



**City of Long Beach**  
Working Together to Serve

**Memorandum**

**Date:** July 18, 2019  
**To:** Patrick H. West, City Manager *P.H.W.*  
**From:** *CB* Craig A. Beck, Director of Public Works  
**For:** Mayor and Members of the City Council  
**Subject:** **Public Works Development Guideline**

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The Department of Public Works continues to work closely with applicants undertaking development within the City's public rights-of-way. The attached Development Guideline was created to provide a roadmap through the development process, which requires collaboration with multiple City departments, and numerous internal and external stakeholders. The Development Guideline is a supplement document to the Department of Development Services planning guides and covers all development activities that require Public Works review and/or approvals including, but not limited to: entitlements, construction related to new developments, easements, dedications, vacations, subdivisions, wireless small cell facilities, and other work within the public rights-of-way.

The goal of the Development Guideline is to streamline the development process by providing clear and concise direction to applicants.

If you have any questions, please contact me at (562) 570-6771.

ATTACHMENT: PUBLIC WORKS DEVELOPMENT GUIDELINE

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CITY OF  
**LONG BEACH**



PUBLIC WORKS

# Development Guideline



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# 1

## Introduction



The background is a black and white photograph of a city street. On the left, there is a street sign on a pole. In the center, a modern building with a distinctive architectural style is visible. On the right, a multi-story apartment building with many windows is seen. The sky is overcast with clouds. The overall scene is an urban environment.

The purpose of this guidebook is to provide a roadmap through the Public Works (PW) development process for residential, commercial, and industrial development projects by providing clear and concise direction. Our goal is to efficiently facilitate the processing of development projects within the City of Long Beach. This guidebook explains the processes and timelines required to successfully permit a development project. This guideline is also intended to outline and delineate the collaborative efforts with the Development Services Department (DV) including both the Planning and Zoning (PZ) and Building and Safety Bureaus (BAS).

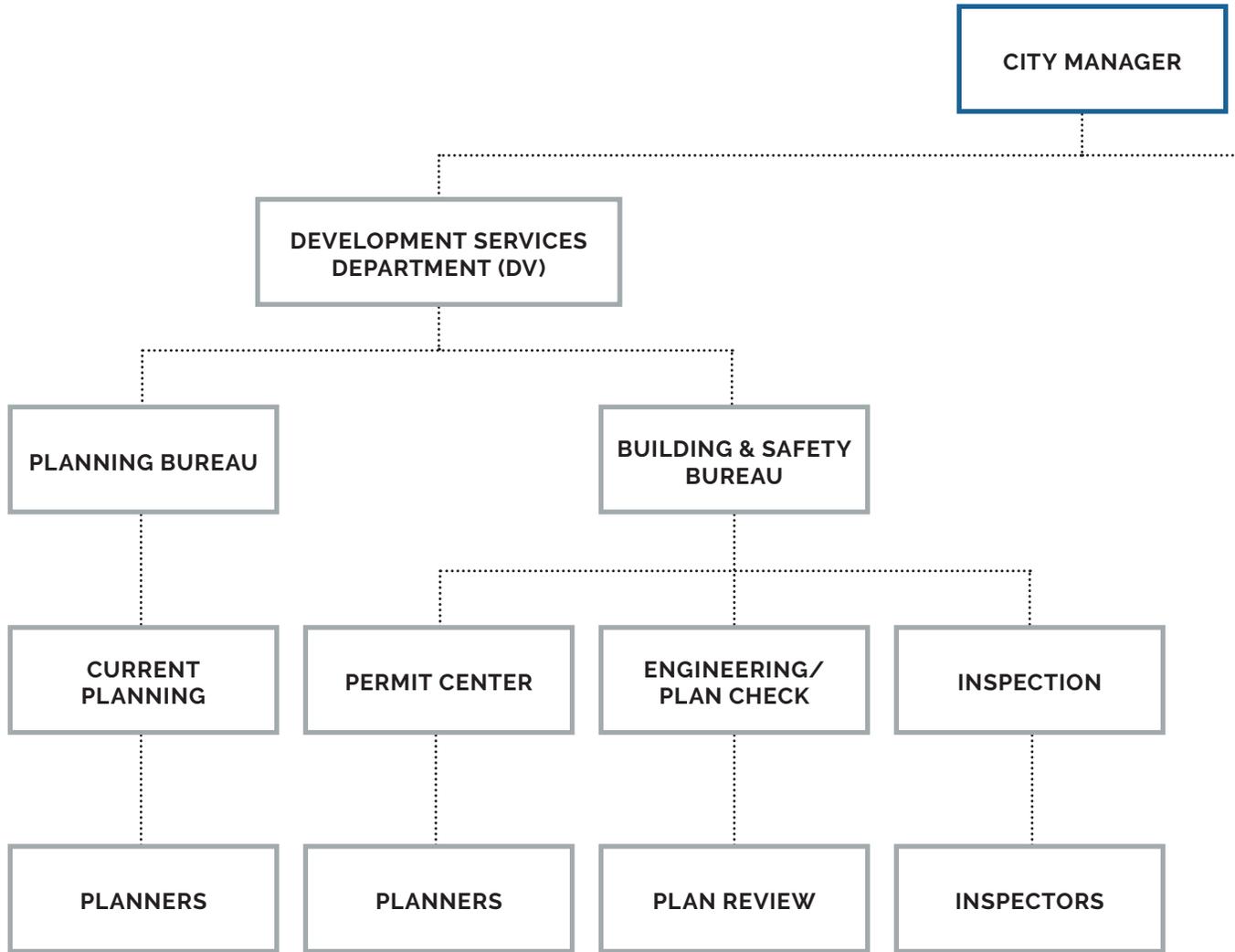
While we strive to meet the timeframes outlined within this guideline, it is important to understand that each development project is unique and requires a varying level of effort. Therefore, there may be instances where the timeframes provided within this guideline are exceeded. We shall do our best to maintain open communication regarding process and timeframes for your specific development project.

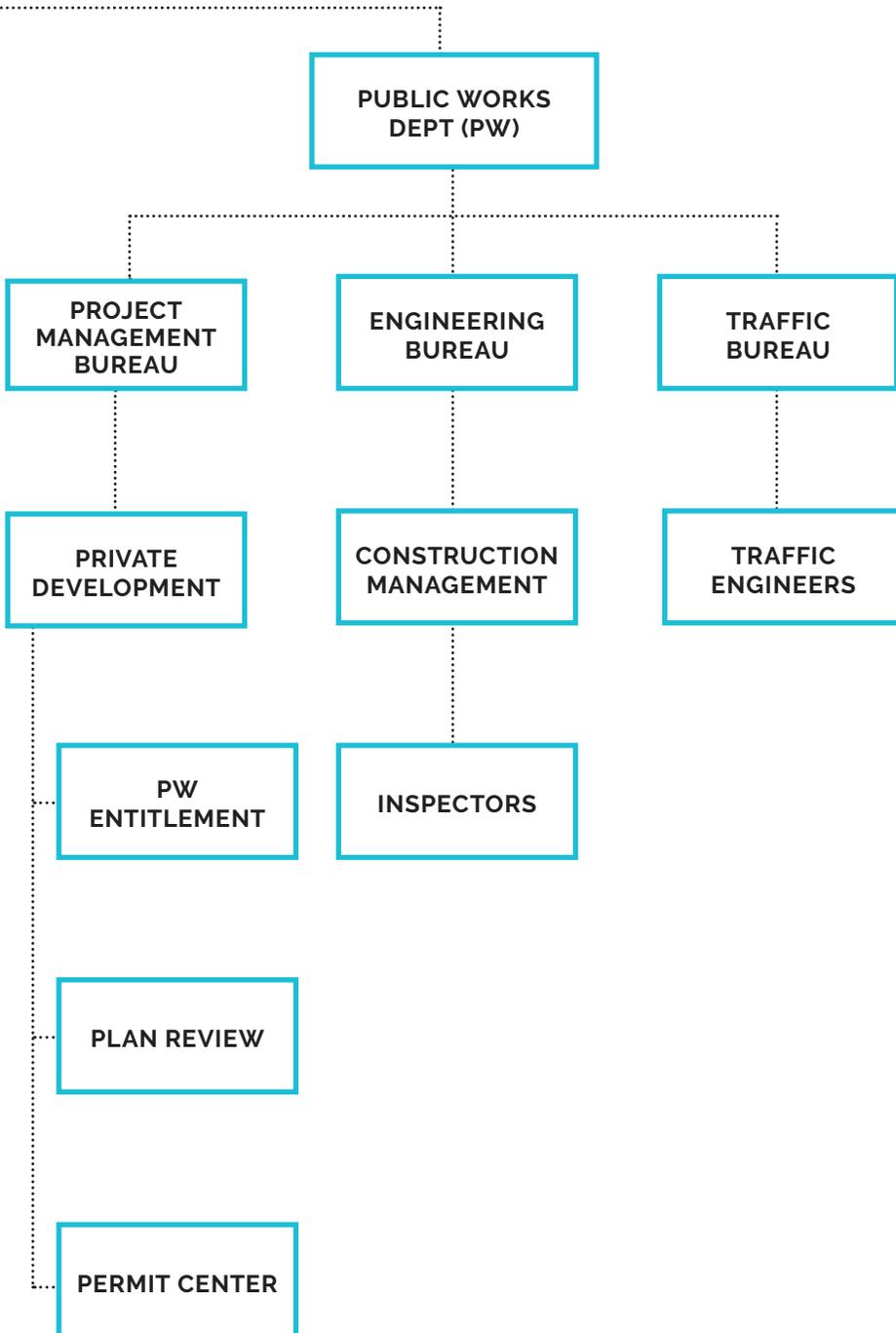
It is also important to understand that this is a living document that shall be updated periodically to reflect any changes in process. We welcome your suggestions on how to make the process faster, more reliable, streamlined, or simply better.

Each project is unique—if you have any questions or comments please contact the private development program manager.

**We look forward to collaborating with you to make Long Beach an even better place to live, work, and invest in.**

# 1.1 The Role of Public Works in the Development Process





PW reviews a project for conformance with numerous factors encompassing nearly all aspects of a project outside of the property line and within public right-of-way. This includes, but is not limited to: City Master Plans, public right-of-way standards, subdivision requirements, drainage, water quality, traffic control, traffic circulation, safety, accessibility, mobility, easements or land use concerns, existing conditions, and constructibility. The Public Works Private Development Program (PDP) leads the effort to integrate PW into the development process to intake applications, distribute for review, compile all comments, and deliver comments to the applicant.

Project related conditions of approval are provided in concert with PZ entitlement process. PW plan review and permit issuance, while often runs parallel with BAS, are in fact separate. The PW and BAS inspection process is also parallel but separate.

Generally speaking, DV is responsible for everything within a development's property line (PL), while PW is responsible for everything outside of a development's PL. In practice, it is a collaborative effort that requires an open dialogue and communication between all parties. For more details of responsibility see the application submission matrix on the following page.

**APPLICATION SUBMISSION MATRIX**

Project/Application Type	DEVELOPMENT SERVICES				PUBLIC WORKS
	Planning	Building and Safety	Fire Dept.	Public Counter	Private Development Program
Site Plan Review	Primary				
Vacation Tentative					Primary
Vacation Final					Primary
Tentative Tract Map	Primary				
Lot Merger/ Certificate of Compliance	Primary				
Lot Line Adjustment	Primary				
Final/Parcel Map					Primary
Easement					Primary
Grant of Easement					Primary
Dedication					Primary
Quit Claim					Primary
Minor Building Improvements				Primary	
Major Building Improvements		Primary	Primary		
Private Park		Primary			
Public Park					Primary
Minor Right of Way Improvements					Primary
On Site Grading, Shoring, Excavation		Primary			Primary
Off Site Grading, Shoring, Excavation					Primary
Major Right of Way Improvements					Primary
Public Walkways Occupancy Permits					Primary
Any work within PCH or Route 22 ROW					
Gas Connections					
Water and Sewer Connections					
Utility Connections					
Installation of Objects in ROW					Primary

LB Energy Resources	LB Water	Caltrans	Various Utilities	Notes
				<i>PZ forwards to PW for review</i>
				<i>PW forwards to PZ for review</i>
				<i>PZ forwards to PW for review</i>
				<i>PZ forwards to PW for review</i>
				<i>PW forwards to PZ for review</i>
				<i>All other projects that do not require entitlements, BAS forwards to PW for review as needed.</i>
				<i>Projects that require entitlements, BAS forwards to PW for review as needed</i>
				<i>BAS forwards to PW for review as needed</i>
				<i>PW forwards to BAS for review as needed</i>
				<i>Over the counter items as noted within the application as "Minor Improvements"</i>
				<i>BAS and PW submit grading and excavation plans to both departments</i>
				<i>PW forwards to PZ for review</i>
		Primary		<i>Approval is required before PW shall issue permit</i>
Primary				<i>Approval is required before PW shall issue permit</i>
	Primary			<i>Approval is required before PW shall issue permit</i>
			Primary	<i>Approval is required by the applicable utility before PW shall issue permit (SCE, Verizon, Frontier, Charter, etc.)</i>

## 1.2 Development Process Overview

Development projects start with the City's Development Services (DV) Department. The DV Department reviews proposed projects to ensure compliance with zoning, environmental and land planning laws and codes and compatibility with the community and surrounding neighborhoods. PW works closely with DV to ensure compatibility with existing public infrastructure by issuing conditions during the entitlement process led by PZ. NOTE: PW is only involved during the planning/entitlement process if the project is required to go through the site plan review (SPR) process. If your project does not require SPR, PW does not get involved and therefore does not provide conditions of approval.

Once the entitlement process is complete, the applicant must satisfy all of the conditions (as feasible) prior to receiving BAS and/or PW permits. If public improvements, dedications, vacations, easements, and/or subdivision mapping are required, the applicant will need to hire design professional(s) to prepare the necessary documents and submit to PW for review and approval. See applicable sections in the guideline if these apply to your project.

For a typical project, both BAS and PW shall monitor and inspect the work for their respective areas. Upon satisfactory completion, PW shall approve the work within the ROW and release the securities as applicable.

If your project involves work within the ROW, but does not require entitlement and can be handled by BAS without PZ involvement, make sure to obtain PW clearance ahead of submission to BAS to help expedite BAS review.

The above overview greatly simplifies the process. In the following guideline, we shall outline each of the individual processes that are involved in getting your project to completion. The manual is organized to mimic the life cycle of a project i.e. planning – design – construction – turnover, but as is often the case, projects do not fit neatly into this linear format. Therefore, the manual is designed to be able to skip steps or refer back to earlier steps.

## 1.3 Acronyms and Definitions

<b>BAS</b>	Building and Safety Bureau	<b>Map Act</b>	Subdivision Map Act (Government Code section 66410 et seq.)
<b>CD</b>	Contract Documents	<b>NOFA</b>	Notice of Final Action
<b>CE</b>	Civil Engineer	<b>PC</b>	Planning Commission
<b>COA</b>	Conditions of Approval	<b>PDP</b>	Private Development Program
<b>CofO</b>	Certificate of Occupancy (issued by BAS)	<b>PEIR</b>	Program Environmental Impact Report
<b>Days</b>	Business days i.e. Monday – Friday excluding holidays	<b>PL</b>	Property Line
<b>DV</b>	Development Services	<b>PW</b>	Public Works
<b>FD</b>	Fire Department, Fire Prevention Bureau	<b>PWOP</b>	Public Walkways Occupancy Permit
<b>GPCF</b>	General Plan Conformance Finding	<b>PZ</b>	Planning and Zoning Bureau
<b>IMA</b>	Installation and Maintenance Agreement	<b>ROW</b>	Right of Way
<b>LLA</b>	Lot Line Adjustment	<b>SPR</b>	Site Plan Review
<b>LBMC</b>	Long Beach Municipal Code (aka Muni Code) <a href="https://library.municode.com/ca/long_beach/codes/municipal_code?nodeId=LONG_BEACH_CALIFORNIA01">https://library.municode.com/ca/long_beach/codes/municipal_code?nodeId=LONG_BEACH_CALIFORNIA01</a>	<b>TCO</b>	Temporary Certificate of Occupancy
		<b>TIA</b>	Traffic Impact Analysis
		<b>ZA</b>	Zoning Administrator

# 2

## Planning Process



## 2.1 Planning Process Overview

PZ receives and leads the effort for projects that require entitlements for the construction of new and redevelopment projects on private property. This guideline is NOT intended to cover the complete Planning process but rather an overview to understand how and when PW fits into the process. See the LBDS website for more detailed information on the Planning process and which steps are required for your specific project.

<http://www.lbds.info/planning/default.asp>

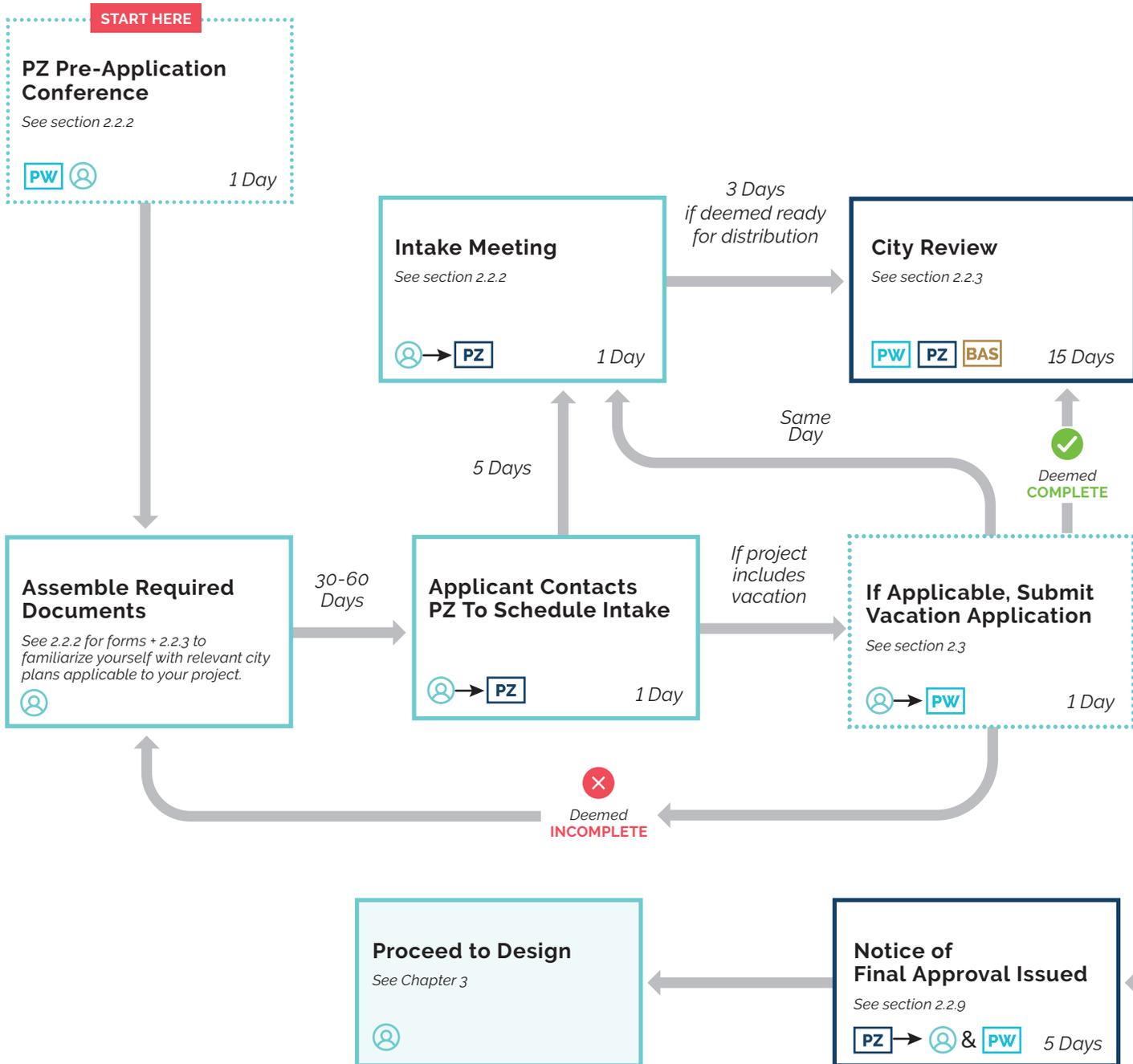
The PW team works closely with the assigned Planner IF the project is required to go through the Site Plan Review (SPR) process. Some circumstances require PW involvement that otherwise do not require SPR and shall be addressed on a per project basis.

