Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

Public Work Permit (PWP) Application Packet – Cover Sheet

Send the complete application and all required submittals via e-mail to PW-PrivateDevelopment@longbeach.gov.

Table of Contents (Application Sections):

A. OWNER / APPLICANT INFORMATION 2
B. CONTRACTOR / VENDOR INFORMATION 3
C. MAPPING / SURVEY 4
D. MINOR RIGHT OF WAY (R/W) WORK / R/W STAGING / BIN PERMITS 5
E. ON-SITE / GRADING WORK IMPACTING THE PUBLIC R/W PERMIT 6
F. OFF-SITE / PUBLIC R/W IMPROVEMENTS 7
G. UTILITY / BORING / WELL WORK 8
H. PUBLIC WALKWAYS OCCUPANCY OR PARKLET (PWOP) 9
I. INSTALLATION AND MAINTENANCE AGREEMENTS (IMA) (NON-STANDARD OBJECTS / PUBLIC ART) 10
J. WIRELESS TELECOMMUNICATION FACILITY 11
K. SHARED MICROMOBILITY OPERATIONS 14

What PWP Application Sections are needed for my project (common types)?

PWP Description (Select all that apply)	Application Sections
☐ **All PWPs ***	A, B**
☐ Mapping / Survey (Dedications, Vacations, Easements)	C
☐ Minor R/W Work ☐ Replacement (no modification) of: driveway approach / sidewalk / curb / gutter (less than 60') ☐ Bin Permit ☐ Utility work on local streets, not requiring excavation	D
☐ Grading Permit / On-Site Improvements impacting R/W ☐ Staging in the R/W	E
☐ Private Development Off-Site Improvements ☐ Driveway Approach modifications ☐ Private Dock Revisions	F
☐ Utility Excavation	G
☐ Sidewalk Dining / Parklets (PWOP)	H
☐ Non-Standard Objects in the R/W (IMA)	I

* Sections A and B only need to be submit once if multiple PW permits are required for a single project and information does not change.
** Section B is **not** required for Mapping/Survey Permits or PWOP renewals without modifications.
Section B is not required at time application submittal but is required prior to permit issuance.

Need a PWP not listed Above? Contact PW-PrivateDevelopment@longbeach.gov or call (562) 570-6784 for more information.

Plan Review and Permit fees shall be in accordance with the master fees and charges, as established by resolution of the City Council. Additional fees may apply for Plan Checks / Mapping Reviews exceeding three rounds of review.

Quick Links: Maps & GIS, Standard Plans, PW Development Guideline, Public Works Permit Site, Master Fees and Charges, Public Trees, Hazardous Waste & Materials/CUPA, Well & Soil Boring, Noise Control, Coastal Zone

Rev: 04/2025

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

A. OWNER / APPLICANT INFORMATION

OWNER INFORMATION (PROPERTY/UTILITY)

This section must be completed for all applications and shall use owner of the project.

BUSINESS NAME		PERMIT (OFFICE USE) NUMBER :	DATE
PROJECT ADDRESS		PROJECT NAME (IF ANY)	
OWNER CONTACT NAME	OWNER EMAIL ADDRESS	OWNER CONTACT PHONE	
BUSINESS ADDRESS	CITY	STATE	ZIP CODE
FRANCHISE / MONITORING WELL / MASTER AGREEMENT NUMBER (IF APPLICABLE)			
SCOPE OF WORK: (INCLUDE FULL PROJECT SCOPE OF WORK AS APPLICABLE);			

APPLICANT INFORMATION

This section must be completed if the applicant is different from the owner noted above.

APPLICANT BUSINESS NAME/DBA		APPLICANT EMAIL ADDRESS	
RELATIONSHIP TO THE OWNER (**Must include an authorization letter to act on owner's behalf – LBMC 14.08.030.B.7**) ☐ DESIGNER ☐ OWNERS AGENT ☐ LESSEE/TENANT ☐ CONTRACTOR ☐ OTHER:			
APPLICANT CONTACT NAME		PHONE NUMBER	
BUSINESS 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.

