



OWNER/ PROJECT INFORMATION

This section must be completed for all applications.

BUSINESS NAME		PERMIT NUMBER :	(OFFICE USE)	DATE:
PROJECT ADDRESS		PROJECT NAME (IF ANY)		
OWNER CONTACT NAME		OWNER EMAIL ADDRESS		
BUSINESS ADDRESS	CITY	STATE	ZIP CODE	
FRANCHISE AND/OR MASTER AGREEMENT NUMBER (IF APPLICABLE)				
DESCRIPTION OF PROJECT/ REASON FOR APPLICATION				

OWNER'S AGENT INFORMATION

This section must be completed if the applicant is NOT the owner.

APPLICANT NAME		APPLICANT EMAIL ADDRESS		
RELATIONSHIP TO THE OWNER (Must include an authorization letter to act on the owner's behalf) (LBMC 14.08.030.B.7)				
<input type="checkbox"/> DESIGNER <input type="checkbox"/> OWNER'S AGENT <input type="checkbox"/> LESSEE/TENANT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER:				
APPLICANT'S 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



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	
BUSINESS NAME	PHONE NUMBER		EMAIL ADDRESS	
ADDRESS	CITY		STATE	ZIP CODE
ADDITIONAL CONTACT/SITE CONTACT NAME			PHONE NUMBER	

ITEMS THAT MUST ACCOMPANY THIS APPLICATION

- Construction schedule
- List of subcontractors and applicable contractors license
- Contractor's Certificate of Insurance
- Completed City Insurance Endorsement Form or Additional Insured Endorsement (CG 20 12 or CG 20 26)
- 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.**



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"/> EASEMENT	<input type="checkbox"/> GRANT OF EASEMENT	<input type="checkbox"/> DEDICATION
		<input type="checkbox"/> LOT LINE ADJUSTMENT
		<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		
ITEMS THAT MUST ACCOMPANY THIS APPLICATION		
<p>ITEMS THAT MUST ACCOMPANY ALL APPLICATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title documents (title report or grant deed) less than 90 days old. <input type="checkbox"/> Survey tie sheets (not required for QUITCLAIM) <input type="checkbox"/> Articles of incorporation (if LLC) <input type="checkbox"/> CEQA categorical exemption or environmental review (can be provided after application submission) <p>Date Received:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Notice of Final Action (If applicable. Can be provided after application submission) [Application # _____] <p>ADDITIONAL ITEMS THAT MUST ACCOMPANY A VACATION APPLICATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal description and sketch prepared by a licensed surveyor <input type="checkbox"/> Engineer's estimates for the performance, labor, and materials bonds <input type="checkbox"/> Performance, labor, and materials bonds (provided after estimate has been reviewed) <p>ADDITIONAL ITEMS THAT MUST ACCOMPANY A GRANT OF EASEMENT, EASEMENT, OR DEDICATION APPLICATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal description and sketch prepared by a licensed surveyor <p>ADDITIONAL ITEMS THAT MUST ACCOMPANY A QUIT CLAIM APPLICATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal description and sketch prepared by a licensed surveyor <input type="checkbox"/> Confirmation letter from easement grantor that the easement is no longer required <input type="checkbox"/> Copy of the easement to be quit claimed <p>ADDITIONAL ITEMS THAT MUST ACCOMPANY A MAP APPLICATION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parcel/ Tract Map on City Template <input type="checkbox"/> Engineer's estimates for the performance, labor, and materials bonds <input type="checkbox"/> Performance, labor, and materials bonds (provided after estimate has been reviewed) <input type="checkbox"/> Confirmation that tax requirements are satisfied <input type="checkbox"/> Utility clearance letters for any public entity or utility 		
FEE (Office Use)	6.2% SURCHARGE	TOTAL FEE
\$	\$	\$



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 minor occupancy with no intrusion AND City Standard Traffic Control Plan is applicable. Examples include; utilizing a parking stall for material deliveries, laydown, storage of equipment, trash bin, parking of construction vehicles, etc. Minor improvement work can be completed under this permit as outlined below.

PERMIT TYPE (CHECK AS APPROPRIATE)		IN COMPLIANCE WITH THE FOLLOWING STANDARD	
<input type="checkbox"/> Replacement of existing residential driveway <input type="checkbox"/> Closure of residential driveway <input type="checkbox"/> Installation of ADA ramp <input type="checkbox"/> Replacement of curb and gutter less than 50 linear feet <input type="checkbox"/> Replacement or Installation of sidewalk less than 50 linear feet <input type="checkbox"/> Occupancy of 1-2 parking stalls (trash bin, pod, laydown) <input type="checkbox"/> Window Washing <input type="checkbox"/> Other activity using non-Arterial ROW for less than 90 days		City Standard Plan City Standard Plan City Standard Plan City Standard Plan Standard Plan for Public Construction City Standard Plan	
ITEMS THAT MUST ACCOMPANY THIS APPLICATION			
ITEMS THAT MUST ACCOMPANY ALL APPLICATIONS <input type="checkbox"/> Site plan/ staging drawings identifying total area 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 per City of Long Beach Standard Traffic Plans			
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 (mailboxes, news racks, benches, etc.) within the ROW