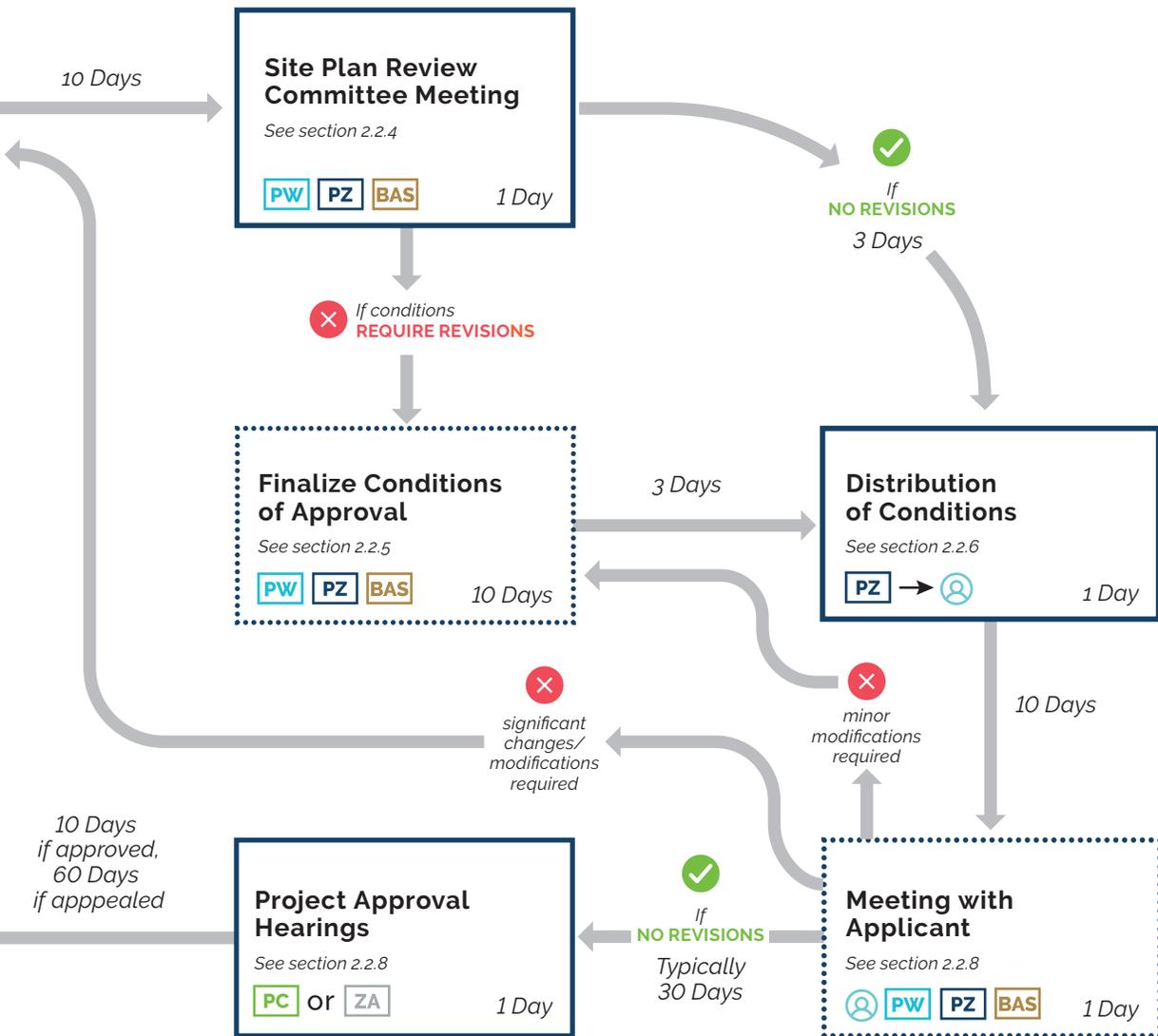
The SPR process was established to ensure that all development (public and private) meets the City's land Planning and development standards and to guide the evolution of development to ensure compatibility and enhancement with the surrounding neighborhood. The following projects require SPR:

- Residential projects that include five units or more.
- Commercial projects that include the addition of 1000 SF or more of floor area; attached/ roof mounted cellular or personal communication devices; exterior remodeling of spaces 50 feet or more of street frontage; new construction of news or flower stands; and outdoor storage.
- Industrial or assembly use projects with additions or new construction that exceed 5,000 SF of floor area.
- Projects on City land that are 500 SF or more.
- All projects located within Planned Development Areas.

Projects that don't require SPR or a discretionary approval from the Zoning Administrator (ZA), or Planning Commission (PC) can proceed to design and subsequent submittal for BAS and PW permits as applicable. If this is the case with your project, skip Chapter 2 and proceed straight to Chapter 3 Design and Review process.

## 2.2 Site Plan Review (Entitlement Process)





### 2.2.1 Pre-Application Conference (Optional)

Applicants are advised to schedule a pre-application conference with PW staff if they are proposing a development project that includes the following:

- Subdivisions creating new streets, alleys and public easements
- The private parcel is encumbered with public/utility easements
- Adjacent streets and alleys that require widening due to the City's Master Plan of Streets and alleys
- Adding Parklets or curb "bulb-outs".
- Changes in traffic circulation including one way street conversions, lane narrowing, new turning movements, and adding traffic signals or other circulation controls.
- Vacations of alleys or portions of streets.
- Reconfiguration or alteration of significant portions of public infrastructure

The Public Works Pre-Application conference can be in conjunction with the Planning Pre-Application conference, if desired.

Appointments can be made by contacting the DV & PZ Department at (562) 570 6194 or PW at (562) 570 5938 or via email at [PWPrivateDevelopment@longbeach.gov](mailto:PWPrivateDevelopment@longbeach.gov)

*NOTE: A maximum of 1 meeting shall be held for a duration of no more than 1 hour*

### 2.2.2 Intake (Conceptual or SPR) by Development Services Department Planning Staff

The applicant must assemble all required documents and set up an appointment with PZ to submit a private development project application. The application and necessary submittals can be found here: [http://www.lbds.info/forms/default.asp#plan\\_serv](http://www.lbds.info/forms/default.asp#plan_serv)

If all application submittal requirements are met, the PZ staff accepts the application, enters the project into the City's project tracking program and charges the appropriate fees. If the application is determined to be incomplete, the Planning staff shall reject the application and require the applicant to produce additional information and documents.

The development project is then assigned to a planner whom distributes the application to various stakeholders for review

#### TIPS:

1. **There is no need to submit a separate application or documents to PW.**
2. **To expedite review, make sure to include information and dimensions of the public ROW adjacent to the private development.** Often, dimensions to the centerline of the street, sidewalks, alleys, proposed traffic circulation and other important site orientation items are not included which leads to comments and multiple submittals. See below for a good example of a concept site plan.
3. **If a project generates more than 100 vehicle trips per day, a site-specific traffic impact analysis prepared by a registered traffic engineer is required as part of the submittal.** See section 6 for TIA guidelines. Exempt from this requirement if within PD30.
4. **If an applicant is including a vacation as part of a project, the applicant MUST submit a vacation application to PW before submitting to PZ.** This can happen the same day but the vacation application MUST be filed first.

### 2.2.3 PW Review

Within 3 days of an application being deemed complete by PZ, PW receives the application, and associated documents. The project shall be logged into the project tracking program and distributed for review. The stakeholders are given 10 days for review of the application with respect to the following:

#### GENERAL – ALL GROUPS

- Conformance with existing conditions. Site visits are performed as applicable.
- Conformance with City records
- Consistency with adjacent City/Private projects

#### RIGHT OF WAY REVIEW TEAM

- Conformance with Street Master Plans as defined by the mobility element [http://www.lbds.info/mobility\\_element/default.asp](http://www.lbds.info/mobility_element/default.asp)
- Conformance with existing easements and agreements that effect the property

#### TIP:

Obtain a title report to ensure you are not constructing over encumbered land

- Conformance with Subdivision Map Act requirements <http://californiasurveyors.org/members/1980%20SMA.pdf>

#### TRAFFIC REVIEW TEAM

- Review traffic capacity of adjacent streets
- Conformance with mitigation measures called for within the traffic study (if applicable – see Tips above for requirements)
- Conformance of ingress from and egress to the adjacent ROW
- Review on site traffic circulation
- Conformance with bicycle master plan [http://www.lbds.info/bicycle\\_master\\_plan.asp](http://www.lbds.info/bicycle_master_plan.asp)
- Conformance with traffic signal, and striping standards <http://www.longbeach.gov/pw/resources/engineering/standard-plans/>
- Conformance with mobility standards <http://www.lbds.info/civica/filebank/blobdownload.asp?BlobID=4112>
- Coordination with Long Beach Transit as applicable

#### CIVIL REVIEW TEAM

- Conformance with City standard plans <http://www.longbeach.gov/pw/resources/engineering/standard-plans/>
- Conformance with street moratoriums <http://www.longbeach.gov/pw/resources/engineering/utility-coordination-corner/>
- Conformance with Pedestrian Accessibility Guidelines <http://www.longbeach.gov/pw/resources/>
- Compliance with storm drain master plan <http://www.longbeach.gov/PW/Resources/Stormwater-Management/LB-Stormwater-Plan/> AND <http://www.longbeach.gov/pw/resources/stormwater-management/best-practices/>
- Protection and compatibility of existing public facilities.
- Conformance with Street Tree standards <http://www.longbeach.gov/pw/services/street-trees/>
- Coordination with Long Beach Water and Energy Resources departments as applicable
- Assist with coordination with interested agencies or utility companies\* (e.g. Caltrans, MTA, LA Flood Control, SCE, or City Light and Power)

*\*Applicant is responsible for coordination with other utilities and public agencies. Each reviewer shall prepare draft conditions of approval which shall be compiled by PW staff, reviewed by a manager, any concerns addressed, and delivered back to the Planner for inclusion with the other stakeholder conditions. The entire process from receipt of application to delivery of draft conditions should take approximately 15 days.*

*NOTE: While the reviewers attempt to provide conditions that are reflective and appropriate for the given project, due to the conceptual nature of the submittal at this stage, the conditions are aimed at providing high level insight and requirements so a developer can fully understand the big picture costs and implications for developing a particular site. The technical details of each condition shall be worked out during the plan check process. Below is an example of project specific conditions of approval.*

**TIPS:**

1. **The City's current standard for alley widths is 20 feet.** For example, if an existing alley is 16 feet wide with 8 feet on either side of the alley centerline, the proposed development on one side of the alley would require a 2 foot dedication.
2. **Additional dedications may also be required to accommodate utilities, drainage, and access including emergency access.** The required dedications shall be included in the conditions of approval. For example, main access to a development via an alley, may require a greater dedication to provide for the full 20 foot alley width. Set back requirements are measured from the future property line after the dedication is provided.
3. **Graphic fence screening is required for all construction projects that require construction fencing for more than a 6 month period.**

**SAMPLE OF PROJECT SPECIFIC CONDITIONS OF APPROVAL**

<p><b><u>PUBLIC RIGHT-OF-WAY</u></b></p> <p>d. The Developer shall execute an Irrevocable Offer of Dedication in a form acceptable to the City of Long Beach Public Works Department, to dedicate 10 feet adjacent to the project site along Atlantic Avenue, for future street widening purposes.</p> <p>e. The Developer shall dedicate and improve 2 feet for sidewalk purposes in the vicinity of the adjacent bus stop on Atlantic Avenue, from the prolongation of the southerly property line to the existing driveway, resulting in a 12-foot wide public sidewalk.</p>
<p>f. The Developer shall dedicate and improve a 6-foot by 6-foot corner cut-off, and reconstruct the sidewalk to provide minimum ADA clearance at the corner of Atlantic Avenue and East 36<sup>th</sup> Street, adjacent to the project site.</p> <p>g. The Developer shall be responsible for the relocation of utility lines, public facilities, right-of-way dedications, quitclaim of easements, and/or any new utility easements required in connection with this development; as structures cannot be built within an easement or dedicated area.</p> <p>h. The Developer shall construct all off-site improvements needed to provide full ADA accessibility compliance within the adjacent public right-of-way, to the satisfaction of the Director of Public Works. If a dedication of additional right-of-way is necessary to satisfy ADA requirements, the right-of-way dedication way shall be provided.</p>
<p><b><u>OFF-SITE IMPROVEMENTS</u></b></p> <p>i. The Developer shall reconstruct the existing driveways servicing the project site to provide full ADA compliance. Sidewalk improvements shall be constructed with Portland cement concrete to the satisfaction of the Director of Public Works.</p>

### 2.2.4 Site Plan Review Committee Meeting

Upon receipt of stakeholder comments, the Planner shall place the project on the agenda for the SPR meeting which is typically held every two weeks. PW attends the meeting and addresses any PW related concerns. At the SPR meeting, the project shall be discussed with all stakeholders and the draft conditions are discussed in the context of all project conditions to ensure compatibility and accuracy.

### 2.2.5 Finalize Conditions of Approval

In many instances, the draft conditions become the final conditions of approval. But there are circumstances where the conditions must be revised based on discussions at the SPR meeting. In this case, PW researches, reviews, and revises the conditions as needed and then provides back to the Planner. This process should take approximately 10 days.

### 2.2.6 Distribution of conditions

The Planner shall compile all final conditions, including PW, and distribute to the applicant. Distribution should happen approximately 15 days after SPR meeting.

### 2.2.7 Meeting with Applicant

Typically, the conditions are clear and agreed upon by all parties. But there are circumstances when a condition may not be clear, may not be warranted, or an applicant needs more information before agreeing to the condition. In this case, an in-person meeting is set up with PW, PZ, BAS, FD and the applicant to review and discuss the conditions and come to an agreement. If, after the meeting, changes to the conditions are warranted, PW shall revise the conditions and provide back to the planner for formal issuance to the applicant. This process should take approximately 10 days from the date of the meeting to issuance.

*NOTE: If conflicts remain, multiple meetings may be necessary to come to an agreement on all conditions but this is rare.*

#### TIP:

The conditions are imposed based on guidance and standards as outlined within the documents noted above.

**A savvy developer shall review the documents and be familiar with each ahead of this step to avoid prolonged delays to the process.**

### 2.2.8 Project Approval

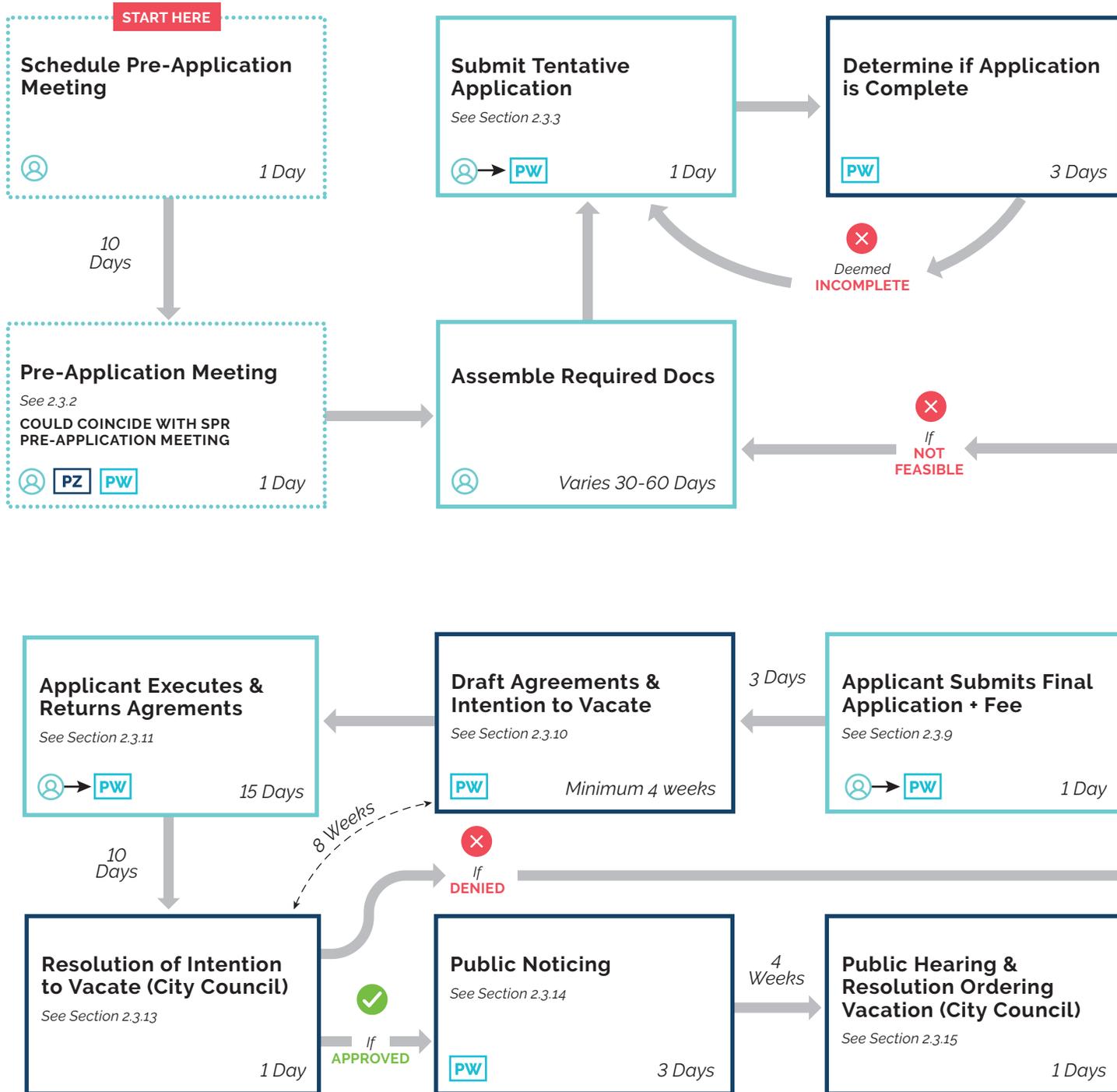
After the conditions of approval have been reviewed and agreed to by all parties, the Planner shall schedule hearings with either the Zoning Administrator (ZA) or the Planning Commission (PC) depending on the proposed project. Any project appeals, if applicable, would then be addressed. 10 days after the project has been approved and ALL appeals addressed, a Notice Of Final Action (NOFA) shall be issued by the Planner to the applicant and to PW for reference. See planning guidance for more details on the project approval process.

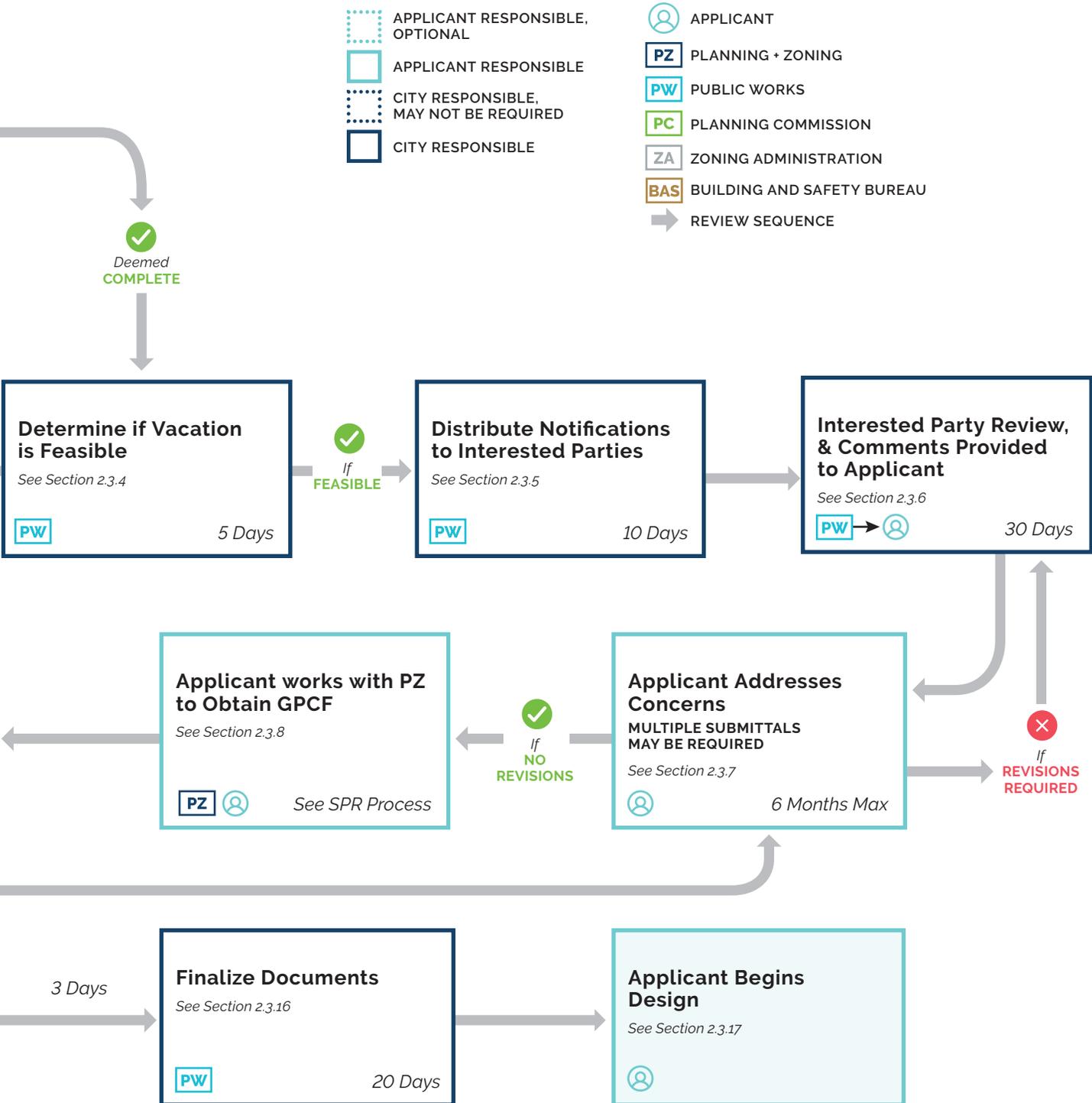
[http://www.lbds.info/home\\_page/development\\_processes.asp](http://www.lbds.info/home_page/development_processes.asp)

### 2.2.9 Next Steps

Some projects require vacations and/or subdivisions. If your project includes either of these, see the applicable section below for processing requirements. If not, jump to the Design chapter of this guideline.

## 2.3 Vacations





### 2.3.1 Overview

A vacation is defined by the *California Streets & Highways Code* as “The complete or partial abandonment or termination of the public right to use a street, highway, or public service easement”. Developers of private properties adjacent to streets and alleys may desire to improve their project through the vacation of portions of public right of way. The process of vacation or abandonment of public easements or rights of way is governed by Division 9, Part 3 - Public Street, Highways and Service Easement Vacation Law that require that certain information and findings be made and formal action by the legislative body, City Council, before public easements or rights of way can be vacated.

#### TIP:

1. **If an applicant is including a vacation as part of a project, the applicant MUST submit a vacation application to PW before submitting to Planning for SPR Site Plan Review.** This can, and is recommended to, happen the same day but vacation application MUST be filed first.
2. Typically, streets and alleys right of way are easements with each of the adjacent properties owning the underlying fee to the centerline of the street or alley. Typically, when a vacation occurs, the property on either side of the centerline reverts to the adjacent property owner. The vacation petitioner DOES NOT receive fee ownership of the entire width of the roadway. **The determination of title and reversionary rights are the responsibility of the vacation petitioner.**
3. **Plan for at least 8 months to fully process a vacation application**
4. **Vacations can be included on a subdivision map** (see the Subdivision Process section below for more details)
5. **Reaching out to the community and adjacent owners is a critical step to avoid issues during the vacation process.** We recommend reaching out early and often to alleviate any concerns or public push back. This outreach is also helpful to determine if the vacation is feasible before any fees are paid.