APPLICANT NAME (PRINTED) **SIGNATURE** **DATE**

Rev: 04/2025

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

B. CONTRACTOR / VENDOR INFORMATION

(Required prior to permit issuance)

This section is required for all applications except:
- **Mapping / Survey**
- **PWOP/parklet renewals without modifications**

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

ITEMS THAT MUST ACCOMPANY THIS APPLICATION

☐ Construction schedule/duration (**See Standard Practice for Traffic Control Plan**)

PERMIT START DATE: _____ PERMIT END DATE: _____ (entire project)

OF WORK WEEK/S: _____ # OF WORKDAY/S: _____ (duration of impacts to ROW, including idle work)

REGULAR WORKING HOURS _____

AFTER HOURS? ☐ YES ☐ NO If yes, submit specific schedule with details

☐ All subcontractors working in the right of way are required to be listed below

(Required if license classification of contractor above does not cover all the work included in the application. General Contractor shall ensure all license and insurance are all current.)

SUBCONTRACTOR BUSINESS NAME	CLASS	LICENSES	CURRENT LICENSES & INSURANCE (Y/N)

☐ Contractor/ Vendor and if applicable Well Owner/ Franchise Pipeline Owner's Certificate of Insurance

☐ Completed **City Insurance Endorsement Form** or Additional Insured Endorsement (CG 20 12 or CG 20 26)

***NOTE: TEMPORARY OCCUPANCY PERMITS CAN ONLY BE ISSUED OVER THE COUNTER IF THE CONTRACTORS' LICENSES AND INSURANCE IS ALREADY IN THE CITY DATABASE AND CURRENT. IF NOT, AN INSURANCE REVIEW PERIOD IS REQUIRED.**

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

C. MAPPING / SURVEY

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

DESCRIPTION:			
☐ VACATION	☐ PARCEL MAP	☐ TRACT MAP	☐ LOT LINE ADJUSTMENT
☐ EASEMENT	☐ GRANT OF EASEMENT	☐ DEDICATION	☐ 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 ALL MAPPING/ SURVEY APPLICATIONS

☐ Title documents (title report or grant deed) **less than 90 days old**
☐ Survey tie sheets (can be provided after application submission)
☐ Articles of Incorporation (if LLC)
☐ CEQA Categorical Exemption or Environmental Review (can be provided after application submission)
Date Received: _____
☐ Notice of Final Action (If applicable, can be provided after application submission) [Application #_____]

ADDITIONAL ITEMS THAT MUST ACCOMPANY A VACATION

☐ Legal description and sketch prepared by a licensed surveyor
☐ Engineer's estimates for the performance, labor, and materials bonds
☐ Performance, labor, and materials bonds (provided after estimate has been reviewed)

ADDITIONAL ITEMS THAT MUST ACCOMPANY A GRANT OF EASEMENT OR EASEMENT OR DEDICATION

☐ Legal description and sketch prepared by a licensed surveyor

ADDITIONAL ITEMS THAT MUST ACCOMPANY A QUITCLAIM

☐ Legal description and sketch prepared by a licensed surveyor
☐ Confirmation letter from easement grantor that the easement is no longer required
☐ Copy of the easement to be quitclaimed

ADDITIONAL ITEMS THAT MUST ACCOMPANY A PARCEL MAP OR TRACT MAP

☐ Parcel/Tract Map per State of California Subdivision Map Act
☐ Engineer's estimates for the performance, labor, and materials bonds
☐ Performance, labor, and materials bonds (provided after estimate has been reviewed and approved)

FOR APPLICANT REFERENCE ONLY (NOT REQUIRED FOR SUBMITTAL)

☐ Confirmation that tax requirements are satisfied
☐ Utility clearance letters for any public entity or utility

PW Office Use:	Application Type: PWRW or PWFM	Infor Work Type : Varies

Rev: 04/2025

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

D. MINOR RIGHT OF WAY (R/W) WORK / R/W STAGING / BIN PERMITS

See applicability requirements below

APPLICABITLITY (All must apply, otherwise see Section F. or G.)
☐ Minor improvements (fits one of the work types noted in section below).
☐ Standard Traffic Control Plans Apply (Standard Plans)
☐ Non-arterial street
☐ Less than 90 days

