

CITY OF
LONG BEACH



PUBLIC WORKS

Development Guidelines



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Introduction





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. These guidelines are 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 these guidelines, it is important to understand that each development project is unique and requires varying levels 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 processes 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 e-mail joshua.hickman@longbeach.gov.

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

1.1 Acronyms and Definitions

BAS	Building and Safety Bureau	Act	(Government Code section 66410 et seq.)
CD	Contract Documents	NOFA	Notice of Final Action
CE	Civil Engineer	PC	Planning Commission
COA	Conditions of Approval	PDP	Private Development Program
CofO	Certificate of Occupancy (issued by BAS)	PEIR	Program Environmental Impact Report
Days	Business days i.e. Monday – Friday excluding holidays	PL	Property Line
DV	Development Services	PW	Public Works
EPC	Electronic Submittal Plan Check	PWOP	Public Walkways Occupancy Permit
FD	Fire Department, Fire Prevention Bureau	PZ	Planning and Zoning Bureau
GPCF	General Plan Conformance Finding	ROW	Right of Way
IMA	Installation and Maintenance Agreement	SPR	Site Plan Review
LLA	Lot Line Adjustment	TCO	Temporary Certificate of Occupancy
LBMC	Long Beach Municipal Code (aka Muni Code) http://bit.ly/lb-municipal	TIA	Traffic Impact Analysis
Map	Subdivision Map Act	TSO	Temporary Street Occupancy
		ZA	Zoning Administrator

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 possibly 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 a 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.

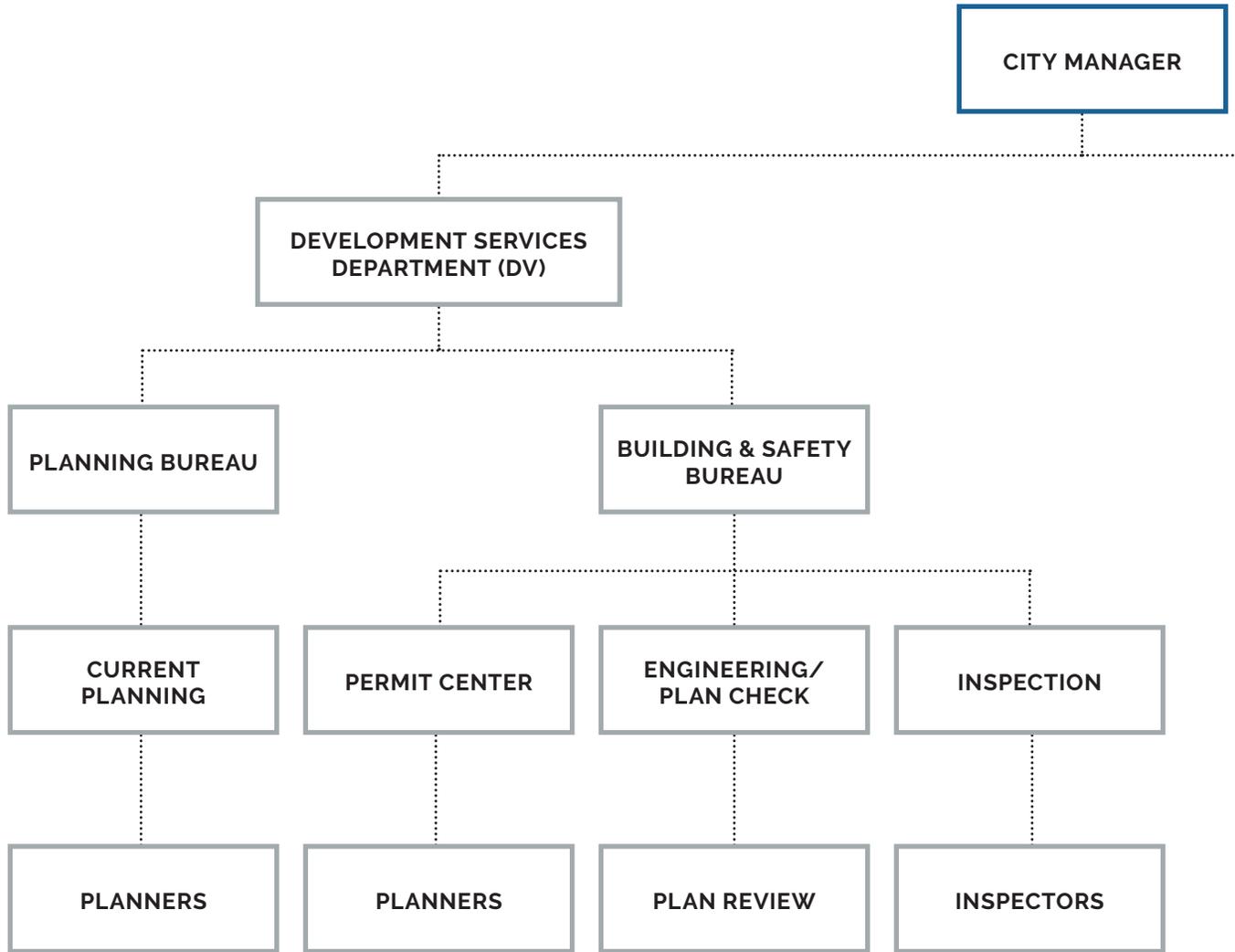
The above overview greatly simplifies the process. In the following guidelines, we shall outline each of the individual processes that are involved in getting your project to completion. This manual is organized to mimic the life cycle of a project i.e. planning – design – construction – turnover, but 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.