#### NOTE:

- *The successful completion of the vacation action is **NOT** guaranteed. The fees are **NOT** refundable if your request is denied.*
- *State law allows the City to vacate a ROW if any of the 4 conditions exist:*
  - » *The ROW was/is superseded by relocation*
  - » *The ROW is impassable for 5 years and no public money has been spent for maintenance*
  - » *The ROW has not been used for the purposes for which it was dedicated for the last 5 years*
  - » *The ROW is not required for street or highway purposes*
- *A successful resolution of vacation is required before a BAS or PW permit can be issued to construct within the area in question.*

### 2.3.2 Pre-Application Meeting

The key to success in processing any ROW right of way vacation is proper preparation and research at the start. It is strongly recommended that the applicant schedule an appointment with PW staff to discuss your proposed project and vacation. The key issues and questions that should be addressed are:

- **Public utilities** – Are there existing overhead and underground utilities within the proposed vacation? Can they be relocated? If there are sewer and storm drains within the vacation, can they be relocated. See utility contact information
- **Surface drainage** – The proposed vacation may interrupt existing surface drainage conditions. How shall the proposed project and vacation address this?
- **Access** – Do any other properties adjacent to the proposed vacation access the right of way? Are there alternatives that could be proposed? Would the vacation affect services such as emergency response, refuse collection, deliveries, and parking? Does the vacation create a dead end?

#### TIP:

This meeting could coincide with the pre-application meeting as part of the SPR process.

### 2.3.3 Application and payment of tentative processing fee

The applicant shall submit the following items to PW Private Development:

- **Application** – See Appendix for a blank application
- **Legal Description and sketch prepared by a Licensed Surveyor.** This MUST include at a minimum:
  - » The street(s) and/or alley(s) to be vacated identified with shading and fully dimensioned and labeled (do not use color).
  - » All parcels adjacent to the area to be vacated in their entirety and fully dimensioned. The parcels must be identified as to lot block and tract number. Do not include assessor parcel numbers.
  - » Show entire block with all streets and alleys bordering the block.
- **Title documents** (Title report or grant deed)
- **Survey tie sheets**
- **Receipt of payment.** See Appendix for the current fee schedule.

#### TIPS:

1. The application, and documents can be submitted electronically.
2. Receipt of payment shall be delivered to PW after payment to avoid delays in processing.

### 2.3.4 Determine Feasibility of Vacation

Within 5 days of determining that the application is complete and fees have been paid, Public Works shall perform a site visit and determine if the vacation is feasible and any applicable conditions.

### 2.3.5 Distribute Notifications

After an application is deemed feasible, PW sends to interested parties:

- All property owners abutting the ROW to be vacated
- Property owners affected by the ROW to be vacated (typically 1 block radius)
- Any utilities being affected
- City Surveyor
- City Traffic Engineer
- Right of Way
- Fire Department
- Police Department
- Energy Resources Department
- Water Department
- Planning and Zoning Bureau
- Building and Safety Bureau

PW drafts a simple sketch and sends to the interested parties along with a notice of intention to vacate. The notices are distributed approximately 10 days after the vacation is determined to be feasible.

### 2.3.6 Interested Party Review

Interested parties are requested to provide any comments or concerns within 20 days. PW performs an inspection of the area and compiles all comments and conditions, and sends to the applicant. In total this step shall take approximately 30 days.

#### TIP:

Bonds and agreement are required to ensure the improvements outlined within the conditions are made.

*NOTE: As a part of the successful vacation, the applicant may be conditioned to construct public improvements and provide land dedications or new easements. Public improvements may include curb, gutter, sidewalk, pavement, driveways, cul-de-sac, utility relocations, drainage improvements, and traffic control signing, striping and devices. Dedications and easements may be required to provide alternative access and right of way for public improvements. Other permits and associated fees may be required.*

### 2.3.7 Resolution of Concerns

The applicant is responsible for the following:

- Remedying any concerns received from any of the interested parties, if applicable.
- Revisions to the legal description and sketch, if applicable.
- An engineer's estimate for the performance, labor and materials bonds.

*NOTE: Multiple submittals may be required before an item is deemed complete.*

### 2.3.8 General Plan Conformity finding by the Planning Commission

The applicant shall work with Planning to obtain the General Plan Conformity Finding (GPCF). This typically happens in conjunction with project approval as part of the SPR process. The vacation process cannot continue moving forward until this is complete. The applicant shall provide a copy of the GPCF to PW. Here is the link to the General Plan Conformance Application: <http://www.lbds.info/civica/filebank/blobdload.asp?BlobID=2623>

### 2.3.9 Payment of final fee

The applicant shall submit the following items:

- Confirmation and written proof that all concerns from interested parties have been remedied.
- Final legal description.
- Final stamped and signed Sketch suitable for recordation (wet signatures).
- Final engineers estimate for labor and materials.
- Final engineers estimate for performance bond.
- Copy of GPCF.
- Receipt of payment See Appendix for the current fee schedule.

#### TIPS:

1. Documents can be submitted electronically.
2. To expedite the PW plan check process, plans can be submitted at this point for permitting.

### 2.3.10 Intention to Vacate

Within 3 days of the payment of final fee and submittal of ALL documents by the applicant, PW shall begin to:

1. Draft the bond agreements. This typically takes 10 days.
2. Request City Attorney to draft the Resolution of the Intention to Vacate. This typically takes 10 days.
3. Intention to Vacate place on the City Council agenda. The date set is typically 8 weeks from the date of request.

### 2.3.11 Applicant Execution of Bonds and Agreements

PW shall provide the final bonds and agreements to the applicant for execution. PW shall provide the tentative date for City Council action.

*NOTE: The executed bonds and agreements MUST be returned a minimum of 4 weeks before the date of City Council action on the Intention to Vacate.*

### 2.3.12 Resolution of intention to vacate by the City Council

The City Council hears the item and either approve or denies the intention to vacate and sets a date for the public hearing and ordering of the vacation. This step is typically complete approximately 8 weeks after the intention to vacate step above.

### 2.3.13 Notices

Within 3 days after the resolution of intention to vacate, PW shall:

1. Provide written notices to the surrounding property owners/tenants including a sketch of the area to be vacated and date and time of the public hearing.
2. Post signage at the location of the site to be vacated including a sketch of the area to be vacated and date and time of the public hearing.

### 2.3.14 Public Hearing

Approximately 1 month after the resolution of intention to vacate a public hearing shall be held. Public comments shall be heard and then the City Council shall vote. A positive vote shall lead to ordering the vacation.

### 2.3.15 Finalize Documents

Within 3 days of the resolution ordering the vacation, PW shall request the following:

1. City Manager to execute the agreements. This typically takes 10 days.
2. PW Director to execute the bonds. This typically takes 10 days.
3. City Clerk to record the vacation. This typically takes 10 days.

In total this step should take approximately 20 days. After the documents are finalized, the executed documents shall be provided to the applicant. Congrats! You are now ready to begin the design and plan check process.

*NOTE: A developer can proceed at risk with the design ahead of the resolution ordering the vacation but cannot obtain a BAS or PW permit to construct within the area to be vacated ahead of the resolution ordering the vacation.*

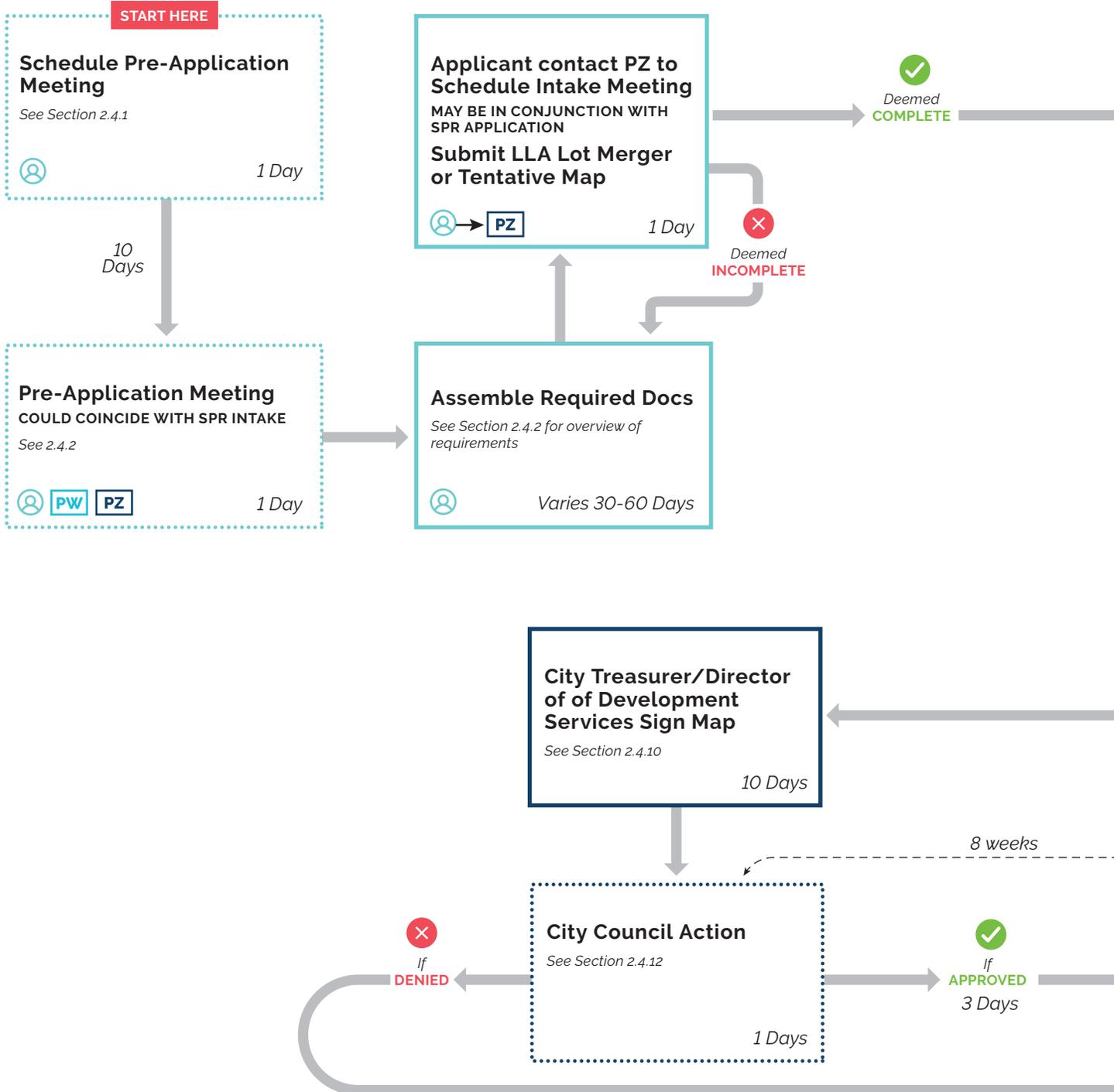
### 2.3.16 Completion of improvements

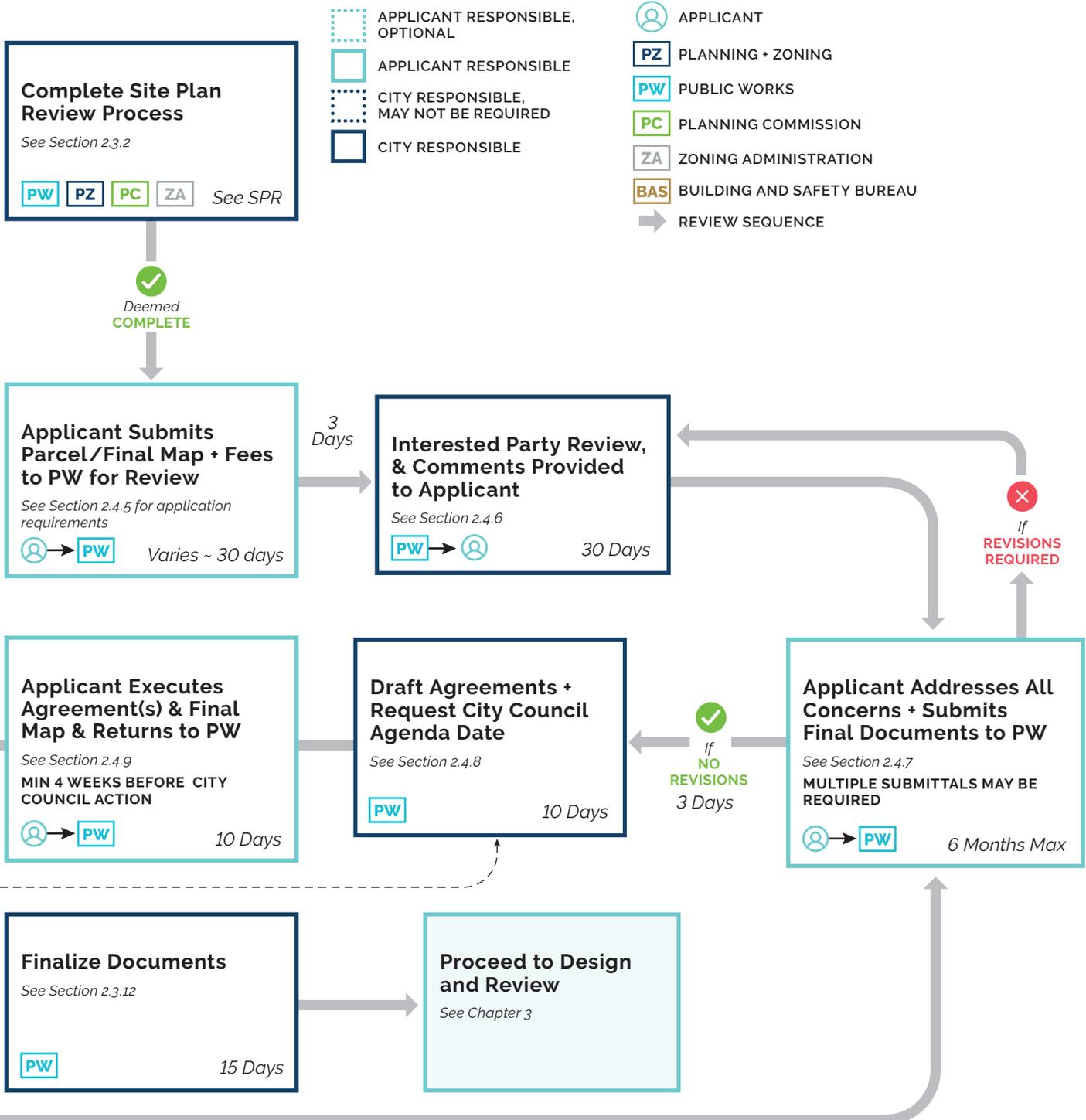
Plan check and permitting must happen before the improvements can be made. After a vacation has taken place, the area in question becomes private property therefore BAS plan check and permitting must take place for any structures or development within the area. PW plan check and permitting must take place for any adjacent ROW improvements. See the Plan Check section for details on this process.

### 2.3.17 Release of securities

Once all improvements conditioned as part of the vacation have been made, a PW inspection is conducted and once all items are satisfied, the bonds are released. See the Construction section for details on this process.

## 2.4 Subdivision Process





### 2.4.1 Subdivision Overview

Under the provisions of Section 66410 of the Government Code of the State of California (Map Act); and Title 20 of the Municipal Code of the City of Long Beach, anyone subdividing land in the City of Long Beach is required to prepare the following:

- **Lot line adjustments** (LLA) for adjustment of lot lines between 2 or more recorded lots – Submit to PZ
- **Lot mergers** for merging existing recorded lots into larger lots – Submit to PZ
- **A tentative map** for all subdivisions, cooperatives, and condominiums – Submit to PZ
- **A parcel map** for 4 lots or less – Submit to PW
- **A final map** for 5 or more units, cooperatives, or condominiums – Submit to PW

### 2.4.2 Pre-Application Meeting

The key to success in processing any subdivision is proper preparation and research at the start. It is strongly recommended that the applicant schedule an appointment with PW staff to discuss your proposed project. The key issues and questions that should be addressed are:

- **Public vs. Private** – What is the intention of the subdivision?
- **Public utilities** – Are there existing overhead and underground utilities? Can they be relocated? Where are the new utilities going? Are easements required?
- **Surface drainage** – How shall existing surface drainage be effected? How shall the proposed project address this? Cross lot drainage is not allowed.
- **Access** – Shall the subdivision impact access to adjacent parcels or right of way? How does the subdivision affect services such as emergency response, refuse collection, deliveries, and parking?

#### TIP:

This meeting could coincide with the pre-application meeting as part of the SPR process.

### 2.4.3 LLA, Lot Merger, Tentative Map Intake

An LLA, lot merger or tentative map are submitted to PZ in conjunction with the SPR application.

The applicant shall submit the following items to the planning department in addition to those required for the SPR:

- Tentative Map of the subdivision/ Lot Line Adjustment. This MUST include at a minimum :
  - » Meet all of the technical requirements delineated in the Map Act
  - » The subdivision map number must be obtained from the Los Angeles County Engineer, 900 South Fremont Avenue, Alhambra, CA 90020 (818-458-4930)
  - » number of units or lots
  - » street alignment and right-of-way width
  - » property rights reservations, and dedication of any public easements or other dedications or conveyances.
- » For more information on the requirements see the following: <http://www.lbds.info/civica/filebank/blobdload.asp?BlobID=2627>

#### 2.4.4 LLA, Lot Merger, Tentative Map Review

The review, and processing of the LLA, lot merger, or tentative map follows the same track as the SPR process. See previous section for more details of the process.

##### TIP:

The submission may not happen with the SPR submission but shall follow the same steps and process.

#### 2.4.5 Parcel/ Final Map Intake

After the project is approved and NOFO is received as part of the SPR process, the applicant can submit the parcel/ final map to PW for review.

The applicant shall submit the following items:

- **Application** – See Appendix for a blank application
- **Parcel/ Final Map of the subdivision.** This MUST include at a minimum:
  - » An Owner’s Statement, Engineer/Surveyor’s Statement, Notary Certificates for all owner’s signatures, a Soil Report and/or Geologic Statement, a City Clerk/City Engineer’s Statement and County Recorders Statement.

- » The map must satisfy all of the requirements of the approved Tentative Map as to the number of units or lots, lot layout, street alignment and right-of-way width, property rights reservations, and dedication of any public easements or other dedications or conveyances fully dimensioned.
- » The map must include the names of all streets, public and private, and all monumentation required.
- » The map must include the outlines of building(s) (if applicable) to remain or to be constructed and their location in relation to lot lines and streets. Contours with intervals not less than five feet shall be included for sloped properties.

- **An engineer’s estimate** for the performance, labor and materials bonds.
- **Confirmation** that tax requirements are satisfied
- **Utility clearance letters** for any public entity or utility, as applicable.
- **Current Title Report** not less than 90 days old.
- **Notice of Final Action**
- **Receipt of payment** See Appendix for the current fee schedule.

##### TIPS:

1. Documents can be submitted electronically.
2. Include all abandonment, easement, and dedication requirements on the map to avoid the need to process at a later date for an additional fee.
3. Receipt of payment shall be dropped off to PW after payment to avoid delays in processing
4. While BAS and PW shall process permits ahead of parcel/ final map recordation, a TCO will not be issued until the parcel/ final map is recorded.

#### 2.4.6 Interested Party Review

Within 3 days of intake, PW distributes the application to the interested parties for review. Interested parties are requested to provide any comments or concerns within 20 days. PW then compiles all comments and conditions, and sends to the applicant. In total this step shall take approximately 30 days.

##### GENERAL – ALL STAKEHOLDERS

- Conformance with existing conditions. Site visits are performed as applicable.
- Conformance with City records
- Consistency with adjacent City/ Private projects

**RIGHT OF WAY REVIEW TEAM**

- Conformance with Street Master Plans as defined by the mobility element [http://www.lbds.info/mobility\\_element/default.asp](http://www.lbds.info/mobility_element/default.asp)
- Conformance with existing easements and agreements that effect the property.

**TIP:**  
Review title report to ensure you are not constructing over encumbered land.

- Conformance with Subdivision Map Act requirements <http://californiasurveyors.org/members/1980%20SMA.pdf>

**TRAFFIC REVIEW TEAM**

- Review traffic capacity of adjacent streets
- Conformance with mitigation measures called for within the traffic study (if applicable – see 2.2.2 above for requirements)
- Conformance of ingress from and egress to the adjacent ROW
- Review on site traffic circulation
- Conformance with bicycle master plan [http://www.lbds.info/bicycle\\_master\\_plan.asp](http://www.lbds.info/bicycle_master_plan.asp) OR <http://www.longbeach.gov/pw/resources/general/bicycle-master-plan/>
- Conformance with traffic signal, and striping standards <http://www.longbeach.gov/pw/resources/engineering/standard-plans/>

- Conformance with mobility standards <http://www.lbds.info/civica/filebank/blobdload.asp?BlobID=4112>

**CIVIL REVIEW TEAM**

- Conformance with City standard plans <http://www.longbeach.gov/pw/resources/engineering/standard-plans/>
- Conformance with Pedestrian Accessibility Guidelines <http://www.longbeach.gov/pw/services/signs-and-curb-markings/>
- Compliance with storm drain master plan <http://www.longbeach.gov/PW/Resources/Stormwater-Management/LB-Stormwater-Plan/> AND

<http://www.longbeach.gov/pw/resources/stormwater-management/best-practices/>

- Protection and compatibility of existing public facilities.
- Conformance with Street Tree standards <http://www.longbeach.gov/pw/services/street-trees/>

**SURVEY**

- Conformance with surveying standards
- Accuracy of the map, bearing points, and monuments
- Protection of monuments

**TIP:**  
Bonds and agreement are required to ensure the improvements outlined within the conditions are made

*NOTE: As a part of the successful subdivision, the applicant may be conditioned to construct public improvements and provide land dedications or new easements. Public improvements may include curb, gutter, sidewalk, pavement, driveways, cul-de-sac, utility relocations, drainage improvements, and traffic control signing, striping and devices. Dedications and easements may be required to provide alternative access and right of way for public improvements. Other permits and associated fees may be required.*

**2.4.7 Resolution of Concerns**

The applicant is responsible for the following:

- Remedying any concerns received from any of the interested parties, if applicable.
- Revisions to the map, if applicable.
- Revisions to the estimate, if applicable
- Revisions to the bonds, if applicable

*NOTE: Multiple submittals may be required before an item is deemed complete.*

### 2.4.8 Document Processing

Within 3 days of all concerns being addressed, PW shall:

1. Draft the bond agreements. This typically takes 10 days.
2. Request the subdivision be placed on the City Council agenda. The date set is typically 8 weeks from the date of request.

#### TIP:

Parcel maps DO NOT require City Council action unless land is being conveyed or bonds and agreements are required.

### 2.4.9 Applicant Execution of Bonds and Agreements and Final Map

PW shall provide the final bonds and agreements to the applicant for execution. The applicant shall return the following items to finalize the City Council date:

- Executed bonds
- Executed agreements
- Final stamped and signed mylar subdivision map

*NOTE: The executed bonds and agreements MUST be returned a minimum of 4 weeks before the date of City Council action.*

### 2.4.10 Map Signatures

PW routes the map to the City Treasurer and Director of DV to obtain signatures .