WORK TYPE / IMPROVEMENTS (Check all that apply)
☐ Staging / Construction Parking in the R/W
☐ Closure of residential driveway approach
☐ Replacement (like for like) of existing residential driveway approach (**CLB** #105, #116)
☐ Replacement (like for like) of damaged curb and gutter less than 60 linear feet (**CLB** #107 & **SPPWC** 120-3)
☐ Replacement (like for like) of damaged sidewalk panels less than 60 linear feet (**CLB** #107, #116 & **SPPWC**112-2)
☐ Other:_____

BIN PERMIT (Maximum allowable bin dimensions: 22'-0" L x 6'-8" (80") W x 7'-1" (85") H)

Please see the online application portal for Temporary Occupancy Permit Application for Storage/Dumpster Bin
https://www.longbeach.gov/pw/services/permits/temporary-occupancy-permit-bin/

Manual entry (not required if online Bin Permit has been submitted):
☐ Storage bin ☐ Dumpster bin
Street to be placed_____ Size ____L X ____W x ____H No. of Bin/s _____

ITEMS THAT MUST ACCOMPANY THIS APPLICATION (IF N/A, CLARIFY ON APPLICATION)

☐ Site plan
☐ Improvement Drawing showing details of work & applicable City General Roadwork Standard Plan – **Section 100**
☐ Traffic plans per City of Long Beach Standard Traffic Control Plans – Section 300
☐ Staging drawings identifying area being used/occupied (Parking Meters # _____)

PW Office Use:	Application Type: PWP	Infor Work Type: TSO

Rev: 04/2025

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

E. ON-SITE / GRADING WORK IMPACTING THE PUBLIC R/W PERMIT

Also known as "R/W Occupancy Permit"

Applicants often request to start with on-site grading permits prior to off-site work. This permit may be required if there is construction activity relating to the on-site grading phase that will encroach into the right-of-way, including, but not limited to, staging in the right-of-way, construction fencing extending into the right-of-way, associated traffic control, scaffolding etc Applicant shall fill this section out if excavation on private property exceeds 3' or more below grade per LBMC 14.08.020. Section E is specifically associated with on-site work. For off-site work within the Public Right-of-Way, applicant shall fill out section F.

ITEMS THAT MUST ACCOMPANY THIS APPLICATION (IF N/A, CLARIFY ON APPLICATION)

- ☐ Notice of Final Action and Conditions of Approval (NOFA/COA): [Application # _____]
- ☐ Traffic Control Plans (if encroaching into R/W): Custom (1:40 scale) or COLB Standard TCP – **Section 300** (**See Standard Practice for Traffic Control Plan**) *Shall cover all work, detour plan and improvements on public ROW if applicable.*
- ☐ Construction Schedule
- ☐ Staging Plan / construction parking in the R/W. If any parking meters are impacted, list meter #(s):_____
- ☐ Graphic Construction Fencing Plan: for projects that exceed 6 months. See Guidelines and **LBMC 14.44**)
- ☐ Haul Route Plan: (per COLB approved **truck route map**)
- ☐ Scaffolding / Pedestrian Canopy Plans (per OSHA Standards – provide calculations if applicable)

PW Office Use:	Application Type: PWP	Infor Work Type: SI

Rev: 04/2025

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

F. OFF-SITE / PUBLIC R/W IMPROVEMENTS

Complete this section ONLY if your project includes public Right-Of-Way (R/W) improvements.
Examples include: docks, driveway modifications, street/alley paving, traffic signal modification, storm drains, etc.

Off-Site Plans shall be on Public Works CAD Titleblock (except for stand-alone driveway revisions or docks)

This section is not required for repairs due to utility tie in or monitoring wells.

IS THIS A NEW PUBLIC WORKS OFF-SITE IMPROVEMENT PERMIT OR REVISION TO EXISTING?