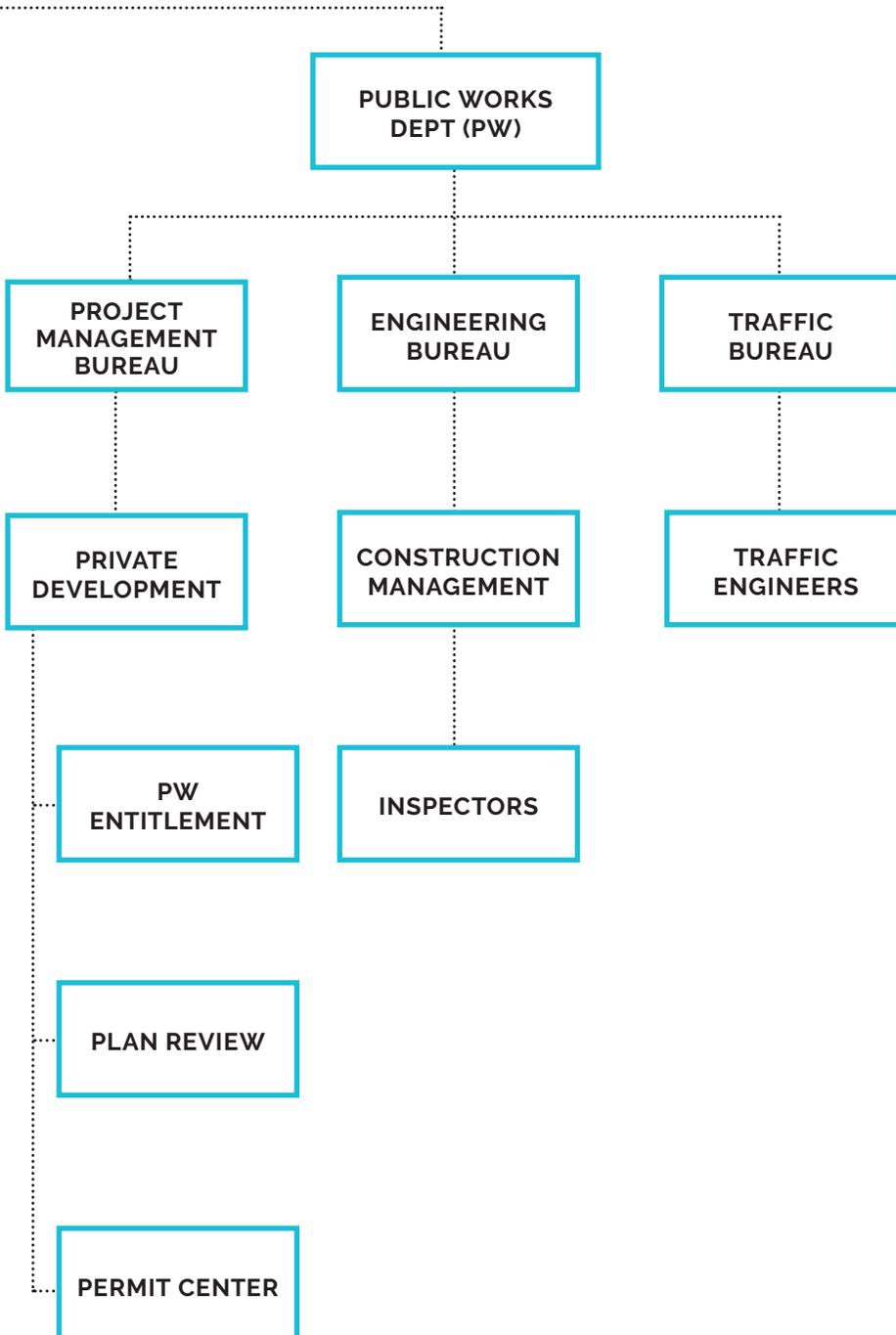
APPLICATION SUBMISSION MATRIX

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 ROW Improvements					Primary
On Site Grading, Shoring, Excavation		Primary			Primary
Off Site Grading, Shoring, Excavation					Primary
Major ROW Improvements					Primary
PWOP 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 by Caltrans is required before PW shall issue permit</i>
Primary				<i>Approval by LB Energy Resources is required before PW shall issue permit</i>
	Primary			<i>Approval by LB Water 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>

1.3 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 ROW. This includes, but is not limited to: City Master Plans, public ROW standards, subdivision requirements, drainage, water quality, traffic control, traffic circulation, safety, accessibility, mobility, easements or land use concerns, existing conditions, and constructibility. The PW 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 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.

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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. These guidelines are 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://bit.ly/lb-planning>

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.