#### TIP:

Make sure tax requirements are satisfied to ensure the City Treasurer shall sign the map when presented.

### 2.4.11 City Council Action

The City Council hears the item and either approves or denies the subdivision. This step is typically complete approximately 8 weeks after the document processing step above. If approved, the process continues. If denied, the process shall return to the resolution of concerns step.

### 2.4.12 Finalize Documents

Within 3 days of city council action, PW shall request the following:

1. City Attorney approve the agreement as to form.
2. City Manager to execute the agreements.
3. City Engineer to execute the map.
4. Director of PW to execute the bonds.
5. Director of PW to execute the map.
6. City Clerk to record the map.

Typically, the process to obtain all signatures and approvals takes 15 days.

After the documents are finalized, the executed documents shall be provided to the applicant. Congrats! You are now ready to begin the design and plan check process.

### 2.4.13 Completion of improvements

Plan check and permitting must happen before the improvements can be made. BAS plan check and permitting must take place for any structures or development within the private property. PW plan check and permitting must take place for any adjacent ROW improvements. See the Plan Check section for details on this process.

### 2.4.14 Release of securities

Once all improvements conditioned as part of the subdivision have been made, a PW inspection is conducted and once all items are satisfied, the bonds are released. See the Construction section for details on this process.

# 3

## Design and Review Process



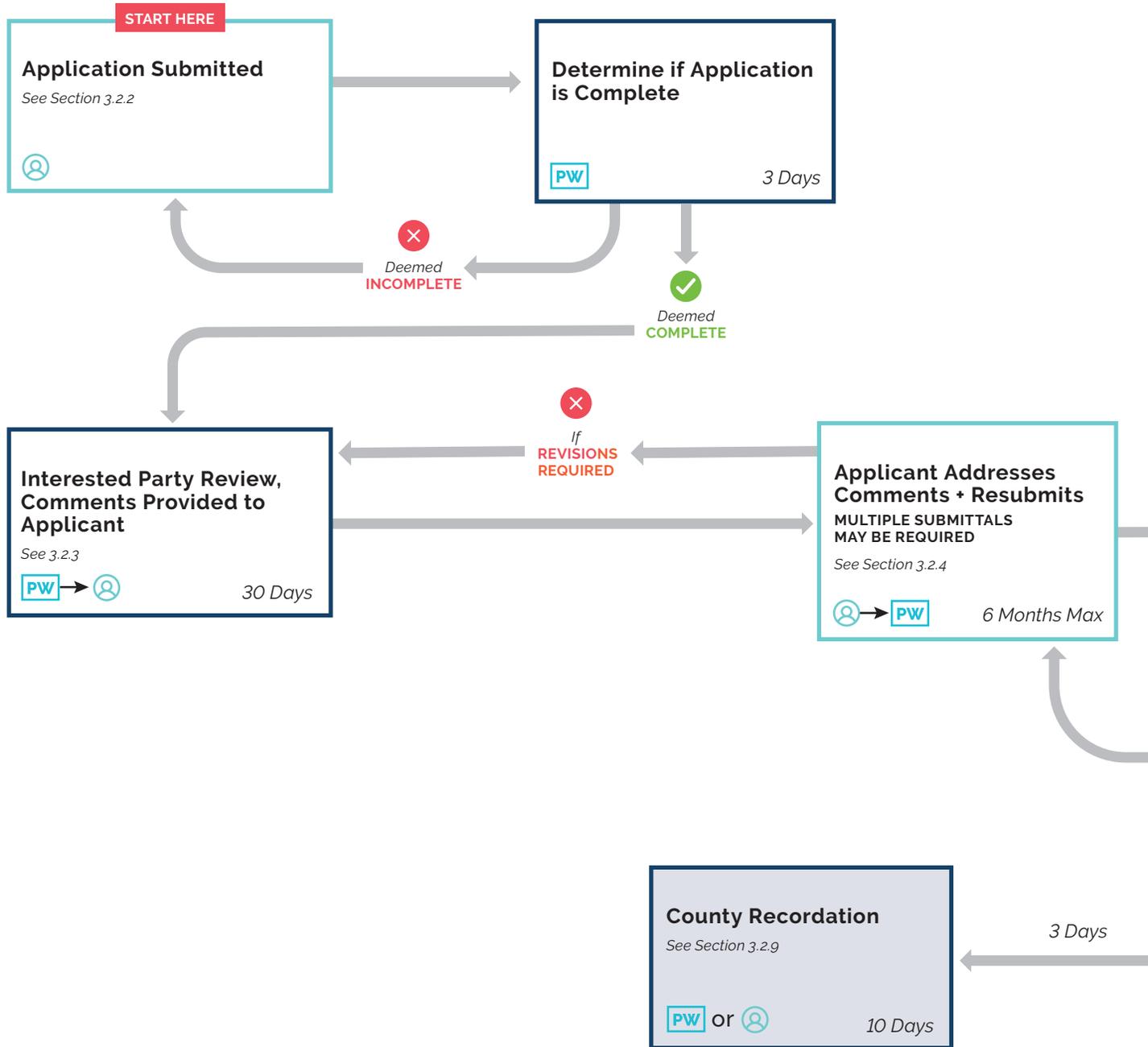
## 3.1 Overview

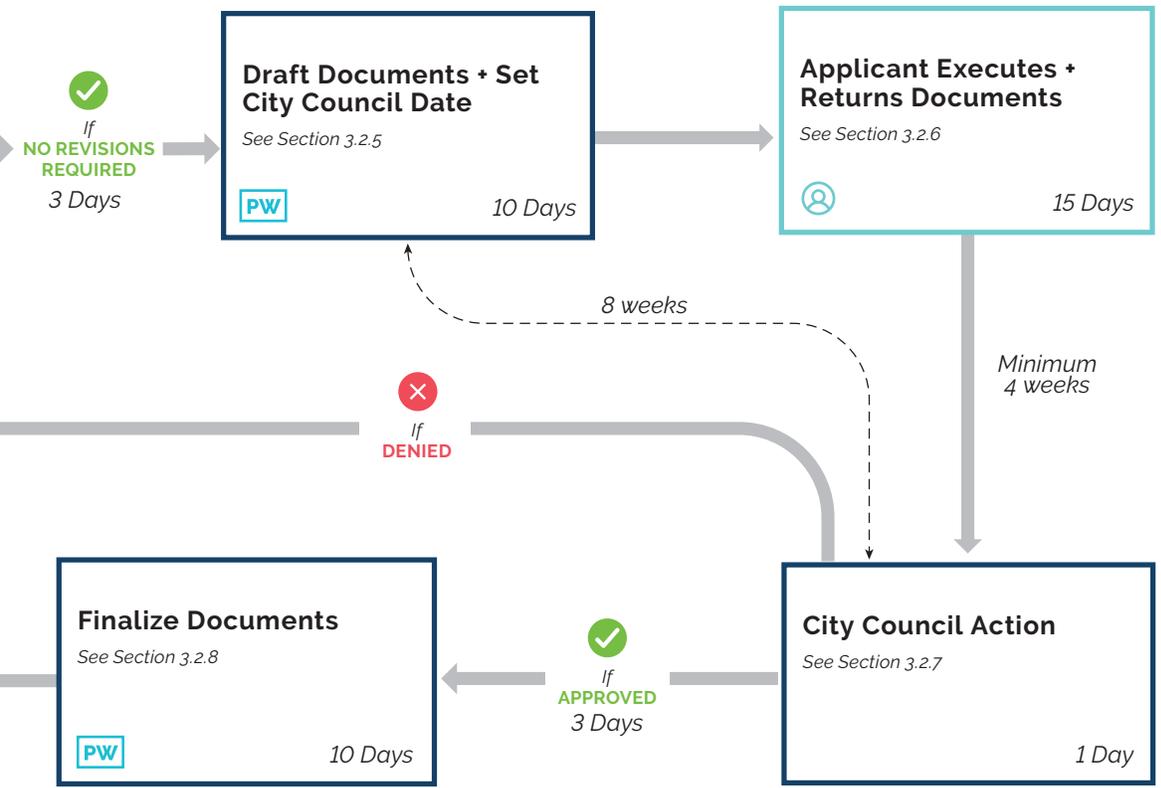
There are many parameters and stakeholders for any given project. Each project has its own requirements and processes to complete the design and review process. While many of the steps and processes for a typical project are outlined within, there may be requirements and/or steps above and beyond those listed here. It is important to keep an open dialogue with the Private Development Group and PW plan checker to ensure your project is not skipping any key milestones.

This section will review the process for easements, dedications, grants of easements, and quit claims that may have been conditioned for a project or required by some other means. The section then outlines the difference between minor and major improvements and the plan check associated with each.



## 3.2 Easements, Dedications, Grant of Easements, & Quit Claims





### 3.2.1 Overview

Often during the SPR process, a project is conditioned to provide an easement, or a dedication. There are other projects where the City must grant an easement for access or other purposes.

**TIPS:**

1. If a dedication or easement has already been included within a subdivision map no further review or fees are required.
2. If special circumstances, the City may consider an Irrevocable offer to dedicate in lieu of a dedication but this requires the same fee and steps as outlined below.

Quit claims are required when a project is removing or relocating an existing easement.

**NOTE:**

1. *Prior to submitting an application for a quit claim, the use of the easement must no longer be required. I.e. all utilities must be removed and/ or alternate access routes provided. Often times this requires a new easement, and construction work before the Quit Claim can be finalized.*
2. *A permit to build over an easement shall not be issued until a quit claim has been completed and recorded.*

*While each of these instruments have a clear purpose and perform different tasks, the process for each is nearly identical. Therefore, for purposes of this guideline we have grouped together. Where the process deviates, specific call outs are provided.*

### 3.2.2 Application Intake

The applicant shall submit the following items:

- Application – See Section 6.0 for a blank application
- Legal Description and sketch prepared by a Licensed Surveyor including but not limited to:
  - » The block that the project lies within should be shown in its entirety, labeling the surrounding streets.
  - » Dimension the property in its entirety, and identified by lot, block and tract.

- » Fully dimension the area in question.
- » Shade or texture the area and identify pattern with legend.
- » Label existing and proposed property lines.
- » The adjacent streets and/or alley to be widened should be shown fully dimensioned with existing width, and the width after the dedication. (Dedication only)
- Current Title Report not less than 90 days old.
- Categorical exemption or environmental review PZ.
- Notice of Final Action (If project went through the SPR Site Plan Review process).
- Articles of Incorporation (For LLC ONLY).
- Confirmation letter from easement grantor that the easement is no longer required (Required for quit claim only).
- Copy of the easement to be quitclaimed (Quit Claim Only).

**TIPS:**

1. All items with exception of the payment can be submitted electronically.
2. Receipt of payment shall be delivered to PW after payment to avoid delays in processing.

**3.2.3 Interested Party Review**

Within 3 days of intake, PW distributes the application to the interested parties for review. Interested parties are requested to provide any comments or concerns within 20 days. PW then compiles all comments and conditions, and sends to the applicant. In total this step shall take approximately 30 days.

**GENERAL – ALL STAKEHOLDERS**

- Conformance with existing conditions. Site visits are performed as applicable.
- Conformance with City records
- Consistency with adjacent City/Private projects

**RIGHT OF WAY REVIEW TEAM**

- Conformance with existing easements and agreements that effect the property
- Conformance with Subdivision Map Act requirements <http://californiasurveyors.org/members/1980%20SMA.pdf>

**SURVEY**

- Conformance with surveying standards
- Accuracy of the map, bearing points, and monuments
- Protection of monuments

**3.2.4 Resolution of Concerns**

The applicant is responsible for the following:

- Remediating any concerns received from any of the interested parties, if applicable.

- Revisions to the legal description, if applicable.
- Revisions to the sketch, if applicable.

The applicant shall complete this step within 6 months or risk the need of restarting the process.

*NOTE: Multiple submittals may be required before an item is deemed complete.*

**3.2.5 Document Processing**

Within 3 days of all concerns being addressed, PW:

1. Request the City Attorney to draft the applicable document. This typically takes 10 days.
2. The request is placed on the City Council agenda. The date set is typically 8 weeks from the date of request.

**3.2.6 Applicant Execution of Agreements**

PW shall provide the document to the applicant for execution. The applicant shall return the following items to finalize the City Council date:

- Executed documents
- Final legal description
- Final stamped and signed sketch suitable for recordation

*NOTE: The executed documents MUST be returned a minimum of 4 weeks before the date of City Council action.*

**3.2.7 City Council Action**

The City Council hears the item and either approves or denies the request. This step is typically complete approximately 8 weeks after the document processing step above. If approved, the process continues. If denied, the process shall return to the resolution of concerns step.

**3.2.8 Finalize Documents**

Within 3 days of City Council action, PW shall request the following:

1. City Attorney approve the document as to form.
2. Director of PW to execute the document.
3. City Manager to execute the document (Grant of easement only).
4. PW to record the document OR provide to the applicant for recordation (Grant of easement or quit claim only).

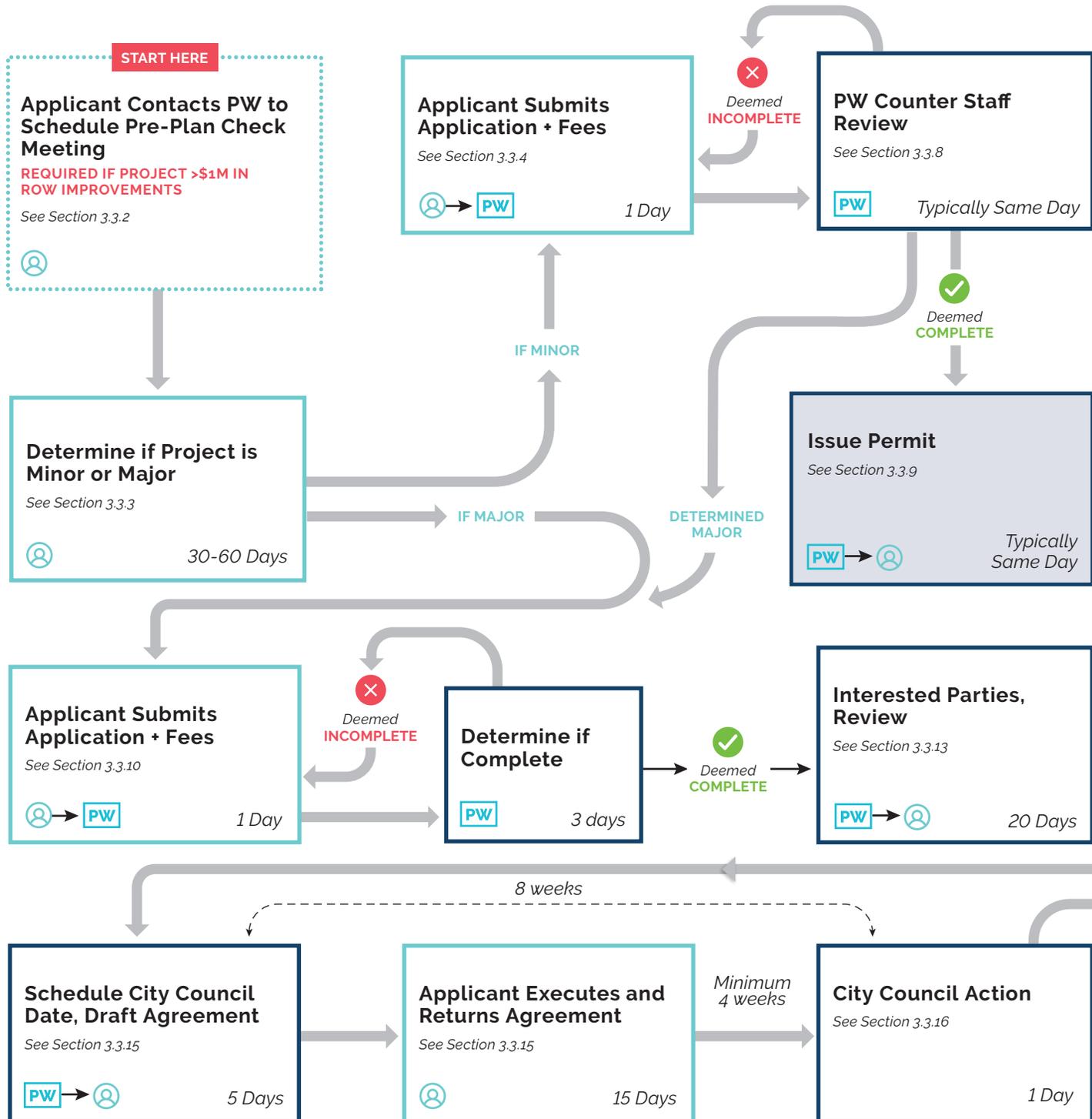
Typically the process to obtain all signatures and approvals takes 10 days.

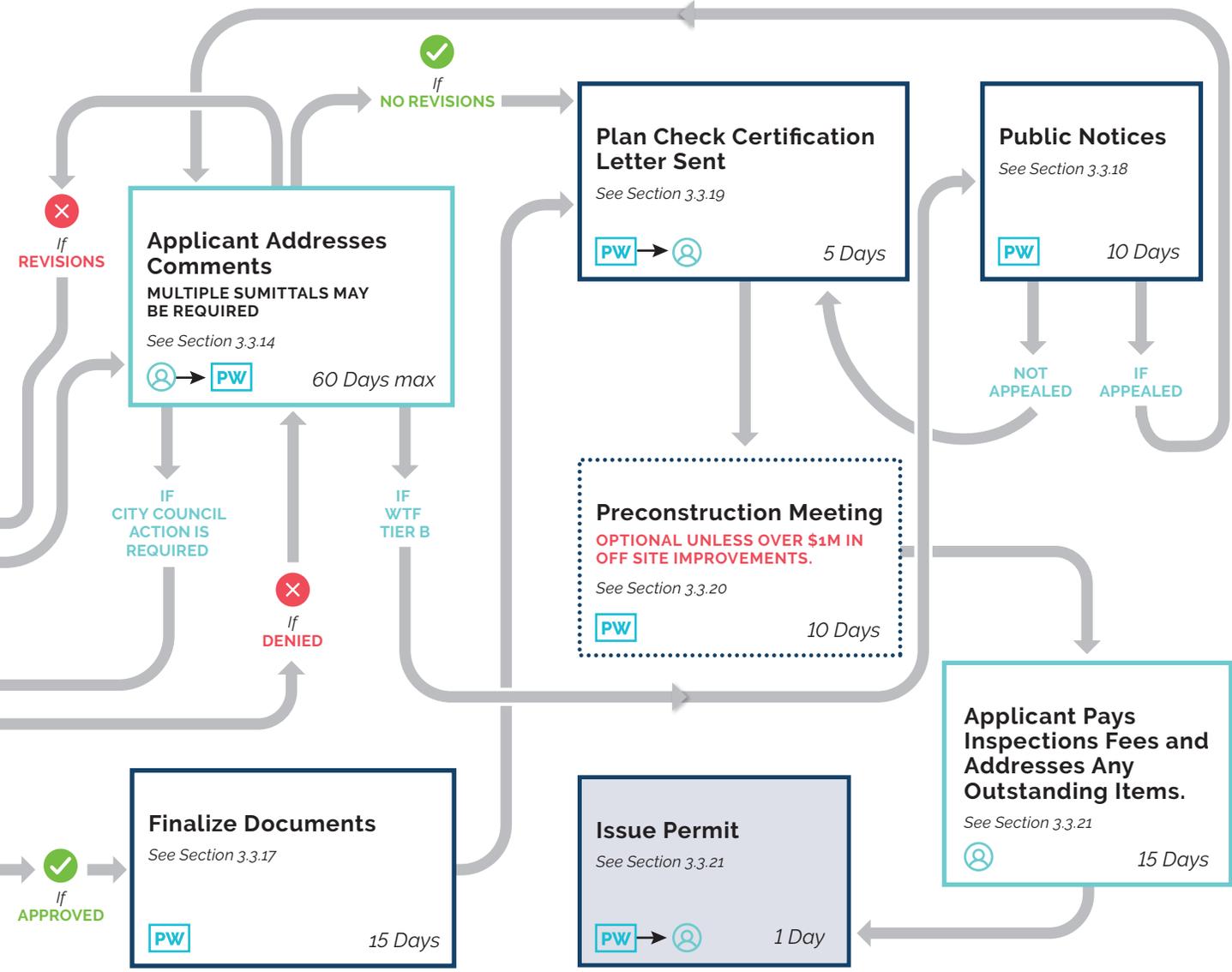
**3.2.9 County Recordation**

Within 3 days of documents being finalized, PW shall send the document to the county for recordation. Typically the process to record takes 10 days. The county requires that the developer record quit claim documents, therefore PW will provide to the developer for recordation once finalized.

After the documents are recorded, the executed documents shall be provided to the applicant. Congrats! You are now complete.

## 3.3 Plan Check





### 3.3.1 Overview

Upon approval of the proposed development project, an applicant can prepare project plans and specifications for plan check submittals to DV (private property) and PW (ROW). Generally speaking, DV is responsible for plan checking projects on-site i.e. within the property lines while PW is responsible for plan checking projects within the ROW (i.e. outside the PL). Ideally, the plan check process for both DV and PW improvements would happen simultaneously in order to expedite resolution of any concerns. These reviews are sometimes decoupled to allow for expedited permitting or other reasons.

PW is responsible for plan check within a public park unless the project is a building. BAS is responsible for plan check of private parks and buildings within public parks.

An Easement is not required for Charter/Spectrum to install and maintain communication lines in the public rights-of-way. All installations of conduits, ducts, tunnels, poles, pole lines, cables, wires, vaults, traps, manholes, appliances, attachments and appurtenances used for the purpose of the transmission, transportation or conveyance of any liquid or gaseous substance, steam air, electrical energy, or for communication purposes, are Franchise Pipelines. Permitting and Installation of Franchise Pipelines are subject to Long Beach Municipal Code Chapter 15.44. To apply for Franchise Pipeline Permits, or for information regarding installing

communication lines in the public right-of-way, please contact Roger Udabe, (562) 570-6530, [roger.udabe@longbeach.gov](mailto:roger.udabe@longbeach.gov).

The City provides various permitting processes to accommodate beneficial amenities in the public ROW such as sidewalk dining, Parklets, benches, public art and traffic signal cabinet art. These permitted uses within the public ROW may be a part of a proposed private development project or as a “stand alone” improvement. Either way PW will circulated to the applicable stakeholders for review and comment.