☐ NEW PW OFF-SITE IMPROVEMENT PERMIT
- ☐ Complete the item checklist below in this section of this application and include all required items

☐ REVISON TO EXISTING PW OFF-SITE IMPROVEMENT PERMIT
- ☐ Previous Permit#: _____
- ☐ Submit all applicable documents with documents with revisions clouded

ADDITIONAL SUBMITTALS FOR THIS APPLICATION (IF N/A, CLARIFY ON APPLICATION)

(Engineer's stamp and signature is required to all Off-Site Improvements)

☐ Approved Driveway Approach Construction Approval Form (applicable for stand-alone new approach or modifications only)
☐ Marine Concept approved plans (for docks)
☐ Private Development Review Checklist
☐ Off-Site Improvement Plans (On Public Works CAD Titleblock)
- ☐ Title Sheet and PW General Notes
- ☐ Notice of Final Action and Conditions of Approval (NOFA/COA): [Application # _____]
- ☐ Demo plans
- ☐ Construction Plans
- ☐ Landscape and irrigation drawings (**Public Tree**)
- ☐ Signing and striping drawings
- ☐ Traffic signal modification drawings
- ☐ Storm drain drawings
- ☐ Street lighting drawings

☐ Traffic Control Plans: Custom (1:40 scale) or COLB Standard TCP – **Section 300** (**See Standard Practice for Traffic Control Plan**) *Shall cover all work, detour plan and improvements on public ROW if applicable.*
☐ Vehicle trip generation and distribution analysis (if more than 100 vehicle trips/day, provide a traffic impact analysis)
☐ Public Park Improvement plans
☐ Arborist report (if trees are being removed or trimmed see **Coastal Tree FAQ**)
☐ Cut sheet or spec sheet for equipment (if applicable)

ADDITIONAL ITEMS THAT MUST ACCOMPANY A PROJECT WITH MATERIALS THAT DEVIATE FROM THE STANDARDS

(Examples: decorative pavers, crosswalk art, marquee, objects, or other items noted within the conditions of approval)
☐ Include Installation and Maintenance Agreement Application (Section I)

PW Office Use:	Application Type: PWP	Infor Work Type: SI

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

G. UTILITY / BORING / WELL WORK

For Utility work on local streets, not requiring excavation - Section D may be acceptable in lieu of section G.

New monitoring wells require a separate application process

ITEMS THAT MUST ACCOMPANY THIS APPLICATION (IF N/A, CLARIFY ON APPLICATION)

- ☐ Traffic Control Plans: Custom (1:40 scale) or COLB Standard TCP – **Section 300** (**See Standard Practice for Traffic Control Plan**) *Shall cover all work, detour plan and improvements on public ROW if applicable.*
- ☐ Scaffolding / Pedestrian Canopy Plans (per OSHA Standards – provide calculations if applicable)
- ☐ Staging drawings clearly identifying area of being occupied and any meters being impacted
  Parking Meter/s #: _____

ADDITIONAL ITEMS THAT MUST ACCOMPANY ANY UTILITY RELATED WORK

- ☐ Civil/excavation drawings identifying area of right-of-way being excavated and repaired (Engineer's stamp & sign required)
  Indicate the type of excavation. And reference the applicable standard plan for restoration of public ROW.
- ☐ Potholing Exhibits
- ☐ Approved design/authorization from applicable utilities (SCE, LB Water or other utility agency)
- ☐ Specifications, cut sheet and other supporting documents

ADDITIONAL ITEMS THAT MUST ACCOMPANY ANY BORING & WELL RELATED WORK

- ☐ Approved Health Department Permit
- ☐ Depth of Well / Bore Details
- ☐ Confirmation of Active Security Deposit (When Testing or Maintaining Permitted Installed Monitoring Wells)
- ☐ California Regional Water Quality Control Board Letter of Approval (If Applicable)

PW Office Use:	Application Type: PWP	Infor Work Type: EXCAVATION

Rev: 04/2025

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

H. PUBLIC WALKWAYS OCCUPANCY OR PARKLET (PWOP)

Complete this section ONLY IF your project includes installation of outdoor area such as sidewalk dining or a parklet in the Public Right of Way.