ITEMS THAT MUST ACCOMPANY THIS APPLICATION		
<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 if your project includes any of the following activities:

- Occupancy of the ROW for more than 90 days
- Occupancy on an Arterial Street (regardless of duration of work)
- Excavation on private property 3' or more below grade
- Excavation within the ROW 10" or more below grade
- New or addition to Multifamily or Nonresidential building
- Not required for E-PWOP or F-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 ALL APPLICATIONS

- Notice of Final Action and Conditions of Approval (if applicable) [Application # _____]
- Drawings clearly identifying total area of ROW being occupied and any meters being impacted
- Traffic control drawings (for non-standard plans use 1:40 scale)
- Scaffolding plan and engineering calculations (if installed within ROW)
- Graphic fence wrap for temporary fencing (if project is longer than 6 months)

ADDITIONAL ITEMS THAT MUST ACCOMPANY EXCAVATION OR GRADING WORK

- Excavation drawings (if excavation is greater than 3' deep)
- Haul route plan (if hauling spoils)
- Hydrology report
- Dewatering report (if applicable)
- Geotechnical report (if applicable)
- Shoring plans (if excavation is greater than 5' deep)
- Tie back agreement (if applicable, LBMC 14.08.170)
- On-site grading & drainage plan (Applicable to New or Additions on Multifamily Dwellings and Nonresidential Buildings)

ADDITIONAL ITEMS THAT MUST ACCOMPANY TRENCHING OR 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
- Completed Installation and Maintenance Agreement (IMA)
- California Regional Water Quality Control Board Letter of Approval

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 new driveway, 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
 - Previous Permit #: _____
- Yes, but there are some changes to the previously approved items
 - Previous Permit #: _____
 - Submit all applicable documents with revisions clouded
- 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 or trimmed)
- Engineers estimate for the ROW improvements
- Cut sheet or Spec sheet for equipment (if applicable)
- Traffic impact analysis (if more than 100 vehicle trips per day)

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 or trimmed)
- 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 certificate of liability 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 NEW PARKLET APPLICATION

- Detail drawings of the platform and barricade stamped by a CA registered engineer
- Letter of approval from building owner, homeowners association (HOA) OR community association
- Location of relocated parking meters (if applicable)
- Traffic control drawings (for non-standard plans use 1:40 scale or 1:60 scale)

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 certificate of liability 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
\$	\$	\$



F – WIRELESS TELECOMMUNICATION FACILITY	Complete this section ONLY IF your project includes installation of a wireless telecommunications facility. (Submit Power and Fiber under Section C)
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Type of Permit applying for (select only one): Tier A (Unprotected) Tier B (Protected) Modification Renewal

#	Pole #	Property Address Adjacent to Installation	GIS Coordinates	Site Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

ITEMS THAT MUST ACCOMPANY THIS APPLICATION

- Items required at time of application submission:**
- Site plan drawings (LBMC 15.34.030.D.2-3)
 - Electrical drawings (LBMC 15.34.030.D.11)
 - Structural drawings/calculations (LBMC 15.34.030.D.10)
 - Photos of existing conditions of the surrounding area(s) (LBMC 15.34.030.D.5)
 - Photo simulation of proposed project (LBMC 15.34.030.D.12)
 - Traffic control drawings (for non-standard plans use 1:40 or 1:60 scale) (LBMC 15.34.030.D.9)
 - Landscape drawings (if applicable) (LBMC 15.34.030.B.1.b.x.3)
 - Propagation/Coverage Maps (if denial would cause a "significant coverage gap") (LBMC 15.34.030.D.6)
 - CEQA categorical exemption or environmental review (if not covered under blanket exemption)
 - Approval letter from the Cultural Heritage Commission (if placed on a designated Historic Landmark)
 - GIS map of the proposed location(s) showing underground conduit runs in shapefile or KMZ file format (LBMC 15.34.030.D.4)
 - Completed antenna, equipment and site location preference form (see pages 9 & 10) (LBMC 15.34.030.B.1.b.vi)
- Items that can be provided after application submission:**
- Radio frequency engineering report (LBMC 15.34.030.D.7)
 - Noise analysis (manufacturer's specifications acceptable) (LBMC 15.34.030.D.14)
 - Construction phasing plan (LBMC 15.34.030.D.15)
 - Maintenance plan (LBMC 15.34.030.D.9)
 - Joint pole commission approval letter for wooden poles only (if applicable) (LBMC 15.34.030.B.1.b.ii)
- ADDITIONAL ITEMS THAT MUST ACCOMPANY A TIER B (PROTECTED LOCATION) APPLICATION**
- Letter explaining the installation(s) will not significantly detract from any defining characteristics of the area or the view corridor (LBMC 15.34.020.Z)
- Item that can be provided after application submission:**
- Confirmation of public notification, including notice by mail and notice by posting (required prior to permit issuance) (LBMC 15.34.030.K.1-3)

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

Antenna Preferences (check the box of the preference being used)	
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	



Equipment preferences (check the box of the preference being used)	
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.	

Site Location Preferences (check the box of the preference being used)	
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)	