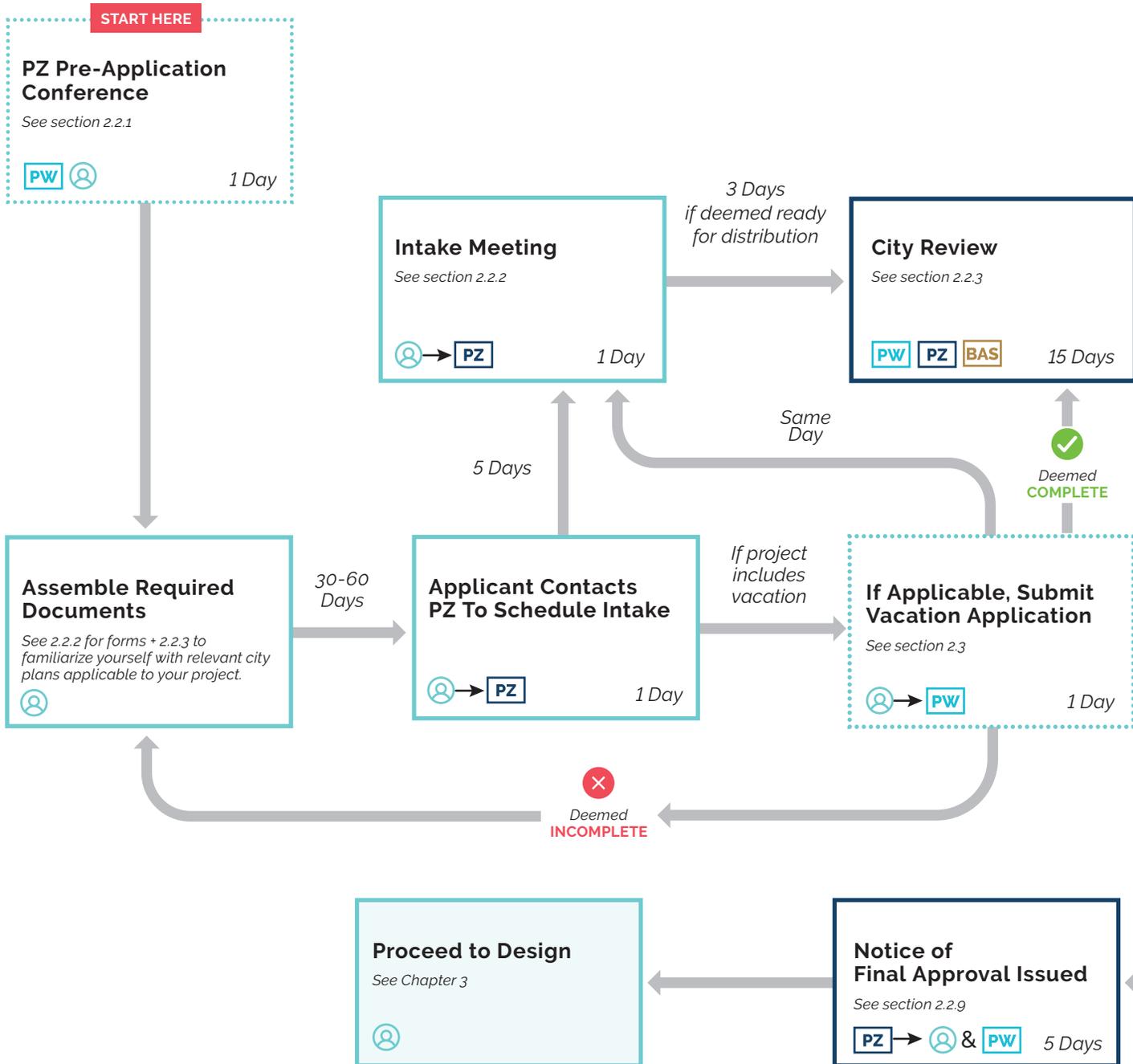
The SPR process was established

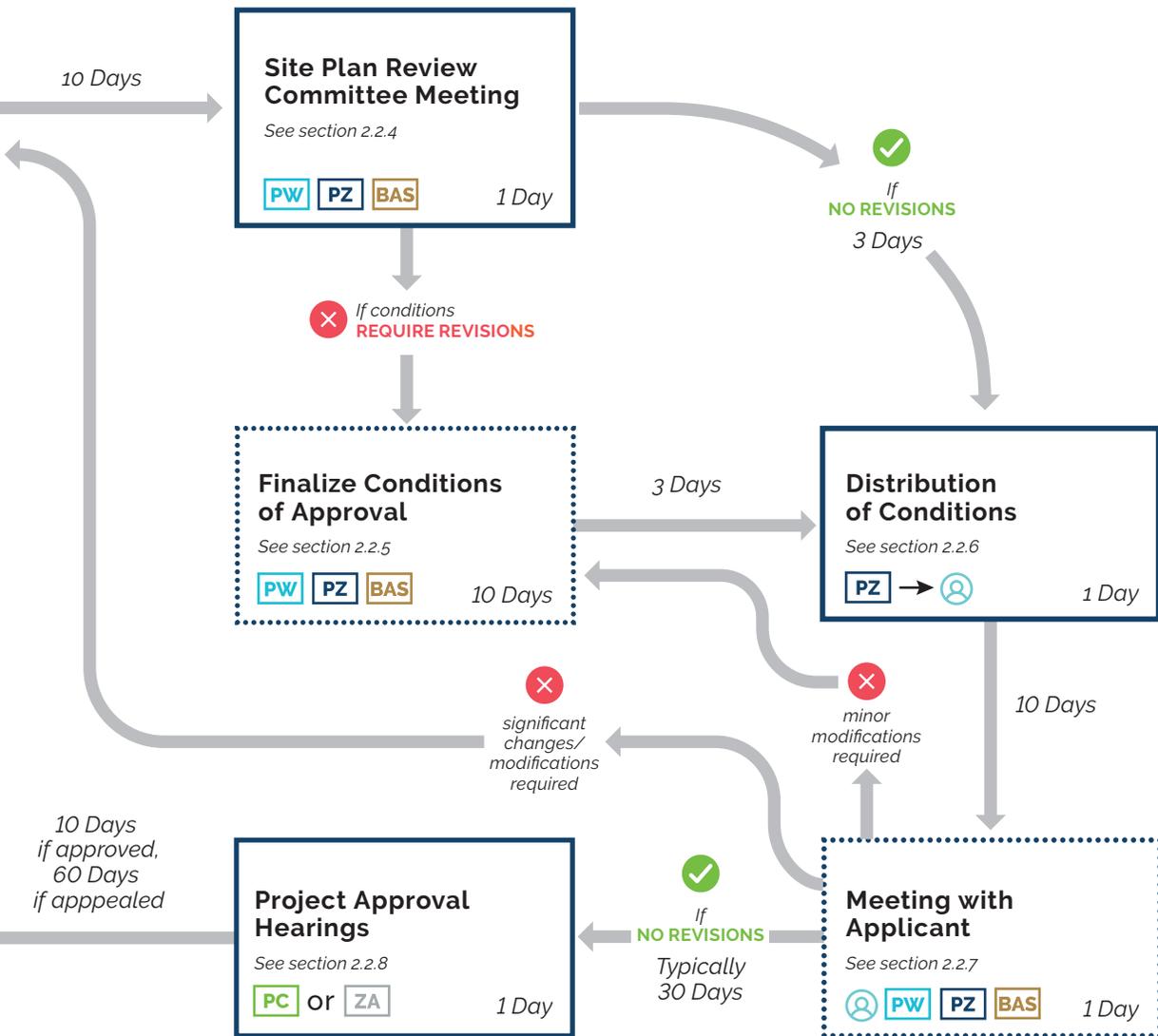
to ensure that all development (public and private) meets the City's land Planning and development standards and to guide the evolution of development to ensure compatibility and enhancement with the surrounding neighborhood. The following projects require SPR:

- 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 ZA, or 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/or 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 PW 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 PW-PrivateDevelopment@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://bit.ly/lbds-forms>

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 who distributes the application to various stakeholders for review including PW.

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 resubmittals (see below for a good example of a concept site plan).
3. **If a project generates more than 50 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

ROW REVIEW TEAM

- Conformance with Street Master Plans as defined by the mobility element <http://bit.ly/lb-mobility-element>
- 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://bit.ly/subdivisionmapact>

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://bit.ly/lb-bicycle-master>
- Conformance with Traffic Signal, and Striping Standards <http://bit.ly/lb-engineering-standards>
- Conformance with Mobility Standards <http://bit.ly/lb-mobility-element>
- Coordination with Long Beach Transit, as applicable

CIVIL REVIEW TEAM

- Conformance with City standard plans <http://bit.ly/lb-engineering-standards>
- Conformance with Street Moratoriums <http://bit.ly/lb-street-moratoriums>
- Conformance with Pedestrian Accessibility Guidelines <http://www.longbeach.gov/pw/resources/>
- Compliance with Storm Drain Master Plan <http://bit.ly/lb-stormwater-plan> AND <http://bit.ly/lb-stormwater-best-practices>
- Protection and compatibility of existing public facilities.
- Conformance with Street Tree Standards <http://bit.ly/lb-street-trees>
- Coordination with Long Beach Water and Energy Resources departments as applicable
- Assist with coordination of 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><u>PUBLIC RIGHT-OF-WAY</u></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 36th 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><u>OFF-SITE IMPROVEMENTS</u></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. However, 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 comments 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's, 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. 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 and provide the planner the conditions 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 this document. **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