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

NOTE: Major modification that will require revision to Installation and Maintenance Agreement (IMA) will be processed like new

ITEMS THAT MUST ACCOMPANY ALL APPLICATIONS (LBMC 14.14)

☐ Drawings and specifications as applicable for the improvement
☐ Site plan drawings include all existing items and utilities within right-of-way clearly identifying (in square feet) the total area being occupied
☐ Seating and equipment layout drawings
☐ Detail drawings/cut sheet of the barrier/ railing and other equipment (Engineer's stamp and signature required)
☐ Photos of existing conditions of the area
☐ 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 outdoor dining area is installed (if applicable)
☐ Engineers estimate for the cost of removal of the outdoor dining area
☐ Security deposit (collected prior to permit issuance)
☐ Renderings of the installation
☐ Landscape and irrigation drawings (if applicable)
☐ Arborist report (if trees are being removed or trimmed see **Coastal Tree FAQ**)
☐ Completed **Installation and Maintenance Agreement** (IMA)
☐ Articles of incorporation/organization or other means to verify authority to sign IMA
NOTE: Supporting documentation must be provided if this does not match with information filed with Secretary of State

ADDITIONAL ITEMS THAT MUST ACCOMPANY A PARKLET APPLICATION (LBMC 14.15)

☐ Detail drawings of the platform and barricade (Engineer's stamp and sign required)
☐ Letter of approval from building owner or homeowner's association (HOA)
☐ Location of relocated parking meters (if applicable)
☐ Traffic Plan - Custom (1:40 scale)/ COLB Standard TCP – **Section 300** (**See Standard Practice for Traffic Control Plan**)
☐ California Coastal Permit (if within Coastal Zone)

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/organization or other means to verify authority to sign IMA
NOTE: Supporting documentation must be provided if this does not match with information filed with 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 outdoor dining area
☐ Security deposit in the amount of the engineer's estimate for the cost of removal of the outdoor dining area

PW Office Use:	Application Type: PWRW	Infor Work Type: PWOP

Rev: 04/2025

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

I. INSTALLATION AND MAINTENANCE AGREEMENTS (IMA) (NON-STANDARD OBJECTS / PUBLIC ART)

Complete this section if your project proposes artwork or installation of other objects (pavers, planters, news racks, benches, etc.) within the right-of-way per LBMC 14.48.020, LBMC 14.16 & LBMC 14.20.

ITEMS THAT MUST ACCOMPANY THIS APPLICATION

- ☐ Site plan drawings
- ☐ Photos of existing conditions of the area
- ☐ Exhibit Drawing and details of the installation
- ☐ Traffic plans per COLB Standard Traffic Control Plans (TCP) – Section 300 (See Standard Practice for Traffic Control Plan)
- ☐ Renderings of the artwork/object (if applicable)
- ☐ Letter of approval from homeowner's association (HOA) OR community association (if no HOA) (if artwork)
- ☐ Completed Installation and Maintenance Agreement (IMA)
- ☐ Articles of incorporation or other means to verify authority to sign Installation and Maintenance Agreement (IMA)

NOTE: Supporting documents must be provided if this does not match the information filed with Secretary of State

PW Office Use:	Application Type: PWRW	Infor Work Type: IMA, PUBLICART

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

J. WIRELESS TELECOMMUNICATION FACILITY

Complete this section ONLY IF your project includes installation of a wireless telecommunications facility. Submit Power and Fiber drawings under Section C.