It is important to determine upfront if you have any work within the ROW. BAS will want to see PW approval ahead of submission for BAS permitting. Common examples include:

- Awnings, canopies or other projections into the ROW
- Doors, gates, or other items that swing into the ROW (not allowed)
- Staging and/ or construction fencing within the ROW

### 3.3.2 Pre-Plan Check Meeting

For large projects that require over \$1M in ROW improvements, a PW pre-plan check meeting is required. The meeting shall be held at approximately 50-75% contract documents (CD) complete. For all other projects a pre-plan check is recommended to ensure that the PW plan check process is as effective as possible but not required. This includes projects when the following apply:

- Significant offsite improvements
- Utility tie in/ relocation within the ROW
- Changes to drainage patterns
- Temporary obstruction (more than 30 days) of traffic (vehicles or bicycle)
- Temporary obstruction (more than 30 days) of pedestrian access
- Reconfiguration of street striping
- If there is confusion as to whether your project is a minor or major improvement

**TIP:** Bring a design phase schedule to review feasibility of anticipated timing

### 3.3.3 Determine if Minor OR Major

There are two categories of Public Works (PW) Permits,

- Minor improvements – This includes work that does not substantially change the right of way AND does not require engineered design. This work shall conform to City Standard Plans <http://www.longbeach.gov/pw/resources/engineering/standard-plans/> and can typically, but NOT always, be issued with same day service during business hours at the PW permit center.

*NOTE:*

1. *Traffic control, if required, shall be in conformance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD) W.A.T.C.H. Manual or city standards.*
2. *The order of preference is City Standard Plans – Standard Plans for Public Construction & Greenbook Specifications – LA County Standard Plans – Caltrans Standard Plans. Deviations from the City Standard Plans and/ or Standard Plans for Public Construction shall require a complete review as outlined below in the major improvements section.*

**Minor Improvements (Temporary Occupancy Permit)** - Typical minor improvements include the following projects when in conformance with the standard plans as noted:

- Replacement of existing residential driveway - City Standard Plan
- Closure of residential driveway - City Standard Plan
- Installation of ADA ramp - City Standard Plan
- Replacement of curb and gutter less than 50 linear feet - City Standard Plan
- Replacement or Installation of sidewalk - Standard Plan for Public Construction
- Install, remove & trim of street trees/ parkway landscaping Muni Code

- Installation of mailboxes, news racks, & benches - City Standard Plan
- Other items on latest application

**Major improvements** – Typical major improvements include but are NOT limited to the following projects:

- All work above and beyond the limitations of a minor improvement.
- An otherwise minor improvement that deviates from the Standard Plans.
- Off Site Improvements for a project that went through SPR Process.
- Work that requires excavation or occupancy within the public ROW.
- Work that requires connection to storm drain system.
- Installation of objects within the ROW. (art, wireless small cell...)
- Public walkway occupancy permits (PWOP)
- Temporary Street Occupancy permits (i.e. staging).
- All other improvement or projects as listed on latest PW application.

*NOTE:*

1. *Contact Long Beach Water for replacement or repair of water or sewer lines*
2. *Contact proper utility (SCE, Energy Resources, Verizon, Frontier, etc.) for repair or replacement of underground utilities*

**3.3.4 Minor Improvement Intake**

If your project is a minor improvement, continue with the following steps. If your project is considered a major improvement, skip to 3.3.10 for major improvements.

The applicant shall submit the items as noted on the current application. See Appendix for a blank application and the requirements for a specific project type.

**TIP:** Drawing(s) MUST comply with the design guideline to be considered a minor improvement

**3.3.5 Minor Improvement Intake – Electronic (Preferred)**

All items except for the payment can be submitted electronically. Submit all required items as outlined within the application to the e-mail address on the application. For submittal of files larger than 20MB the applicant shall work with the city to provide a download link, and/or bring in USB drive with all files. Files must all be in PDF format, flattened, and to scale.

**3.3.6 Minor Improvement Intake – Hardcopy (Optional)**

Submit 1 hardcopy documents to the permit center for processing.

### 3.3.7 Minor Improvement - Pay Fees

The PW counter staff shall instruct the applicant to pay then deliver a receipt of payment to the PW counter for permit processing.

### 3.3.8 Minor Improvement - Interested Party Review

Generally, the PW counter staff shall be able to address any review items and clarify with the applicant. If needed, the PW counter staff shall pull in available resources to consult with the applicant in an effort to resolve the item.

*NOTE: The PW counter staff may determine that the project is NOT a minor improvement and shall require a full submittal as outlined within the major improvement section.*

### 3.3.9 Minor Improvement - Document Processing

If all information is complete and there are no outstanding items or concerns, the permit shall typically be issued the same day.

*\*NOTE: Permits can only be issued over the counter if the contractor is already in the city database. If they are not, there is a 10 day approval period.*

### 3.3.10 Major Improvement Intake

If your project is a major improvement, continue with the following steps. If your project is considered a minor improvement, go back to 3.3.4 for the applicable process or skip to the Construction section of the guidebook.

The applicant shall submit the items as noted on the application. See Appendix for a blank application and the requirements for a specific project type.

#### TIPS:

1. The more complete your plan submittal, the faster it shall proceed through the PW review process. Incomplete plans and missing information shall stall the PW review process and add to the total review time needed.
2. To expedite review, it is recommended that the developer propose alternatives to mitigate any impacts to the surrounding area. For example, if proposing to utilize current parking for construction activities, provide additional parking in the area.
3. All items except the payment can be submitted electronically.
4. Submit all required easements, grants of easements, dedications, and quit claims, ahead of OR at the same time as plan check intake to ensure your permit is not held up.

*NOTE: The City strongly recommends that applicants submit all items noted on the application during the PW plan check process. Deferred submittal may delay issuance of PW or Building permits at construction.*

*NOTE: If an applicant is required to complete an IMA but wishes to use a document other than the template found in the Appendix, City Council approval and therefore additional time is required.*

### 3.3.11 Major Improvement Intake – Electronic (Required)

Electronic Submission – The City has an electronic submittal and plan check (EPC) process in place and is administered by BAS. The required items for PW review can be submitted in conjunction with the submission for BAS review.

**Upon request by the applicant BAS will distribute** to PW as part of the project. BAS will then distribute to PW as part of the project stakeholder review. See the below link for details of the EPC process. For submittal of files larger than 20MB the applicant shall work with the city to provide a download link, and/or bring in USB drive with all files. Files must all be in PDF format, flattened, and to scale. <http://www.lbds.info/eplanchecklongbeach/default.asp>

**TIPS:**

1. Start by reviewing the Electronic Plan Review Document Submittal Guidelines to prepare your files for submittal.
2. Submit your plan check files to the City of Long Beach via email, or through a prearranged Long Beach ShareFile Site as indicated in the guideline reference above.

**NOTE:**

1. This is separate from the required submittal for BAS.
2. All grading submission must be submitted to both BAS and PW
3. The submission must comply with all project specific conditions of approval (if applicable)

**3.3.12 Major Improvement Pay Fees**

Within 3 days of receipt of the materials, a plan check fee shall be assessed. The applicant is responsible for paying the fee. Payment can be made in person at City Hall either cash or by check. A copy of the receipt of payment MUST be provided to PW to proceed with the plan check.

**NOTE:**

1. Recommend dropping off the receipt during the same trip to City Hall.

**3.3.13 Major Improvement Interested Party Review**

Interested parties are requested to provide any comments or concerns within 15 days. PW compiles all comments, and either sends to BAS to be compiled with other department review comments OR directly to the applicant electronically. In total this step shall take approximately 20 days. The following groups review the plans:

**GENERAL – ALL GROUPS**

- Conformance with existing conditions. Site visits are performed as applicable.
- Conformance with City records
- Consistency with adjacent City/Private projects

**RIGHT OF WAY REVIEW TEAM**

- Conformance with conditions of approval related to: mapping, vacations, easements, dedications, etc.
- Conformance with IMA's standards
- Certificate of insurance is complete and up to date

**TRAFFIC REVIEW TEAM**

- Conformance with conditions of approval related to traffic
- Consistency with mitigation measures called for within the traffic study
- Conformance with standards for ingress from and egress to the adjacent ROW
- Conformance with on-site traffic circulation standards
- Conformance with traffic signal, and striping standards
- Conformance with traffic control standards <http://www.longbeach.gov/pw/services/signs-and-curb-markings/>

**CIVIL REVIEW TEAM**

- Conformance with conditions of approval related to engineering and design
- Conformance with City standard plans <http://www.longbeach.gov/pw/resources/engineering/standard-plans/>
- Conformance with Pedestrian Accessibility Guidelines
- Conformance with storm drain master plan <http://www.longbeach.gov/PW/Resources/Stormwater-Management/LB-Stormwater-Plan/> AND <http://www.longbeach.gov/pw/resources/stormwater-management/best-practices/>
- Conformance with and protection of existing public facilities

**CONTACTS AND AGREEMENTS**

- Conformance with franchise agreements, master license agreements, and installation and maintenance agreements
- Conformance with other agreements or standards as applicable.

**UTILITY PROVIDERS**

- Conformance with protection of general public standards
- Conformance with Street Tree standards <http://www.longbeach.gov/pw/services/street-trees/>
- Coordination with Long Beach Transit as applicable
- Coordination with Long Beach Water and Energy Resources departments as applicable
- Assist with coordination with interested agencies or utility companies\* (e.g. Caltrans, MTA, LA Flood Control, SCE, or City Light and Power)  
*\*Applicant is responsible for coordination with other utilities and public agencies.*
- Conformance with City standards related to excavation within the ROW.
- Conformance with street moratorium standards

**CONSTRUCTION INSPECTION**

- Constructibility
- Staging Plan
- Requirements for a preconstruction meeting

**STREET TREES/ ARBORIST**

- Conformance with parkway landscape/ planting standards

**SURVEY (AS APPLICABLE)**

- Conformance with surveying standards
- Protection of monuments

**PARKS RECREATION & MARINE**

- Conformance with parks standards

**BUILDING AND SAFETY (AS APPLICABLE)**

- Conformance with emergency access standards
- Conformance with occupancy count standards
- Other expert advice on an as needed basis

**PLANNING (FOR PWOP'S)**

- Conformance with general plan standards

**POLICE DEPARTMENT**

- Conformance with health and safety standards

**TIP:**

Submit your Contractors General liability and workers comp insurance AND Endorsement (see appendix) with the response to any comments to allow time for the system to be updated (typically takes 10 days for the contractor to show up in the system as an approved)

**3.3.14 Major Improvement Resolution of Concerns**

The applicant is responsible for the following:

- Remedying any concerns received from any of the interested parties during the plan check process.

The applicant shall complete this step within 60 days or risk the need for restarting the process.

*NOTE: Multiple submittals may be required before an item is deemed complete.*

**3.3.15 Major Improvement Applicant Execution of Agreement**

If City Council action is required, within 3 days of all concerns being addressed to PW Requests the City Attorney drafts the agreement. This typically takes 5 days.

PW shall provide the document to the applicant for execution. The applicant shall return the following items to finalize the City Council date:

- Executed documents

The request is placed on the City Council agenda. The date for City Council to hear the item is typically 8 weeks from the date of request.

*NOTE: The executed documents MUST be returned a minimum of 4 weeks before the date of City Council action.*

**3.3.16 Major Improvement City Council Action**

The City Council hears the item and either denies or approves the request. This step is typically complete approximately 8 weeks after the executed document is received. If approved, the process continues. If denied, the process shall return to the resolution of concerns step.

**3.3.17 Major Improvement Finalize Documents**

Within 3 days of City Council action, PW shall request:

1. City Attorney approve the document as to form.
2. City Manager/PW Director to execute the document.

Typically, the process to obtain all signatures and approvals takes 15 days.

An IMA: Does not require City Council. The Director of PW executes the IMA. This typically takes 5 days.

After the documents are finalized, the executed documents shall be provided to the applicant.

**3.3.18 Public Notices (WTF Tier B ONLY)**

Within 3 days of resolution of all concerns and approval of the application, PW shall:

1. Provide written notices to the adjacent property owners/ tenants
2. Post signage at the location of the site

The public has 10 days to submit an appeal notice. If an appeal is filed, return to the "resolution of concerns" step. If no appeals have been filed, a permit can be issued within 2 days of the appeal period expiration. In total this step should take 15 days unless an appeal is filed.

**3.3.19 Major Plan Check Certification Letter**

Within 3 days of all concerns being addressed:

- A PW plan check certification letter is processed (which includes the inspection fee and any outstanding items needed to obtain the permit)

**3.3.20 Major Improvement Preconstruction Meeting**

The applicant along with the contractor performing any major improvement is required to attend a PW pre-construction meeting at city hall if the value of the ROW improvements are over \$1M. For project under \$1M, a preconstruction meeting may be required and if so, shall be included as part of the PW plan check review comments and/or certification letter. The applicant shall bring the following to the meeting:

- A final approved copy of all approved documents" and remove "submitted for review and approval
- The PW construction inspection fee as noted within the PW plan check certification letter/ e-mail.
- Any other items noted within the certification letter

**TIP:**

For projects under \$1M the fee is typically 10.6% of the construction valuation but does vary based on the complexity and anticipated duration of your project.

- Construction schedule AND phasing plan showing the duration of all off site impacts

**TIP:**

Make sure that your contractor's license and insurance is on file and up to date ahead of the PW pre-con meeting. It takes approximately 2 weeks for risk management to review and update the system.

*NOTE: If any deferred submittals are still outstanding at the pre-con meeting, the permit shall not be issued and a 2nd preconstruction meeting may be required.*

**3.3.20.1  
MINIMUM AGENDA ITEMS:**

- Status of fee payments
- Status of all permits, agreements, or other items underway
- Construction schedule and phasing
- The Long Beach Grand Prix occurs on the 3rd weekend of April each year. No work within the ROW is allowed within the area south of 7th street between the 710 Freeway and Alamitos Ave.
- Off-site impacts and mitigation efforts
- Working hours – 7:30am to 3:30pm or as specified on the permit
- Inspection requirements – 48 hour notice
- Submittal requirements
- Contact information
- Construction fencing and the graphic guideline standards
- List of construction standards

The contractor shall be responsible for and distribute meeting minutes within 5 days of the preconstruction meeting.

**3.3.21  
Major Improvement  
Permit Issuance**

Following a successful preconstruction meeting and payment of all fees, the PW permit(s) shall be issued and construction can begin.

*NOTE:*

1. *The PW permit may be revoked if work does not begin within 60 days after issuance or as stated on the permit whichever is sooner.*
2. *Make sure to read the permit as there are requirements noted which are not included within this document but imperative to the successful completion of your project.*
3. *Failure to comply with permit guidelines shall result in an administration citation.*
4. *A permit will not be issued unless all required applications for easements, grants of easements, dedications, or quit claims have been submitted.*

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# 4

## Construction



## 4.1 Overview

Upon issuance of a PW Permit, the applicant may begin the actual construction. PW inspectors visit or monitor the site regularly throughout construction. They are separate from the BAS and FD inspectors and are looking for compliance with ROW improvements and installations. This includes but is not limited to:

- Pedestrian protection or canopies within the ROW
- Staging in the ROW
- ROW closures due to deliveries or other construction related activities
- Damage to ROW
- Quality of work within the ROW

*NOTE: Approval of an IMA or the providing of a funding grant by other City departments DOES NOT constitute approval. All activities in the ROW MUST have a valid PW permit.*

## 4.2 Inspections

PW inspectors assigned to the project will verify that work within the ROW is in conformance with the approved plans. The type of inspections required for a project shall be discussed during the preconstruction meeting. The contractor shall be responsible for calling the PW inspector a minimum of 48 hours prior to the requested inspection date to schedule the inspection.

### NOTE:

1. *The City is not responsible for any rework associated with missed inspections due to lack of contractor coordination.*
2. *Failure to comply with permit guidelines shall result in an administration citation.*
3. *A copy of all approved documents shall be available.*

## 4.3 Revisions during Construction

Any changes to the ROW improvements require approval and shall be coordinated with the PW inspector. The design change should be based on recommendations made by the applicant's engineer. Some changes may require approval by the PW plan checker. In this case, the PW plan checker shall review within 5 days. Revisions that are agreed to shall be included on the red line drawings.

## 4.4 Temporary Certificate of Occupancy

Upon completion of construction and prior to issuance of a temporary certificate of occupancy (TCO), BAS shall confirm all outstanding off site improvement items have been addressed. This is confirmed by a PW inspectors sign off on the improvements.

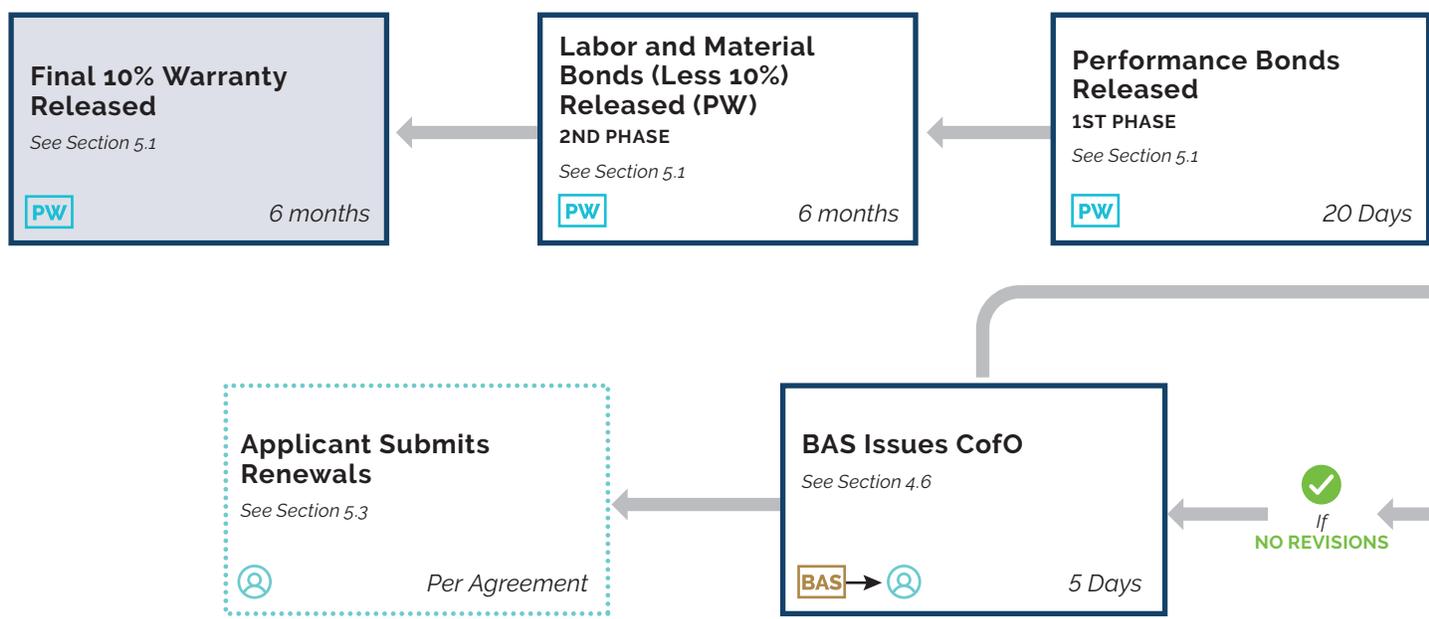
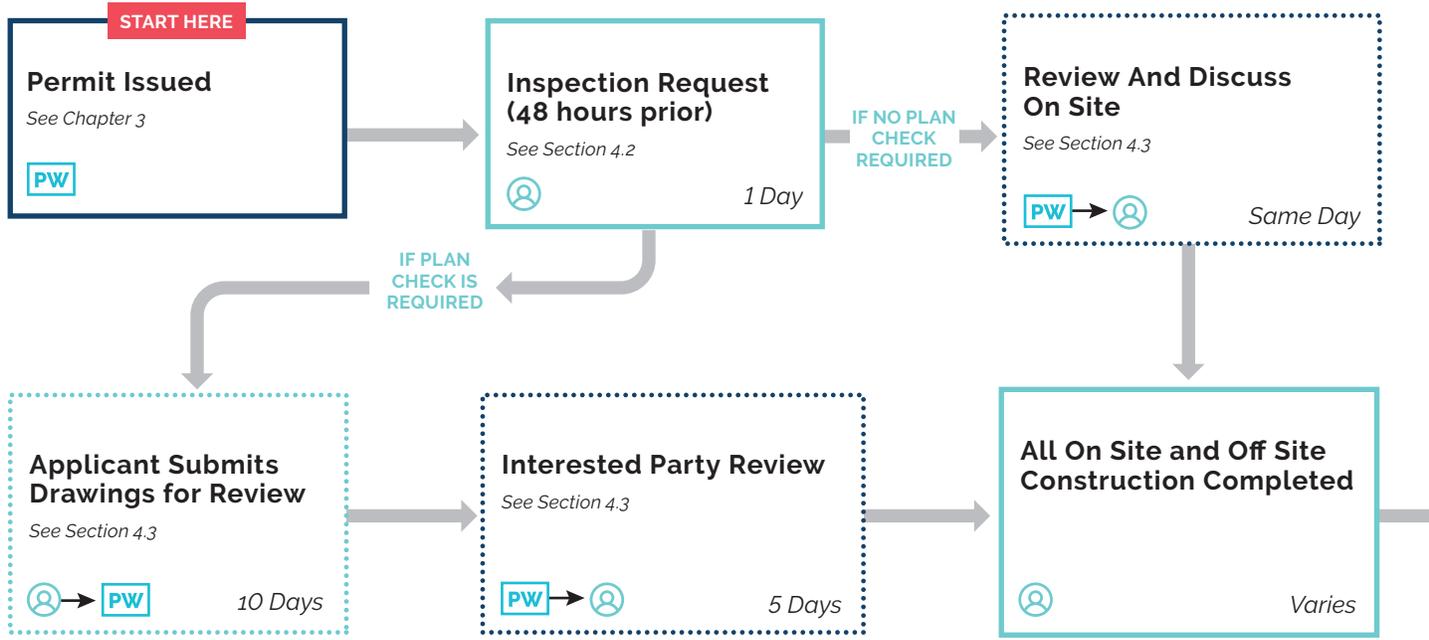
## 4.5 As Built Drawings