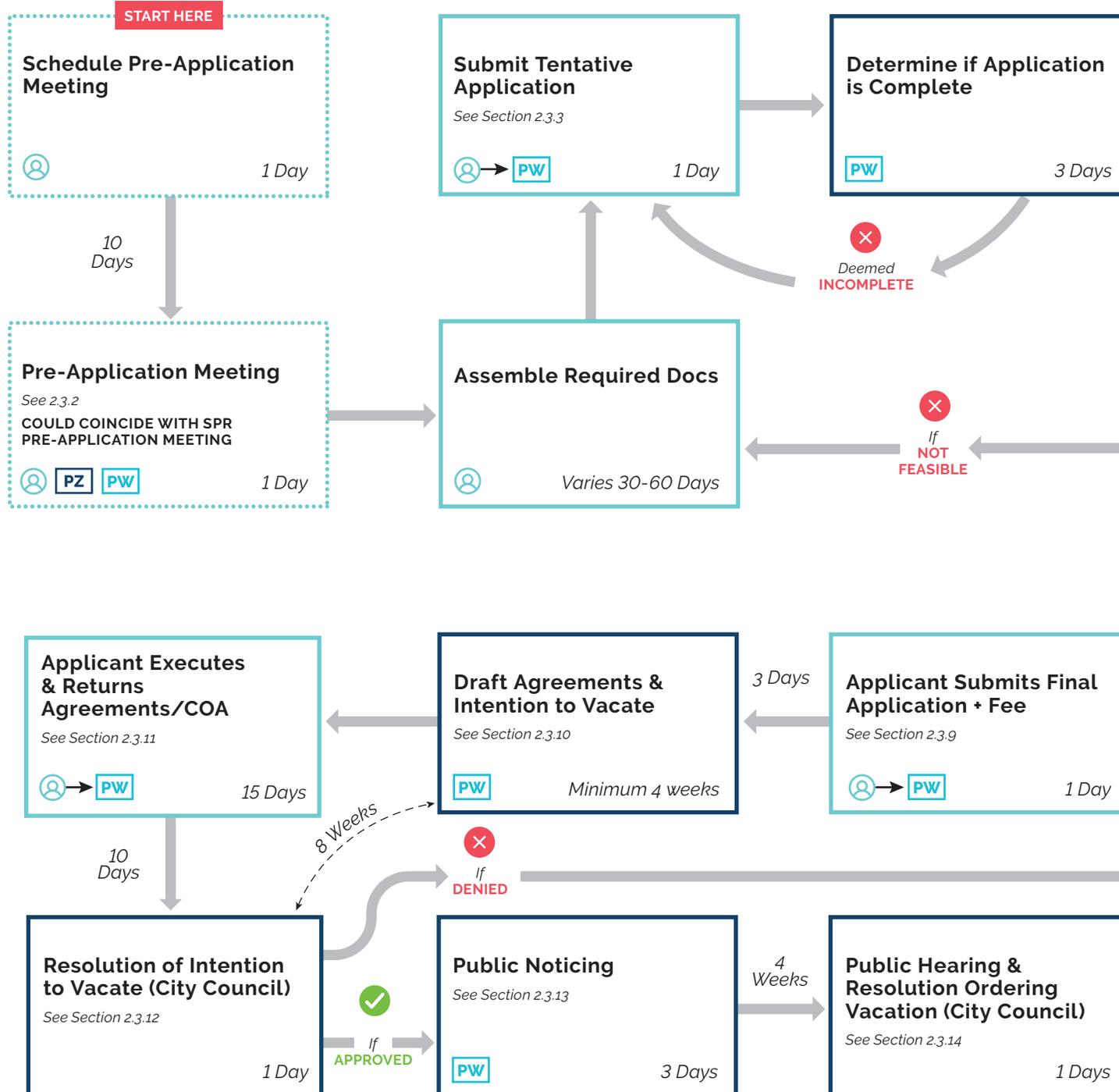
After the conditions of approval have been reviewed and agreed to by all parties, the Planner shall schedule hearings with either the Zoning Administrator (ZA) or the Planning Commission (PC) depending on the proposed project. Any project appeals, if applicable, would then be addressed. Ten days after the project has been approved and ALL appeals addressed, a 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.