Category (select only one): ☐ Tier A (Unprotected) ☐ Tier B (Protected) ☐ Modification ☐ Renewal ☐ Abandonment

#	Pole No.	Property Address Adjacent	Site No.	GIS Coordinates	Related Permit No.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

ITEMS THAT MUST ACCOMPANY THIS APPLICATION

☐ Electrical drawings (LBMC 15.34.030.D.11)
☐ Site plan drawings (LBMC 15.34.030.D.2-3)
☐ 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)
☐ Custom Traffic Plan (1:40 scale)/Traffic Plans per City of Long Beach Standard Traffic Control Plans – Section 300 (See Standard Practice for Traffic Control Plan
☐ Approval letter from the Cultural Heritage Commission (if placed on a designated Historic Landmark)
☐ Completed antenna, equipment and site location preference form (LBMC 15.34.030.B.1.b.vi)
☐ (Tier B only) Justification 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)
☐ Radio Frequency Engineering Report (LBMC15.34.030.D7)
☐ Noise Analysis (manufacturer's specifications acceptable) (LBMC 15.34.030.D.14)

ITEMS REQUIRED PRIOR TO PERMIT ISSUANCE

☐ Final Approved Southern California Edison Electrical Drawings
☐ California Coastal Permit (if within Coastal Zone)
☐ GIS map of the proposed location(s) showing underground conduit runs in shape file or KMZ file format (LBMC 15.34.030.D.4)
☐ (Tier B only) Copy of Posting Requirements

ITEMS MUST ACCOMPANY AN ABANDONMENT

☐ Previous permit
☐ Notice of Abandonment (LBMC 15.34.030.O.2)
☐ Civil plans (showing abandon and/or removal and restoration)
☐ Final Approved Southern California Edison Electrical Drawings

PW Office Use:	Application Type: PWRW	Infor Work Type: SC

Rev: 04/2025

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 infeasibly.

Antenna Preferences (check the box of the preference being used)	
i. ☐Existing streetlight pole (No infeasibility statement required if this option is selected)	
ii. ☐Replacement streetlight pole	
iii. ☐Existing structure other than a streetlight pole or utility pole	
iv. ☐New structure other than a streetlight pole or utility pole (e.g., wireless kiosk)	
v. ☐Existing non-wood utility pole	
vi. ☐New non-wood utility pole	
vii. ☐Existing wood utility pole	

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

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

Department of Public Works
411 West Ocean Blvd., 5th Floor
Long Beach, CA 90802

CITY OF LONG BEACH

K. SHARED MICROMOBILITY OPERATIONS

Complete this section ONLY IF your project includes the operation of shared micro-mobility devices.

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

ITEMS THAT MUST ACCOMPANY THIS APPLICATION

See updated Shared Micromobility Program Regulations

☐ Technical specifications for each version of the devices to be deployed in program
☐ Contact information for local Operations Manager and secondary contact, including:
Name and title, e-mail, office phone, mobile phone
☐ Customer service phone number or e-mail to be displayed in the following locations:
User app, individual devices, and on the City's website
☐ Copy of the operator's operations plan for daily rebalancing
☐ Copy of the operator's maintenance plan for fleet devices
☐ Copy of the operator's plan for daily disinfecting of all devices
☐ Copy of the operator's liability waiver
☐ Proof of agreement to indemnify the City of Long Beach
☐ For any agreement between the operator and a private property owner or manager to use the property as storage or device deployment, please provide the following:
Name of property owner or manager
Address of property
Name of business (if applicable)
Copy of agreement to use private property for the program
Site photos of area intended to be used for program
☐ Acknowledgement of provider MDS with City contracted data aggregator vendor(s)
☐ Proof of user app updated with City geo-fenced areas and requirements
☐ Acknowledgement of program fee table and guidelines in the program regulations
☐ Proof of the city of Long Beach Micro-Mobility Liability Waiver included in the app sign-up process for all new users in the City of Long Beach
☐ Proof of existing users executing the City of Long Beach Micro-Mobility Liability Waiver before they are allowed to rent a vendor's device in the City of Long Beach
☐ Completed **Installation and Maintenance Agreement** (IMA)
☐ Articles of incorporation or other means to verify authority to sign Installation and Maintenance Agreement (IMA)
NOTE: Supporting documents must be provided if this does not match the information filed with Secretary of State

ITEMS THAT MUST ACCOMPANY A RENEWAL APPLICATION

☐ Previous permit or agreement
☐ All items required for a new application (above)

PW Office Use:	Application Type: PWRW	Infor Work Type: MMOB