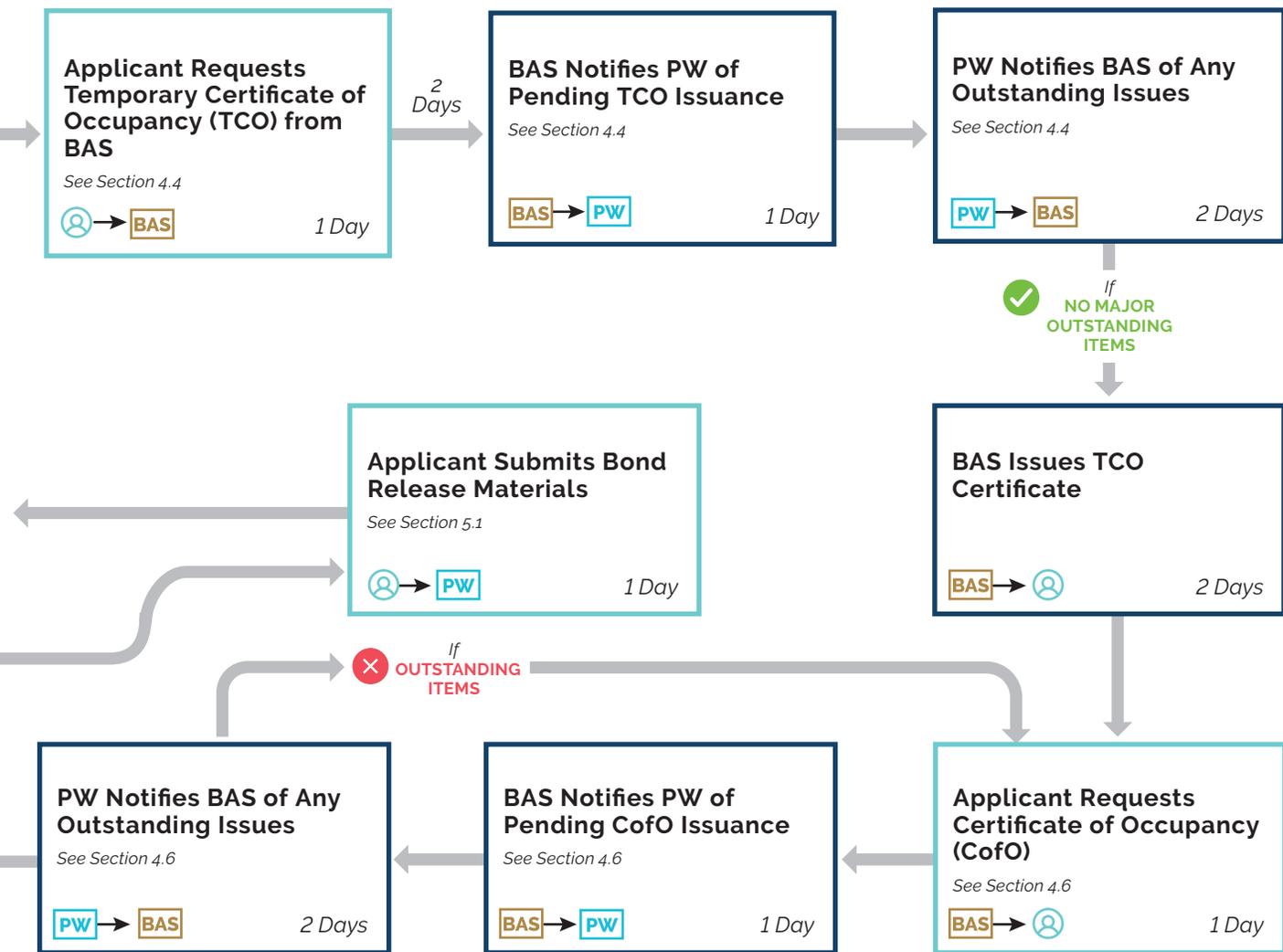
It is important to complete the as-built drawings for the offsite improvements and provide to the PW inspector assigned to your project as quickly as possible.

*NOTE: The PW inspector shall NOT sign off for the BAS COFO until the ROW as-built drawings have been received.*

## 4.6 Final Certificate of Occupancy

Upon completion of construction, BAS shall request confirmation that PW approves issuing a certificate of occupancy (CofO). PW shall agree providing that all off-site improvements have been completed OR a bond is in place to complete all off-site improvements AND all conditions of approval have been satisfied. The Private Development Program Manager or Project Management Officer shall provide this confirmation.







5

Post  
Construction

## 5.1 Release of Bonds

Once all improvements have been made, a PW inspection is conducted and once all items are satisfied, the bonds are released. The applicant **MUST** submit the following for release of the bonds:

1. Copy of the original executed bond and agreement.
2. Confirmation from the PW inspector that all work has been completed.
3. Submission of as-built drawings.
4. Written request to release the bonds stating all conditions have been met.

If all improvements have been made and everything is in order, the bonds shall be released in 3 phases:

1. 20 days after completion, performance bond shall be released.
2. 6 months after release of performance bond the labor and material bond, less 10%, is authorized to be released.
3. 12 months after release of the performance bond, the 10% warranty of work is released.

## 5.2 Maintenance

Applicant shall maintain the area for 1 year after being turned over to the City OR until the termination of the applicable agreement per the terms of the agreement.

## 5.3 Renewals

In some cases permits/agreements must be renewed. Examples include Temporary street occupancy permits (valid for 90 days) and public walkways occupancy permits (renewed annually). During the renewal process PW inspection(s) of the area shall be performed and any outstanding concerns **MUST** be addressed before the permit/agreement can be renewed. See the plan check section of the guideline for more details of the renewal process.

# 6

## Forms, Applications, Guidelines, and Pertinent Info



## 6.1 Contact List

### PRIVATE PROJECT MANAGEMENT BUREAU

#### Program Manager

Joshua Hickman  
[joshua.hickman@longbeach.gov](mailto:joshua.hickman@longbeach.gov)  
 562-570-5714  
 City Hall

#### Civil Subject Matter Expert

Jorge Magana  
[jorge.magana@longbeach.gov](mailto:jorge.magana@longbeach.gov)  
 562-570-6678  
 City Hall

#### Mapping and Land Use Expert

Bill Pittman  
[bill.pittman@longbeach.gov](mailto:bill.pittman@longbeach.gov)  
 562-570-6996  
 City Hall

#### Contracts and Agreement Expert

Roger Udabe  
[roger.udabe@longbeach.gov](mailto:roger.udabe@longbeach.gov)  
 562-570-6530  
 City Hall

#### Permit Center

Annie Abuana  
[annie.abuana@longbeach.gov](mailto:annie.abuana@longbeach.gov)  
 562-570-6342  
 City Hall

#### Permit Technician

Dyanne Valdez  
[dyanne.valdez@longbeach.gov](mailto:dyanne.valdez@longbeach.gov)  
 562-570-6344  
 City Hall

#### Permit Technician

Manual Salgado  
[manual.salgado@longbeach.gov](mailto>manual.salgado@longbeach.gov)  
 562-570-6344  
 City Hall

#### Survey Subject Matter Expert

Trevor Wooley  
[trice@dwooley.com](mailto:trice@dwooley.com)  
 714-734-8462  
 2832 Walnut Ave.  
 Suite A  
 Tustin, CA 92780

### PW TRAFFIC BUREAU

#### Assistant Traffic Engineer

Carl Hickman  
[carl.hickman@longbeach.gov](mailto:carl.hickman@longbeach.gov)  
 562-570-6665  
 City Hall

#### Senior Traffic Engineer

Craig Cruz  
[craig.cruz@longbeach.gov](mailto:craig.cruz@longbeach.gov)  
 562-570-6676  
 City Hall

#### Traffic Engineer

Don Tran  
[don.tran@longbeach.gov](mailto:don.tran@longbeach.gov)  
 562-570-6741  
 City Hall

### PW ENGINEERING BUREAU

#### Construction Services Officer

Marc Wright  
[marc.wright@longbeach.gov](mailto:marc.wright@longbeach.gov)  
 562-570-5791  
 City Hall

#### Chief Construction Inspector

TBD

#### Construction Inspections

Tracy Tafaoimalo  
[tracy.tafaoimalo@longbeach.gov](mailto:tracy.tafaoimalo@longbeach.gov)  
 562-570-5133  
 City Hall

### DV PLANNING

#### Current Planning Officer

Alexis Oropeza  
[alexis.oropeza@longbeach.gov](mailto:alexis.oropeza@longbeach.gov)  
 562-570-5791  
 City Hall

### DV BUILDING AND SAFETY

#### Superintendent

Truong Huynh  
[truong.huynh@longbeach.gov](mailto:truong.huynh@longbeach.gov)  
 562-570-6921  
 City Hall

#### Inspection Officer

Evan Zeisel  
[truong.huynh@longbeach.gov](mailto:truong.huynh@longbeach.gov)  
 562-570-6165  
 City Hall

### WATER DEPARTMENT

#### Dennis Santos

[dennis.santos@lbwater.org](mailto:dennis.santos@lbwater.org)  
 562-570-2381  
 1800 E. Wardlow Rd

#### Eric Buehler

[eric.buehler@lbwater.org](mailto:eric.buehler@lbwater.org)  
 562-570-2328  
 1800 E. Wardlow Rd

### ENERGY RESOURCES

#### Jane Hermsen

[jane.hermsen@longbeach.gov](mailto:jane.hermsen@longbeach.gov)  
 562-570-2059  
 2400 E. Spring St

### LONG BEACH TRANSIT

#### Christopher Mackechnie

[cmackechnie@lbtransit.com](mailto:cmackechnie@lbtransit.com)  
 562-489-4866  
 1963 E. Anaheim St 90813

#### Shirley Hsiao

[Shsiao@lbtransit.com](mailto:Shsiao@lbtransit.com)  
 562-599-8591  
 1963 E. Anaheim St

**OTHER UTILITIES**

**Southern California Edison**

Phyllis Lopez

[Phyllis.Lopez@sce.com](mailto:Phyllis.Lopez@sce.com)

714-895-0162

9901 Geary Ave.

Santa Fe Springs, CA 90670

**Verizon**

**Ray Roundtree**

[ray.roundtree@ftr.com](mailto:ray.roundtree@ftr.com)

714-375-6760

Huntington Beach/Lakewood/

Santa Fe Springs Offices

**Charter**

**Richard Shumar**

[rich.shumar@charter.com](mailto:rich.shumar@charter.com)

310-864-9172

4781 Irwindale Ave

Baldwin Park, CA 91706

**City Light and Power**

**Kevin Brendenkamp**

[kjb@clpinc.com](mailto:kjb@clpinc.com)

562-983-2000

2961 Redondo Ave

Long Beach, CA 90806

**LA COUNTY SANITATION**

**Margarita Carbrera**

[mcabrera@lacsdsd.org](mailto:mcabrera@lacsdsd.org)

562-908-4288

1955 Workman Mill Rd

Whittier, CA 90601

**SCHOOL ZONES**

**Interim Transportation**

**Director of LBUSD**

Susan Perkins

[sperkins@lbschools.net](mailto:sperkins@lbschools.net)

562-426-6176

2700 Pine Ave

Long Beach, CA 90806

**Crossing Guard Supervisor,  
LBPD**

**Cathy Medina**

[cathy.medina@longbeach.gov](mailto:cathy.medina@longbeach.gov)

562-570-7240

3205 Lakewood Blvd

Long Beach, CA 90808

**Fire Department,  
non-emergency dispatch #**

562-570-9400

3205 Lakewood Blvd

Long Beach, CA 90808

**Police & Fire Department**

PD non-emergency is

562-435-6711

FD is 562-570-9400

PD: 400 W. Broadway

Long Beach, CA 90802

FD: 3205 N. Lakewood Blvd,

Long Beach, CA 90808

**Director of Security and  
Parking**

**Tom Marcoux**

[tmarcoux@longbeachcc.com](mailto:tmarcoux@longbeachcc.com)

562-499-7695

300 E. Ocean Blvd

Long Beach, CA 90802

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## 6.2 Fiscal Year 2019 Public Works Fee Schedule

The following condensed fee schedule is provided for informational purposes. All fees shall be verified on the official fee schedule which can be found here: <http://www.longbeach.gov/finance/services-and-permits/fees-and-charges/>

DEPARTMENT: PUBLIC WORKS

Fee Name	Description	Fee	Per	Type
<b>Wireless Right-of-Way Facility Permit</b>	Fee charged to locate microcells from mobile service providers on public property	\$2,500	Each	Fee
<b>Expedited Fee Review</b>	Request to expedite permit fee review	2x Base Fee	Each	Fee
<b>Installation &amp; Maintenance Agreement (All Other)</b>	Fee to cover expenses of all other document processing	\$2,336	Document	Fee
<b>Tieback Mitigation Fee</b>	Tieback application fee for non-removal of tiebacks related to subsurface shoring installations that are left in place between eight(8) feet and twenty (20) feet below the established grade.	\$1,060	Tieback	Fee
<b>Site Plan Review</b>	Fee to cover expenses for staff involvement in Site Plan Review, Conceptual Site Plans and AUP/CUP.	\$3,504	Each	Fee
<b>Plan Review</b>	Fee for review of drawings of required public improvement.	\$1,168	Sheet	Fee
<b>Tentative Map Review</b>	Developers and Sub-dividers to review site plans for establishment of conditions for approval.	\$1,402	Each	Fee
<b>Parcel Maps</b>	Fees related to the processing of a final Parcel map and any services received from professional consulting services per LBMC 20.16.050.	\$3,889	Each	Fee
<b>Waived Parcel Map</b>	Fees related to the processing of a waived Parcel map and any services received from professional consulting services per LBMC 20.16.050.	\$3,086	Each	Fee
<b>Tract Maps: &lt; 20 Lots/Units</b>	Fees related to the processing of a final Tract map and any services received from professional consulting services per LBMC 20.16.050.	\$7,652	Each	Fee
<b>Tract Maps: &gt; 21 Lots/Units</b>	Fees related to the processing of a final Tract map and any services received from professional consulting services per LBMC 20.16.050.	\$7,652 + \$99 For Each Lot/Unit Over 20	Each	Fee
<b>Resubmittal Check</b>	Fee to cover 4th and subsequent resubmittal of site plans for approval.	30% of Initial Fee Per Revision	Each	Fee
<b>Field Boundary Check or Recheck</b>	Developers and Sub-dividers to cover survey services to investigate the boundaries of parcels.	\$735 + \$56/Point	Each	Fee
<b>Field Site Review and/or Improvement Certification</b>	Fee to cover field investigation of required public improvements.	\$1,397	Each	Fee
<b>Lot Line Adjustment</b>	Fee to cover survey services to adjust the legal boundary of a parcel and any services received from professional consulting services per LBMC 20.16.050.	\$1,835	Each	Fee
<b>Financial Guarantee</b>	Fee to process financial guarantee for required improvements.	\$1,387	Each	Fee
<b>Certificate of Compliance</b>	Fee to cover the issuance of a certificate of compliance to a parcel owner that was created prior to 1972 and any services received from professional consulting services per LBMC 20.16.050.	\$1,240 + Direct Charges from Professional	Each	Fee
<b>Tree Transplant Fee</b>	Fee to cover purchase and installation of tree.	\$584	Each	Fee

Fee Name	Description	Fee	Per	Type
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EXCAVATION PERMITS FEE SCHEDULE

For excavating in streets or other public places which are surfaced or paved with any surfacing materials or are unimproved SQUARE FEET OF AREA OF SURFACING REMOVED

<b>Excavations: 0 to 100 sq ft</b>	Fee to cover construction in the public rights-of-way.	\$1,380 + 6.2% surcharge	Each	Fee
<b>Excavations: 101 to 1,000 sq ft</b>	Fee to cover construction in the public rights-of-way.	\$1,380+\$1.45/sq ft above 100 square feet + 6.2% surcharge.	Each	Fee
<b>Excavations: 1,001 to 5,000 sq ft</b>	Fee to cover construction in the public rights-of-way.	\$2,680+ \$0.82/sq ft above 1,000 sq ft +6.2% surcharge	Each	Fee
<b>Excavations: 5,001 to 10,000 sq ft</b>	Fee to cover construction in the public rights-of-way.	\$6,145 + \$0.41/sq ft above 5,000 sq ft + 6.2% surcharge	Each	Fee
<b>Excavations: 10,001 sq ft +</b>	Fee to cover construction in the public rights-of-way.	\$8,200 + \$0.31/sq ft above 10,000 sq ft + 6.2% surcharge	Each	Fee

EXCAVATION ITEMS

<b>Groundwater monitoring wells and cathodic protection wells</b>	Fee to cover construction in the public rights-of-way.	1630	Location	Fee
<b>Soil Borings, corings, hydropunches &amp; cone penetration tests</b>	Fee to cover construction in the public rights-of-way.	1380	Location	Fee
<b>Manhole castings, vault frames &amp; well boxes</b>	Fee to cover construction in the public rights-of-way.	1380	Location	Fee

PIPELINE AND UTILITIES PERMIT FEES

Each permit and permit supplement issued under LBMC Chapter 15.44 shall be subject to the condition and shall provide that the permittee, as and for compensation for use of city property, shall pay to the city annually in advance, on a calendar year basis. All fees are due and payable on January 1 of each calendar year. The fee for each permit that is issued to any person other than a governmental agency shall be not less than twenty-five (\$25) per year.

<b>Pipelines and Utilities Permit Fees</b>	A fee for installing a facility/pipeline on City property. For pipelines with an internal diameter not listed herein, the fees shall be in the same proportion to the fees of a twelve inch (12") diameter pipe as the diameter of the unlisted pipe is to twelve inches (12"). The annual payment for each lineal foot of pipeline shall be computed and revised each calendar year.	The applicable base rate shall be multiplied by the consumer price index for owners' equivalent rent of primary residence in Los Angeles, California.	Each	Fee
<b>Pole Permit Fees</b>	The fee for putting a pole on City property/public right of way.	The annual fee shall be computed at the rate of one dollar twenty five cents (\$1.25) per pole.	Each	Fee

BASELINE RATES FOR PIPELINE PERMIT FEES

Each permit and permit supplement issued pursuant to chapter 15.44 shall be subject to the condition and shall provide that the permittee, as and for compensation for use of city property, shall pay to the city annually in advance, on a calendar year basis except as otherwise stated herein, fees for Water, Wastewater, Oil, Gas, Sewer, Gasoline, Electrical Energy, Communications, and Liquefied Petroleum Gas Pipelines as follows:

<b>Pipe Size (Internal Diameter) 0-4"</b>	Annual Pipeline Permit Fee	\$0.234	Base Rate (Per Lineal Foot)	Fee
<b>Pipe Size (Internal Diameter) 6"</b>	Annual Pipeline Permit Fee	\$0.352	Base Rate (Per Lineal Foot)	Fee

Fee Name	Description	Fee	Per	Type
BASELINE RATES FOR PIPELINE PERMIT FEES				
Pipe Size (Internal Diameter) 8"	Annual Pipeline Permit Fee	\$0.469	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 10"	Annual Pipeline Permit Fee	\$0.586	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 12"	Annual Pipeline Permit Fee	\$0.703	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 14"	Annual Pipeline Permit Fee	\$0.820	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 16"	Annual Pipeline Permit Fee	\$0.937	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 18"	Annual Pipeline Permit Fee	\$1.055	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 20"	Annual Pipeline Permit Fee	\$1.172	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 22"	Annual Pipeline Permit Fee	\$1.289	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 24"	Annual Pipeline Permit Fee	\$1.406	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 26"	Annual Pipeline Permit Fee	\$1.523	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 28"	Annual Pipeline Permit Fee	\$1.640	Base Rate (Per Lineal Foot)	Fee
Pipe Size (Internal Diameter) 30"	Annual Pipeline Permit Fee	\$1.758	Base Rate (Per Lineal Foot)	Fee
RECORDS SEARCH				
Records Search - Technical Assistance		\$155/hour; first 15 minutes free	Hour	Fee
Mailing and Handling Fee		23.05	Mailing	Fee
3M MICROFILM ENLARGEMENT COPIES				
3M Microfilm Copies	3M Microfilm enlargement full size copies	5.1	Copy	Fee
DIRECT COPIES FROM COPY MACHINE				
Records Search Copies	Record Search copy sizes 8 1/2 X 11; 8 1/2 X 14 & 11 X 17	0.3	Copy	Fee
COPIES OF MAPS				
G.I.S Map	Printed copies of Geographic Information Systems (GIS) Generated Map (36" x 36")	\$27 for one (36"x36")	Each	Fee
24" X 36" COPIES				
Map Copy Requests	COPIES MAPS Requests 24" X 36"	5.1	Copy	Fee

Fee Name	Description	Fee	Per	Type
OTHER COPIES				
Digital/Electronic Copies	Electronic copy of computer drawing file (.pdf)	1.05	each	Fee
Map Books		17.5	Each	Fee
2400 Scale City Maps		17.5	Each	Fee
1800 Scale City Maps		23.75	Each	Fee
1200 Scale City Maps		25.9	Each	Fee
Final Street and Alley Vacation: 0 - 5,000 sq ft	Final fee to cover the processing of a street vacation.	\$3,368	Each	Fee
Final Street and Alley Vacation: over 5,000 sq ft	Final fee to cover the processing of a street vacation.	\$5,062	Each	Fee
Tentative Street and Alley Vacation: 0 - 5,000 sq ft	Initial fee to cover the processing of a street vacation.	\$5,120	Each	Fee
Tentative Street and Alley Vacation: over 5,000 sq ft	Initial fee to cover the processing of a street vacation.	\$6,814	Each	Fee
Administrative Right-of-Way Inspection Citation Fee - First Citation	This will allow staff to write administrative citations to entities who fail to comply with the Peak Hour Ordinance. The Peak Hour Directive seeks to minimize impacts to traffic flow by prohibiting work or obstructions in the ROW during peak traffic hours (6:00 a.m. to 8:30 a.m. and 3:30 p.m. to 6:30 p.m.).	\$100	Citation	Penalty
Administrative Right-of-Way Inspection Citation Fee - Second Citation	This will allow staff to write administrative citations to entities who fail to comply with the Peak Hour Ordinance. The Peak Hour Directive seeks to minimize impacts to traffic flow by prohibiting work or obstructions in the ROW during peak traffic hours (6:00 a.m. to 8:30 a.m. and 3:30 p.m. to 6:30 p.m.).	\$200	Citation	Penalty
Administrative Right-of-Way Inspection Citation Fee - Third through 25th Citation	This will allow staff to write administrative citations to entities who fail to comply with the Peak Hour Ordinance. The Peak Hour Directive seeks to minimize impacts to traffic flow by prohibiting work or obstructions in the ROW during peak traffic hours (6:00 a.m. to 8:30 a.m. and 3:30 p.m. to 6:30 p.m.).	\$500	Citation	Penalty
Administrative Right-of-Way Inspection Citation Fee - Billing Cost for 2nd and Further Citations	This will allow staff to write administrative citations to entities who fail to comply with the Peak Hour Ordinance. The Peak Hour Directive seeks to minimize impacts to traffic flow by prohibiting work or obstructions in the ROW during peak traffic hours (6:00 a.m. to 8:30 a.m. and 3:30 p.m. to 6:30 p.m.). This billing cost will be applied for the 2nd and further Citations occurring at the same project location.	\$128	Per Instance	Fee
Administrative Right-of-Way Inspection Citation Fee - Re-Inspection Fee	This will allow staff to write administrative citations to entities who fail to comply with the Peak Hour Ordinance. The Peak Hour Directive seeks to minimize impacts to traffic flow by prohibiting work or obstructions in the ROW during peak traffic hours (6:00 a.m. to 8:30 a.m. and 3:30 p.m. to 6:30 p.m.). This re-inspection fee will be charged in addition to the appropriate ROW Peak Hour Violation. Charged in addition for each of the 1st Five ROW Peak Hour Violations.	\$210	Per Inspection	Fee

