question
- Owners Name, Mailing Address and Contact phone number. If you are not the property owner, a written letter of authorization from the owner is required.
- Nature of the concern or protest. Be specific and provide any supporting documentation if possible.
- Copy of the Tax Statement if the concern is regarding a “Cnty Fire Dept Weeds” charge on the tax statement.
- If the property was sold or transferred in the year the abatement work was conducted, please provide a copy of the recorded deed or transfer document

- If the property is in escrow, please provide the name of the Escrow Company, Escrow Officer, Phone Number and Escrow Number

**Step 2, Formal Protest:** Conducted by the Fire Marshal. If the property owners believes the charges are not founded or disagrees with the determination of the informal review, they can file a formal protest for review. Normally a protest needs to be based upon errors by the Fire District or other reasons why the fire hazard was not cleared from the property in the time frame given. The property owner must submit a written letter along with the information listed in Step 1 above. The formal protest can be sent to:

Ventura County Fire Department  
Attn: Fire Marshal  
165 Durley Avenue  
Camarillo, CA 93010

Once a formal protest is received, it is reviewed by the Fire Marshal. We will also contact the claimant to arrange a meeting, which can be at our office and or at the subject parcel. Formal protests can take 3-4 weeks to complete.

**Step 3:** If the protest is not resolved under the prior steps, a request for review by the Fire Chief (or Deputy Chief) can be made. A written letter from the property owner is required along with the information listed in Step 1 above. Please submit your letter to the Fire Marshal at the address in Step 2.

**Step 4, Formal Appeal:** If the claim is still not resolved, then a formal appeal can be filed with the Board of Supervisors. There is a time limit of 3 years from when the special assessment is first due. Contact the Fire Marshal to obtain the current procedure for a Board of Supervisor appeal hearing.