Fee Name	Description	Fee	Per	Type
<b>PUBLIC WALKWAYS OCCUPANCY PERMITS</b>				
<b>Appeal Deposit Fee for Appeal by Applicant/Permittee</b>	Fee to cover appeal processing of public walkways occupancy permit. Deposit fee is refunded if the appeal is granted.	\$1,000	Appeal	Fee
<b>Permit: 0 to 200 sq ft</b>	Fee to cover permit processing of public walkway occupancy permits.	\$625	Each	Fee
<b>Permit: &gt; 201 sq ft</b>	Fee to cover permit processing of public walkway occupancy permits.	\$1,000	Each	Fee
<b>DOCUMENT PROCESSING</b>				
<b>News Rack Retrieval Fee</b>	News racks on street corners in violation of Municipal Code Chapter 14.20 will be removed and a fee imposed to retrieve news stand.	\$657 per Rack	Rack	Fee
<b>No Parking Signs</b>	Temporary No Parking Signs in Construction Zone (14"x22")	\$2.25 per sign	Each Sign	Fee
<b>Dedication: Street, Alley &amp; Sidewalk</b>	Fee to cover expenses of document processing.	\$3,008	Per Document	Fee
<b>Easements: Utility &amp; Other Special Purpose</b>	Fee to cover expenses of document processing.	\$3,008	Per Document	Fee
<b>Easements: Granted by the City</b>	Fee to cover expenses of document processing (Appraised land value component may be added).	\$3,008	Per Document	Fee
<b>Installation &amp; Maintenance Agreement (Minor)</b>	Fee to cover expenses of over the counter document processing	\$350	Per Document	Fee
<b>Quitclaim</b>	Fee to cover expenses of document processing.	\$3,008	Each	Fee
<b>STREET IMPROVEMENT PERMITS</b>				
<b>Tree Trimming Fee</b>	Fee to cover out of cycle tree trimming by contractor.	\$105	Each	Fee
<b>Street Improvement Permit</b>	Fee to cover construction in the right of way.	10.6%/valuation \$230 minimum	Each	Fee
<b>Street Improvement Permit; Under Sidewalk Roof Drain</b>	Fee to cover construction in the sidewalk right of way.	\$540	Each	Fee
<b>Street Improvement Permit; Wheel Chair Ramp Finishing</b>	Fee to cover construction in the public right of way.	\$690	Each	Fee
<b>TEMPORARY STREET OCCUPANCY PERMITS</b>				
<b>Temporary Street Parking - Construction Vehicles</b>	Fee for the use of the City right of way to park construction vehicles.	\$2.55/lf/week \$58 minimum	Each	Fee
<b>Site Inspection</b>	Fee to cover field inspection of permit requirements.	\$125 per hour; weekend and overtime work performed at \$192 per hour for two hour minimum	Hour	Fee
<b>Street Use Fee: Trash Bin - 1 week</b>	Fee for one week use of right of way for trash bins.	\$76 for first week + \$6.12 after that	Week	Fee
<b>Street Use Fee: 200 sq ft</b>	Fee for short-term usage of right of way.	\$59	Week	Fee
<b>Overweight Vehicle Fee</b>	Fee charged for overweight vehicles per LBMC 10.41.	This fee is \$16/trip, OR \$90/year, OR \$67.50 April-Dec, OR \$45 July-Dec, OR \$22.50 Oct-Dec	Trip/Period/Annual	Fee

## 6.3 Traffic Impact Analysis (TIA) Guidelines

### TRIP GENERATION:

For any development, new passenger vehicle trips, pass-by trips and internal capture (if any) should be estimated using the rates and methodologies outlined in ITE Trip Generation Manual, latest edition. Land-Use code and rates should be confirmed with Traffic Engineering.

### TIA REQUIREMENT:

A Traffic Impact Analysis (TIA) should be prepared by a registered Traffic Engineer in the State of California for every project generating more than 100 vehicle trips per day. This requirement can be waived by City Traffic Engineer under special situations where impacts are deemed negligible or improvements are deemed infeasible.

### TRIP DISTRIBUTION:

Trip distribution pattern should be provided by the project traffic engineer and approved by Traffic Engineering Division. Distribution Modeling can be required for larger projects.

### STUDY AREA:

Intersections at which the project contributes a total of 50 or more trips per peak hour should be included. Additional intersections and roadway segments that need

to be analyzed can be added to the study per City Traffic Engineer's recommendation. Locations identified in 2010 Congestion Management Program (CMP) prepared by Los Angeles County Metropolitan Transportation Authority that are impacted by the project (any level of impact) should be included in the analysis. Traffic Engineering should approve Trip Generation, Distribution and Study Area before the study is continued.

### SURVEYS AND TRAFFIC COUNTS:

ADTs and Traffic Movement Counts are needed for roadway segments and intersections if the available data is more than 12 months old, or a major project has been recently constructed in the vicinity of the project that could have changed traffic volumes. If needed, counts should be conducted on a non-holiday weekday (Tuesday, Wednesday or Thursday) and for AM and PM peak 2 hour periods. Mid-day and Weekend analysis can be required. Bicycles and pedestrian counts can also be required for some roadway segments and intersections. City can require using PCE factor for areas with higher truck traffic.

1,600 and 2880 pcphpl should be used for all through and turn lanes and for dual turn lanes respectively. Independent of phasing, a clearance adjustment of 0.10 should be added to critical V/C. The City considers LOS D to be the upper limit of satisfactory operations. The City determines a significant impact has occurred where project traffic causes an intersection to deteriorate from

LOS D to LOS E or F, or if the project traffic causes an increase in volume-to-capacity ratio of 0.02 or greater when the intersection is operating at LOS E or F in the baseline condition. Scenarios that need to be analyzed include:

- Existing
- Existing + Project
- Project Build-Out Year + Cumulative Project
- Project Build-Out Year + Project + Cumulative Project

Cumulative projects information shall be provided by Development Services Department. Growth rates used for "Project Build-Out" scenarios should be based on 2010 CMP.

Based on the characteristics of the project, Traffic Engineering can request analysis of the following:

- Driveways and site access evaluations shall usually be required during Site Plan review
- Geometric design concerns such as curve radii, sight distances, turning movement minimums...
- Bicycle and pedestrian activity in the vicinity of the project
- Safety analysis and collision history review
- Bus stops and transit operation (coordination with Long Beach Transit)
- Construction traffic control and haul route
- Analysis of other project-specific or location-specific concerns can be required by Traffic

## 6.4 Public Works Application



<b>OWNER/ PROJECT INFORMATION</b>				<b>This section must be completed for all applications.</b>			
				PERMIT (OFFICE USE) NUMBER :		DATE:	
PROJECT ADDRESS				PROJECT NAME (IF ANY)			
OWNER CONTACT NAME				OWNER EMAIL ADDRESS			
ADDRESS		CITY		STATE		ZIP CODE	
FRANCHISE AND/OR MASTER AGREEMENT NUMBER (IF APPLICABLE)							
DESCRIPTION OF PROJECT/ REASON FOR APPLICATION							

<b>OWNERS AGENT INFORMATION</b>				<b>This section must be completed if the applicant is NOT the owner.</b>			
APPLICANT NAME				APPLICANT EMAIL ADDRESS			
RELATIONSHIP TO THE OWNER (MUST INCLUDE AN AUTHORIZATION LETTER TO ACT ON THE OWNERS BEHALF) <input type="checkbox"/> DESIGNER <input type="checkbox"/> OWNERS AGENT <input type="checkbox"/> LESSEE/TENANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER:							
APPLICANTS BUSINESS NAME/DBA				PHONE NUMBER			
ADDRESS		CITY		STATE		ZIP CODE	

I the undersigned declare, under penalty of perjury under the laws of the State of California, that I am the owner or authorized representative; that the information on all plans, drawings, and sketches attached hereto and all the statements and answers contained herein are, in all respects, are true and correct.

NAME (PRINTED) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Send the complete application and all required submittals via e-mail to [PW-PrivateDevelopment@longbeach.gov](mailto:PW-PrivateDevelopment@longbeach.gov) OR bring all items in electronic format (USB drive) to the public counter at City Hall, 411 W Ocean Blvd, 2nd Floor, Long Beach 90802. All drawings shall be a minimum of 1 to 40 engineering scale. Bring a check payable to the City of Long Beach to the public counter, pay the appropriate fees, and provide payment receipt to the permit technician. The plan check process will NOT begin until after payment if confirmed.



**MAPPING/ SURVEY**

**Complete this section ONLY IF applying for mapping/ survey activities noted below.**

DESCRIPTION		
<input type="checkbox"/> VACATION	<input type="checkbox"/> PARCEL MAP	<input type="checkbox"/> TRACT MAP
<input type="checkbox"/> LOT LINE ADJUSTMENT	<input type="checkbox"/> EASEMENT	<input type="checkbox"/> GRANT OF EASEMENT
<input type="checkbox"/> DEDICATION	<input type="checkbox"/> QUITCLAIM	
RIGHT OF WAY TO BE VACATED: EAST OF _____ AND NORTH OF _____		
AREA IN SQUARE FEET TO BE VACATED (VACATION ONLY)		
# OF LOTS (MAPS ONLY)		
COMMENTS/REMARKS		
<b>ITEMS THAT MUST ACCOMPANY THIS APPLICATION</b>		
<p>ITEMS THAT MUST ACCOMPANY ALL APPLICATIONS</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title documents (title report or grant deed) less than 90 days old.</li> <li><input type="checkbox"/> Survey tie sheets</li> <li><input type="checkbox"/> Articles of incorporation (if LLC)</li> <li><input type="checkbox"/> CEQA categorical exemption or environmental review (can be provided after application submission)</li> <li>Date Received: _____</li> <li><input type="checkbox"/> Notice of final action (If applicable, can be provided after application submission)</li> </ul> <p>ADDITIONAL ITEMS THAT MUST ACCOMPANY A VACATION APPLICATION</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal description and sketch prepared by a licensed surveyor</li> <li><input type="checkbox"/> Engineer's estimates for the performance, labor, and materials bonds</li> <li><input type="checkbox"/> Performance, labor, and materials bonds (provided after estimate has been reviewed)</li> </ul> <p>ADDITIONAL ITEMS THAT MUST ACCOMPANY A GRANT OF EASEMENT, EASEMENT, OR DEDICATION APPLICATION</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal description and sketch prepared by a licensed surveyor</li> </ul> <p>ADDITIONAL ITEMS THAT MUST ACCOMPANY A QUIT CLAIM APPLICATION</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal description and sketch prepared by a licensed surveyor</li> <li><input type="checkbox"/> Confirmation letter from easement grantor that the easement is no longer required</li> <li><input type="checkbox"/> Copy of the easement to be quit claimed</li> </ul> <p>ADDITIONAL ITEMS THAT MUST ACCOMPANY A MAP APPLICATION</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Parcel/ Tract Map on City Template</li> <li><input type="checkbox"/> Engineer's estimates for the performance, labor, and materials bonds</li> <li><input type="checkbox"/> Performance, labor, and materials bonds (provided after estimate has been reviewed)</li> <li><input type="checkbox"/> Confirmation that tax requirements are satisfied</li> <li><input type="checkbox"/> Utility clearance letters for any public entity or utility</li> </ul>		
FEE (Office Use)	6.2% SURCHARGE	TOTAL FEE
\$ _____	\$ _____	\$ _____



**CONTRACTOR INFORMATION**

This section is required for all work applications except for mapping/ survey, PWOP renewals or parklet renewals.

STATE LICENSE NUMBER		CLASS	EXPIRATION DATE	
CITY BUSINESS LICENSE NUMBER*		EXPIRATION DATE		
LIABILITY INSURANCE CARRIER*	POLICY NUMBER		EXPIRATION DATE	
OWNER NAME	PHONE NUMBER		EMAIL ADDRESS	
ADDRESS	CITY	STATE	ZIP CODE	
ADDITIONAL CONTACT/SITE CONTACT NAME		PHONE NUMBER		

\*NOTE: The names listed on the STATE LICENSE, CITY LICENSE and INSURANCE POLICY must be identical. Include a copy of the insurance policy AND the completed City endorsement form with this application.

**ITEMS THAT MUST ACCOMPANY THIS APPLICATION**

- Construction schedule
- List of subcontractors and applicable contractors license
- Contractors Insurance Certificate
- Completed City Insurance Endorsement Form
- Statement of approximate value for work within the right of way/ park

**NOTE: TEMPORARY OCCUPANCY PERMITS CAN ONLY BE ISSUED OVER THE COUNTER IF THE CONTRACTORS BUSINESS LICENSE AND INSURANCE IS ALREADY IN THE CITY DATABASE AND CURRENT. IF NOT, A MINIMUM 10 DAY REVIEW PERIOD IS REQUIRED.**



**Complete Only the following sections (A-F) that apply to your project. Typically, only a single section (A-F) needs to be completed.**

**A – TEMPORARY OCCUPANCY PERMIT (Less than 90 days)**

Complete this section ONLY IF your project includes temporary encroachments within the ROW of less than 90 days. Examples include; utilizing a parking stall for material deliveries, laydown, storage of equipment, dumpster, parking of construction vehicles, etc. Minor improvement work can be completed under this permit as outlined below.

<b>PERMIT TYPE (CHECK AS APPROPRIATE)</b>		<b>IN COMPLIANCE WITH THE FOLLOWING STANDARD</b>	
<input type="checkbox"/> Replacement of existing residential driveway		City Standard Plan	
<input type="checkbox"/> Closure of residential driveway		City Standard Plan	
<input type="checkbox"/> Installation of ADA ramp		City Standard Plan	
<input type="checkbox"/> Replacement of curb and gutter less than 50 linear feet		City Standard Plan	
<input type="checkbox"/> Replacement or Installation of sidewalk less than 50 linear feet		Standard Plan for Public Construction	
<input type="checkbox"/> Install, and/or trim street trees in front of residence		Muni Code	
<input type="checkbox"/> Installation of mailboxes, news racks, & benches		City Standard Plan	
<input type="checkbox"/> Occupancy of 1-2 parking stalls (dumpster, pod, laydown)		City Standard Plan	
<input type="checkbox"/> Residential sewer/ water repair as approved by LBWD		Long Beach Water Department	
<input type="checkbox"/> Window Washing			
<input type="checkbox"/> Other activity using ROW for less than 90 days			
<b>ITEMS THAT MUST ACCOMPANY THIS APPLICATION</b>			
ITEMS THAT MUST ACCOMPANY ALL APPLICATIONS			
<input type="checkbox"/> Site plan/ staging drawings clearly identifying total area (in square feet) of ROW being used/ occupied			
<input type="checkbox"/> Photos of existing conditions of the area			
<input type="checkbox"/> Details of the installation/ work being completed			
<input type="checkbox"/> Traffic control drawings (if working within roadway)			
<input type="checkbox"/> Caltrans approval (if work is in PCH or State Route 22)			
FEE (Office Use) \$	6.2% SURCHARGE \$	TOTAL FEE \$	

**B - PUBLIC ART/ OBJECTS**

Complete this section if your project includes artwork or installation of other objects within the ROW

<b>ITEMS THAT MUST ACCOMPANY THIS APPLICATION</b>		
<input type="checkbox"/> Site plan drawings		
<input type="checkbox"/> Photos of existing conditions of the area		
<input type="checkbox"/> Details of the installation		
<input type="checkbox"/> Renderings of the artwork (if applicable)		
<input type="checkbox"/> Letter of approval from homeowner's association (HOA) OR community association (If No HOA) (if artwork)		
<input type="checkbox"/> Completed installation and maintenance agreement (IMA)		
<input type="checkbox"/> Articles of incorporation or other means to verify authority to sign IMA.		
NOTE: This must match with the information filed with the Secretary of State		
FEE (Office Use) \$	6.2% SURCHARGE \$	TOTAL FEE \$



## C – RIGHT OF WAY OCCUPANCY/ EXCAVATION

Complete this section ONLY IF:

- your project includes excavation on private property 3' or more below grade
  - excavation within the ROW 10" or more below grade
  - occupancy of the ROW for more than 90 days.
- This including: trenching, staging, fencing, monitoring wells, soil borings, Not required for PWOP or WTF.

Applicants often request an Occupancy AND/OR Excavation Permit ahead of the Right of Way Improvement Permit due to project phasing or other reasons. For this reason, we have separated out the requirements, but an applicant can submit both at the same time for a single review and permitting process.

### ITEMS THAT MUST ACCOMPANY THIS APPLICATION

#### ITEMS THAT MUST ACCOMPANY ALL APPLICATIONS FOR OCCUPANCY, EXCAVATION, GRADING, TRENCHING, UTILITY TIE IN, AND MONITORING WELLS

- Notice of Final Action and Conditions of Approval (if applicable)
- Site plan drawings (this must clearly identify any meters being impacted)
- Staging drawings clearly identifying total area (in square feet) of ROW being occupied
- Traffic control drawings (if in the roadway)
- Pedestrian protection drawings (if occupying sidewalk)
- Scaffolding plan and engineering calculations (if within ROW)
- Caltrans approval (if work is in PCH or State Route 22)
- Graphic fence wrap for temporary fencing (if project is longer than 6 months)

#### ADDITIONAL ITEMS THAT MUST ACCOMPANY EXCAVATION, GRADING WORK

- Excavation drawings (if excavation is greater than 3'deep)
- Haul route plan (if hauling spoils)
- Hydrology report (if applicable)
- Dewatering report (if applicable)
- Geotechnical report (if applicable)
- Shoring plans (if excavation is greater than 5'deep)
- Tie back agreement (if applicable)

#### ADDITIONAL ITEMS THAT MUST ACCOMPANY TRENCHING, UTILITY WORK

- Civil drawings clearly identifying total area (in square feet) of ROW being excavated AND repaired
- Approved design/ authorization from applicable utilities (SCE, LBWD, LB Fire, LA County...)

#### ADDITIONAL ITEMS THAT MUST ACCOMPANY MONITORING WELL WORK

- Health Department well permit
- Depth of well details
- Security (Cash, bond, CD) in the amount of \$5,000 per monitoring well

FEE (Office Use)	6.2% SURCHARGE	TOTAL FEE
\$	\$	\$



## D - RIGHT OF WAY/ PARK IMPROVEMENT(S)

Complete this section ONLY IF your project includes right of way improvements. This includes but is not limited to: paving of streets or alleys, installation of curb, sidewalk, gutter, and/ or storm drains, upgrades to traffic signals, striping, parkway improvements etc. This section is not required for repairs due to utility tie in or monitoring wells.

Applicants often request an Occupancy AND/OR Excavation Permit ahead of the Right of Way Improvement Permit due to project phasing or other reasons. For this reason, we have separated out the requirements, but an applicant can submit both at the same time for a single review and permitting process.

### ITEMS THAT MUST ACCOMPANY THIS APPLICATION

To expedite review, even if the following items were submitted previously for an excavation permit they MUST be resubmitted. This ensures that any changes are properly captured and that there is no delay in project review and permit issuance.

#### HAS AN OCCUPANCY/ EXCAVATION PERMIT ALREADY BEEN ISSUED?

- Yes, and there are no changes to any of the previously approved items
  - Submit a copy of the previously issued permit(s)
- Yes, but there are some changes to the previously approved items
  - Submit a copy of the previously issued permit(s)
  - Submit all applicable documents to verify the changes
- No, a consolidated review and permitting process is requested
  - Complete the occupancy/ excavation section of this application and include all required submittals

#### ITEMS THAT MUST ACCOMPANY ALL APPLICATIONS

- Civil Improvement drawings
- Civil Drainage drawings
- Precise grading drawings
- Striping drawings
- Traffic signal drawings
- Landscape and irrigation drawings
- Arborist report (if trees are being removed)
- Engineers estimate for the ROW improvements

ADDITIONAL ITEMS THAT MUST ACCOMPANY A PROJECT WITH MATERIALS THAT DEVIATE FROM THE STANDARDS (Examples: decorative pavers, decorative crosswalk art, or other items noted within the conditions of approval)

- Completed installation and maintenance agreement (IMA)
- Articles of incorporation or other means to verify authority to sign IMA.

NOTE: This must match with the information filed with the Secretary of State

FEE (Office Use) \$	6.2% SURCHARGE \$	TOTAL FEE \$
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**E - PUBLIC WALKWAYS OCCUPANCY**

Complete this section ONLY IF your project includes sidewalk dining or a parklet

**Permit Type:**  New  Renewal (No Changes)  Renewal (Minor Modifications)  Change of Ownership

**ITEMS THAT MUST ACCOMPANY THIS APPLICATION**

ITEMS THAT MUST ACCOMPANY A NEW APPLICATION

- Drawings and specifications as applicable for the improvement
- Site plan drawings including all existing items and utilities within right of way clearly identifying area (in square feet) the total area being occupied
- Seating and equipment drawings
- Detail drawings/ cut sheet of the barrier/ railing and any equipment stamped by a CA registered engineer
- Photos of existing conditions of the area
- Renderings of the installation
- Landscape and irrigation drawings (if applicable)
- Arborist report (if trees are being removed)
- Completed installation and maintenance agreement (IMA)
- Articles of incorporation or other means to verify authority to sign IMA.  
NOTE: This must match with the information filed with the Secretary of State
- Comprehensive liability certificate of insurance. Liquor liability must be included if serving beer, wine or liquor
- Completed City Insurance Endorsement Form
- Liquor license. NOTE: extension of premise can be provided after the PWOP is installed (if applicable)
- Engineers estimate for the cost of removal of the PWOP
- Security Deposit in the amount of the engineers estimate for the cost of removal of the PWOP
- California Coastal permit (if within the coastal zone)

ADDITIONAL ITEMS THAT MUST ACCOMPANY A PARKLET APPLICATION

- Detail drawings of the platform and barricade stamped by a CA registered engineer
- Letter of approval from homeowner's association (HOA) OR community association (If No HOA)
- Location of relocated parking meters (if applicable)
- Traffic control drawings

ITEMS THAT MUST ACCOMPANY A RENEWAL APPLICATION

- Previous permit or agreement
- Photos of existing conditions of the area
- Detail drawings of any modifications/ changes being requested (if minor modifications)
- Comprehensive liability certificate of insurance. Liquor liability must be included if serving beer, wine or liquor
- Completed City Insurance Endorsement Form

ITEMS THAT MUST ACCOMPANY A CHANGE OF OWNERSHIP

- All items required for a renewal application
  - Completed installation and maintenance agreement (IMA)
  - Articles of incorporation or other means to verify authority to sign IMA.  
NOTE: This must match with the information filed with the Secretary of State
  - A letter from the previous owner relinquishing the security deposit to the new owner
- OR
- Engineers estimate for the cost of removal of the PWOP
  - Security Deposit in the amount of the engineers estimate for the cost of removal of the PWOP

FEE (Office Use)	6.2% SURCHARGE	TOTAL FEE
\$	\$	\$



<b>F – WIRELESS TELECOMMUNICATION FACILITY</b>		Complete this section ONLY IF your project includes installation of a wireless telecommunications facility	
Type of Permit applying for: <input type="checkbox"/> Tier A (Unprotected) <input type="checkbox"/> Tier B (Protected) <input type="checkbox"/> Modification <input type="checkbox"/> Renewal			
#	Pole #	Property Address Adjacent to Installation	GIS Coordinates
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>ITEMS THAT MUST ACCOMPANY THIS APPLICATION</b>			
<input type="checkbox"/> Copy of the Long Beach master license agreement (LBMC Chapter 15.34.030.B.1.b.x.8-9) <input type="checkbox"/> Signed letter on CPUC Franchise Entity letterhead authorizing the applicant to act on behalf of the franchise. Letter must include: <ul style="list-style-type: none"> <li>• Franchise name, address, contact phone and contact email address</li> <li>• Franchise entity CPUC license number</li> <li>• Authorized applicant firm name, address, contact phone and contact email address</li> <li>• Authorized applicant’s limits of responsibility</li> </ul> <input type="checkbox"/> Site plan drawings (LBMC 15.34.030.D.2-3) <input type="checkbox"/> Electrical drawings (LBMC 15.34.030.D.11) <input type="checkbox"/> Structural drawings/calculations (LBMC 15.34.030.D.10) <input type="checkbox"/> Traffic control drawings (as applicable) (LBMC 15.34.030.D.12 and LBMC 14.14.040.E) <input type="checkbox"/> Landscape drawings (if applicable) (LBMC Chapter 21.56.100.A.5) <input type="checkbox"/> Street tree plan (if applicable) (LBMC 15.34.030.G) <input type="checkbox"/> CALTrans approval (if work is in PCH or State Route 22) <input type="checkbox"/> Radio frequency engineering report (LBMC 15.34.030.D.7) <input type="checkbox"/> Noise analysis (manufactures specifications acceptable) (LBMC 15.34.030.D.14) <input type="checkbox"/> GIS map (Electronic) showing underground conduit runs (LBMC 15.34.030.D.4) <input type="checkbox"/> GIS map (Hardcopy) showing underground conduit runs (LBMC 15.34.030.D.4) <input type="checkbox"/> Photos of existing conditions of the area (LBMC 15.34.030.D.5) <input type="checkbox"/> Photo simulation of proposed project (LBMC 15.34.030.D.12) <input type="checkbox"/> Maintenance plan (LBMC 21.56.050.B and LBMC 15.34.030.B.1.b.7.i) <input type="checkbox"/> Joint pole commission approval letter for wooden poles only (LBMC 15.34.030.B.1.b.ii) <input type="checkbox"/> CEQA categorical exemption or environmental review (if not covered under blanket exemption) <input type="checkbox"/> Approval letter from the Cultural Heritage Commission (if placed on a designated Historic Landmark) <input type="checkbox"/> Propagation/Coverage Maps (if denial would cause a “significant coverage gap”) (LBMC 15.34.030.D.6) <input type="checkbox"/> Completed antenna, equipment and site location preference form (see following page) (LBMC 15.34.030.B.1.b.vi)			
<b>ADDITIONAL ITEMS THAT MUST ACCOMPANY A <u>TIER B</u> (PROTECTED LOCATION) APPLICATION</b>			
<input type="checkbox"/> Letter explaining the installation will not significantly detract from any defining characteristics of the area or the view corridor (LBMC 15.34.020.Z) <input type="checkbox"/> Confirmation of public notification including notice by mail and notice by posting (LBMC Chapter 15.34.030.K.1-3)			
FEE (Office Use) \$		6.2% SURCHARGE \$	TOTAL FEE \$



Per LBMC 15.34.030.B. 1.b.vi Aesthetic Impacts, all wireless telecommunication facilities shall be designed and located to eliminate or substantially reduce their visual and aesthetic impacts upon the surrounding public rights-of-way and public vantage points. To accomplish this goal, all wireless telecommunication equipment shall be developed with the intent of locating and designing such facilities in the order of preference (from top to bottom) as outlined below. In instances where a facility is proposed at a location, or in a manner, that is not the highest preference (top of list), the applicant shall make a factual showing that ALL higher preferences are infeasible. Attach additional sheets as necessary.

If applying for more than one facility on a single permit, the antenna, equipment AND site preferences shall be the same for each location. If they are not the same, a separate application is required.

**ALL higher preferences not selected MUST contain a factual statement about infeasibility.**

<b>Antenna Preferences (check the box of the preference being used)</b>	
i. <input type="checkbox"/> Existing street light pole (No infeasibility statement required if this option is selected)	
ii. <input type="checkbox"/> Replacement street light pole	
iii. <input type="checkbox"/> Existing structure other than a street light pole or utility pole	
iv. <input type="checkbox"/> New structure other than a street light pole or utility pole (e.g., wireless kiosk)	
v. <input type="checkbox"/> Existing non-wood utility pole	
vi. <input type="checkbox"/> New non-wood utility pole	
vii. <input type="checkbox"/> Existing wood utility pole	



<b>Equipment preferences (check the box of the preference being used)</b>	
i. <input type="checkbox"/> Bundled in an all-in-one equipment cabinet with the antenna (No infeasibility statement required if this option is selected)	
ii. <input type="checkbox"/> Below-grade equipment vault, or on a street light or utility pole that does not place new cabinets or other above ground furniture, and the power supply equipment is undergrounded	
iii. <input type="checkbox"/> Attached to existing power source in an existing utility box;	
iv. <input type="checkbox"/> Enclosed at the base of the pole on which the antenna is proposed for installation	
v. <input type="checkbox"/> In an existing ground-mounted (grade-level) equipment cabinet, with no expansion or additional cabinets to be added	
vi. <input type="checkbox"/> Within a new equipment enclosure 26 mounted at grade.	

<b>Site Location Preferences (check the box of the preference being used)</b>	
i. <input type="checkbox"/> Not in a center median, not requiring removal of parkway trees or landscaping, and not requiring modifications or relocation of existing infrastructure	
ii. <input type="checkbox"/> Requires minor alteration to the existing public improvements and/or infrastructure (i.e. reduction of landscape area)	
iii. <input type="checkbox"/> Requires significant alteration to the existing public improvements and/or infrastructure (i.e. removal of a street tree or relocation of infrastructure)	

## 6.5 Graphic Fence Wrap for Temporary Fencing Standards

### Purpose

This guideline outlines requirements for temporary fencing on public and private construction projects. To minimize the visual impacts of construction activity, the standards contained herein are being implemented to ensure that fencing is aesthetically pleasing and enhances the surrounding environment as well as provide a level of consistency across the City.

### Scope

This fencing guideline is applicable to all development projects that go through the site plan review process and receive conditions of approval from PW and necessitate temporary construction fencing for a duration longer than 6 months.

### Process

Requirements for visually appealing fence graphics are being required as part of the PW SPR conditions of approval. When a developer submits plans for site plan review, conditions and requirements are established for the project. Within these standard conditions, PW has developed language related to temporary fencing. The requirements read:

Prior to the start of any on-site/off-site construction, the developer shall submit a construction plan for pedestrian protection, construction area perimeter fencing with custom-printed screen(s), street lane closures, construction staging, shoring

excavations and the routing of construction vehicles (excavation hauling, concrete and other deliveries, etc.).

Developer shall install [FenceScreen.com](http://FenceScreen.com) Custom Printed Flex Mesh screen(s), Series 311, or equivalent, fence screening along the perimeter of the development site during construction of the on-site improvements until final inspection by the City. The graphics shall depict positive images of the City or other artistic concepts. Prior to submitting the graphic design for printing, the Developer shall consult with PW to review and approve.

### REQUIREMENTS

- A minimum of 40% of fenced area must contain city images.
- Thumbnails of the city images are attached for your reference. High resolution images are available upon request. Please contact Laura Amezcua at: [laura.amezcua@longbeach.gov](mailto:laura.amezcua@longbeach.gov) for a high resolution image for your use. When requesting, please reference the number of the attached thumbnail.
- Up to 35% of fenced area can contain project specific images.
- Up to 25% of fenced area can contain advertising for the site. For example, contact information for broker, leasing agent, language regarding opening timeframe.

- The total square footage of fenced area shall be calculated by multiplying the height of the fence by the length of perimeter fencing.

### SUBMITTALS

The following items shall be submitted to PW for review and approval:

- Plan drawing highlighting the perimeter fencing to be installed.
- Color elevation depicting the images to be installed.
- Breakdown of the total image areas per the categories outlined above within the "Requirements" section.
- If deviating from the requirements outlined, a narrative must be submitted clearly explaining the reason(s) for deviation.

All submittal items shall be packaged together and submitted for approval prior to fabrication and installations.

### MAINTENANCE AND REPLACEMENT

All fencing and color graphic screening must be maintained in good condition. Damaged fencing must be replaced within 72 hours and faded or torn graphics must be replaced in one week.

LONG BEACH FENCE PANELS: **Construction**



45



46



47



48



49



50

LONG BEACH FENCE PANELS: **Lifestyle/Events**



1



2



3



4



5



6



7



8

LONG BEACH FENCE PANELS: **Lifestyle/Events**



9



10



11



12



13



14



15



16

LONG BEACH FENCE PANELS: Lifestyle/Events



17



18



19



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LONG BEACH FENCE PANELS: **Locations**



25



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LONG BEACH FENCE PANELS: **Locations**



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LONG BEACH FENCE PANELS: **Locations**



41



42



43



44

WEST END



THE **Kap**AGENCY  
sales tools and marketing magic

SOUTH END



THE **Kap**AGENCY  
sales tools and marketing magic

WEST END

EAST PANEL  
SOUTH END



LEFT GATE  
RIGHT GATE



EAST PANEL  
NORTH END



## 6.6 Streets that Require a Traffic Control Plan

Any work in the following listed streets requires a traffic control plan wet stamped and signed by a traffic or civil engineer. Submit this plan with your application for review and approval.

- |                         |                          |                                                           |
|-------------------------|--------------------------|-----------------------------------------------------------|
| 1. Alamitos Avenue      | 15. Long Beach Boulevard | 29. Studebaker Road                                       |
| 2. Anaheim Street       | 16. Los Coyotes Diagonal | 30. Wardlow Road                                          |
| 3. Artesia Boulevard    | 17. Magnolia Avenue      | 31. Willow Street                                         |
| 4. Atherton Street      | 18. Norwalk Boulevard    | 32. 2nd Street (Livingstone Drive to the east City limit) |
| 5. Atlantic Avenue      | 19. Ocean Boulevard      | 33. 3rd Street (710 Freeway off-ramp to Alamitos Avenue)  |
| 6. Bellflower Boulevard | 20. Pacific Avenue       | 34. 4th Street (Alamitos Avenue to Appian Way)            |
| 7. Bloomfield Avenue    | 21. Palo Verde Avenue    | 35. 6th Street (710 Freeway off-ramp to Alamitos Avenue)  |
| 8. Broadway             | 22. Paramount Boulevard  | 36. 7th Street                                            |
| 9. Carson Street        | 23. Pine Avenue          | 37. 10th Street (Magnolia to Federation Drive)            |
| 10. Cherry Avenue       | 24. Redondo Avenue       |                                                           |
| 11. Clark Avenue        | 25. Santa Fe Avenue      |                                                           |
| 12. Del Amo Boulevard   | 26. Shoreline Drive      |                                                           |
| 13. Harbor Scenic Drive | 27. South Street         |                                                           |
| 14. Lakewood Boulevard  | 28. Spring Street        |                                                           |

## 6.7 Installation and Maintenance Agreement



IMA# \_\_\_\_\_

# INSTALLATION AND MAINTENANCE AGREEMENT

FOR \_\_\_\_\_

AT \_\_\_\_\_, LONG BEACH, CA

The CITY OF LONG BEACH ("City"), acting through the Department of Public Works, grants permission to:

\_\_\_\_\_ ("Permittee")  
(legal name)

to install and maintain:

\_\_\_\_\_ ("the permitted installation") within public right-of-way property as shown on the attached Exhibit A, incorporated herein by this reference.

1. Neither Permittee nor the permitted installation shall hinder, impede, or deter public use of the public right of way. Permittee will, on City's written request, promptly remove or modify any improvements which interfere with the use of the public right of way.
2. This Agreement shall commence on \_\_\_\_\_, and shall continue month to month until terminated by either party giving written notice to the other party thirty (30) days prior to such termination.
3. Permittee shall apply for and obtain any and all required permits and entitlements, including a Public Works street improvement permit, and any other required permits and/or environmental approvals, prior to the effectiveness of this permit.
4. Permittee shall, and its sole cost and expense, maintain the permitted installation in good condition to the satisfaction of the City Engineer. The City makes no warranties or representations of any kind regarding the suitability of this public right-of-way location for the proposed installation.
5. Should the City Engineer determine, in his/her exclusive and unfettered discretion, that Permittee is not maintaining the permitted installation in good condition as set forth in Paragraph 4 of this Agreement, or that some part of the permitted installation hinders, impedes, or otherwise deters free movement in the public right-of-way, City may conduct any required maintenance or repair as necessary to bring the area back into satisfactory condition and/or may remove any such impediment and charge any expense incurred, including labor and material, to the Permittee, provided that the City gives Permittee notice of the condition and a reasonable opportunity to cure.

6. Permittee may, only with the prior written approval of the Director of the Department of Public Works, or his designee, and at Permittee's sole cost and expense, modify or make further improvements to the permitted installation shown in Exhibit A. Permittee will be responsible for obtaining any and all other necessary permits or entitlements. When this Agreement terminates, the City may require Permittee to remove the permitted installation and restore the public right of way to its previous condition in good repair.
7. Permittee shall, with respect to the permission granted in connection with the permitted installation, indemnify and hold harmless the City, its Boards, Commissions, and their officials, employees and agents (collectively in this section, "City") from and against any and all liability, claims, demands, damage, loss, causes of action, proceedings, penalties, costs and expenses (including attorney's fees, court costs, and expert and witness fees) (collectively "Claims" or individually "Claim"). Claims include allegations and include by way of example but are not limited to: Claims for property damage, personal injury or death arising in whole or in part from any negligent act or omission of Permittee, its officers, employees, agents, sub-consultants, or anyone under Permittee's control (collectively "Indemnitor"). Independent of the duty to indemnify and as a freestanding duty on the part of Permittee, Permittee shall defend City and shall continue such defense until the Claim is resolved, whether by settlement, judgment or otherwise. No finding or judgment of negligence, fault, breach, or the like on the part of Indemnitor shall be required for the duty to defend to arise. Permittee shall notify the City of any Claim within ten (10) days. Likewise, City shall notify Permittee of any claim, shall tender the defense of such Claim to Permittee, and shall assist Permittee as may be reasonably requested, in such defense.
8. City shall not be responsible or liable in any way for Permittee's permitted installation or for Permittee's loss by theft, fire, flood, burglary, vandalism, or any other cause whatsoever.
9. No hazardous or toxic material will be brought into the public right-of-way in association with the installation of the permitted installation.
10. Should City revoke or terminate this Agreement as a result of future development or roadway improvements by the City, or for any other reason whatsoever, Permittee shall not be entitled to any relocation benefits or other compensation from the City due to such revocation or termination.
11. Permittee acknowledges that, by this Agreement, they do not acquire any right, title or interest of any kind in the property on which the permitted installation is installed. This Agreement is personal to Permittee and they shall not assign this Agreement without the express written consent of the Director, which shall not be unreasonably withheld or delayed.
12. City may revoke this Agreement for any reason by giving thirty (30) days' notice to Permittee. Upon revocation, Permittee shall remove all permitted installations constructed or placed by Permittee or any previous party to this Agreement at no cost to City and in accordance with all applicable laws.

13. Permittee, during the term of this Agreement, shall comply with all applicable laws, ordinances, rules and regulations of and obtain permits from all federal, state and local governmental authorities having jurisdiction over the permit area and Permittee's use thereof.
14. Any notice under this permit shall be in writing and personally delivered, deposited in the U.S. Postal Service, first class, postage prepaid, or electronically delivered to Permittee at ( \_\_\_\_\_ ), ( \_\_\_\_\_ ) and to City at 333 West Ocean Boulevard, Long Beach, California 90802, Attn: Director of Public Works. Notice shall be deemed given on the date of personal delivery, electronic delivery or on the date of deposit in the mail, whichever first occurs.
15. This Agreement shall never be construed as a grant by the City of any right to permanently use or occupy all or any portion of the public right-of-way nor shall it ever be construed as a waiver on the part of the City, or as an estoppel against it, which would in any manner whatsoever bar or limit, or otherwise prejudice, City's right to at any time whatsoever require a discontinuance of the use or occupancy of all or any part of the public right-of-way, the removal therefrom of all or any obstructions erected or maintained under this Agreement and as the restoration of such public right-of-way to a clean condition, all at the sole cost and expense of the Permittee.
16. In case suit shall be brought for the recovery of possession of all or any portion of the public right-of-way, the removal of any permitted installations or any impediments to the public right-of-way, or the breach of any covenant, promise, or agreement made by Permittee pursuant to the Agreement, Permittee shall pay to the City reasonable costs including attorney's fees which shall be fixed by the court.
17. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, assigns and successors in interest of the parties hereto.

PERMITTEE and CITY have executed this Agreement as of the dates shown below.

**PERMITTEE:**

DATE: \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Business/Restaurant name

**By:**

Print name: \_\_\_\_\_

Sign: \_\_\_\_\_

Print name: \_\_\_\_\_

Sign: \_\_\_\_\_

**CITY OF LONG BEACH**, a municipal corporation

DATE: \_\_\_\_\_ 20\_\_

By: \_\_\_\_\_

**Craig Beck**  
**Director of Public Works**

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# 6.8 General Liability Endorsement Form



# CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS ATTN: RIGHT-OF-WAY COORDINATOR

333 West Ocean Boulevard, 10<sup>th</sup> Floor • Long Beach, California 90802 • (562) 570-7954 FAX (562) 570-5640

## General Liability Endorsement – Public Walkways Occupancy Permits

*Minimum Limits: \$1,000,000 per occurrence, \$2,000,000 general aggregate*

### A. GENERAL LIABILITY POLICY INFORMATION

1. Insurance Company \_\_\_\_\_
2. Policy No. \_\_\_\_\_ Policy Term (from) \_\_\_\_\_ (to) \_\_\_\_\_
3. Endorsement effective date \_\_\_\_\_ Endorsement expiration date \_\_\_\_\_
4. Name of Insured \_\_\_\_\_
5. Address of Named Insured \_\_\_\_\_
6. Address of Permitted Operations \_\_\_\_\_
7. Deductible or Self-insured Retention (nil unless otherwise specified) \$ \_\_\_\_\_
8. Policy Limits: Occurrence \$ \_\_\_\_\_ General Aggregate: \$ \_\_\_\_\_
9. Policy Form equivalent to: CG 00 01 \_\_\_\_\_ CG 00 02 \_\_\_\_\_ GL 00 02 \_\_\_\_\_

### B. POLICY AMENDMENTS

This endorsement is issued in consideration of the policy premium. Notwithstanding any inconsistent statement in the policy to which this endorsement is attached or any other endorsement attached thereto, it is agreed as follows:

1. **ADDITIONAL INSURED.** The City of Long Beach, its boards and commissions, and their officials, employees, and agents are included as additional insured with respect to all loss, liability, claims, demands causes of action, damages, settlement, expenses, and costs (including but not limited to attorney's fees and defense and investigation expenses) arising out of, or in any manner incident to, operations performed by or on behalf of the Named Insured related to the permit issued by the City.
2. **PRIMARY AND NONCONTRIBUTORY COVERAGE.** The coverage afforded by this policy to the City, its boards and commissions, and their officials, employees and agents shall be primary insurance. Any other insurance or self-insurance maintained by the City, its boards, officials, employees, and agents shall be in excess of this insurance and not contribute to it.
3. **SEVERABILITY OF INTERESTS.** The insurance afforded by this policy applies separately to each insured that is seeking coverage or against whom a claim is made or a suit is brought, except with respect to the Insurer's limit of liability.
4. **CROSS LIABILITY.** The naming of more than one insured under this policy shall not, for that reason alone, extinguish any rights of one insured against another, subject to the insurer's limit of liability.
5. **CANCELLATION NOTICE:** This insurance shall not be cancelled, nonrenewed, or reduced in coverage or limits except after thirty (30) days prior written notice has been given to the City (ten (10) days prior written notice if the policy is cancelled for nonpayment of premium). Such notice shall be addressed to the City of Long Beach at the address above.

### C. INCIDENT AND CLAIM REPORTING PROCEDURES

Incident and claims are reported to the insurer at:

ATTENTION: \_\_\_\_\_  
(Name) (Title) (Company)

ADDRESS: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

### D. SIGNATURE OF INSURER OR AUTHORIZED REPRESENTATIVE OF THE INSURER

I, (print name) \_\_\_\_\_, warrant that I have authority to bind the insurance company listed above in Item A.1. and by my signature hereon do so bind this company.

SIGNATURE OF AUTHORIZED REPRESENTATIVE (original signature required) \_\_\_\_\_ DATE \_\_\_\_\_

TITLE: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX NO. ( ) \_\_\_\_\_

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CITY OF  
**LONG BEACH**