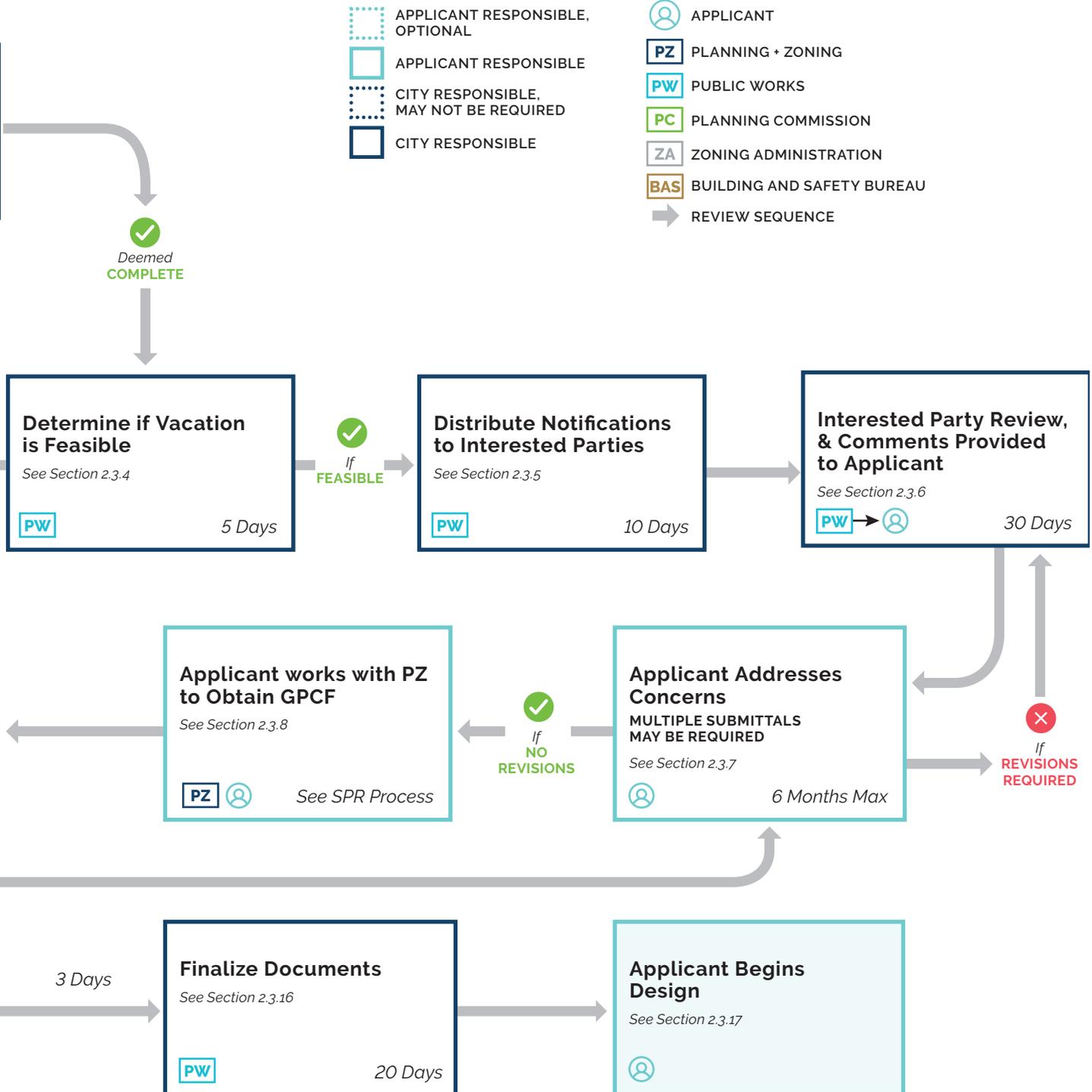
<http://bit.ly/lb-dev-process>

2.2.9 Next Steps

Some projects require vacations and/or subdivisions. If your project includes either of these, see the applicable section 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 which requires 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.** This can, and is recommended to happen the same day, but the vacation application MUST be filed first.
2. Typically, street and alley right-of-ways 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 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 vacation is proper preparation and research at the start. It is strongly recommended that the applicant schedule an appointment with PW staff to discuss the 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 ROW? 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 should be 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, PW shall perform a site visit and determine if the vacation is feasible along with 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
- ROW Team
- 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 agreements 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 ROW 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 material 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 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://bit.ly/lb-general-plan-app>

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 engineer's estimate for labor and materials
- Final engineer's 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, which typically takes 10 days
2. Request the City Attorney to draft the Resolution of the Intention to Vacate, which typically takes 10 days
3. Intention to Vacate to be placed 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 and Conditions of Approval

PW shall provide the final bonds and agreements/COA 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 approves 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 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, which typically takes 10 days.
2. PW Director to execute the bonds, which typically takes 10 days.
3. City Clerk to record the vacation, which 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.

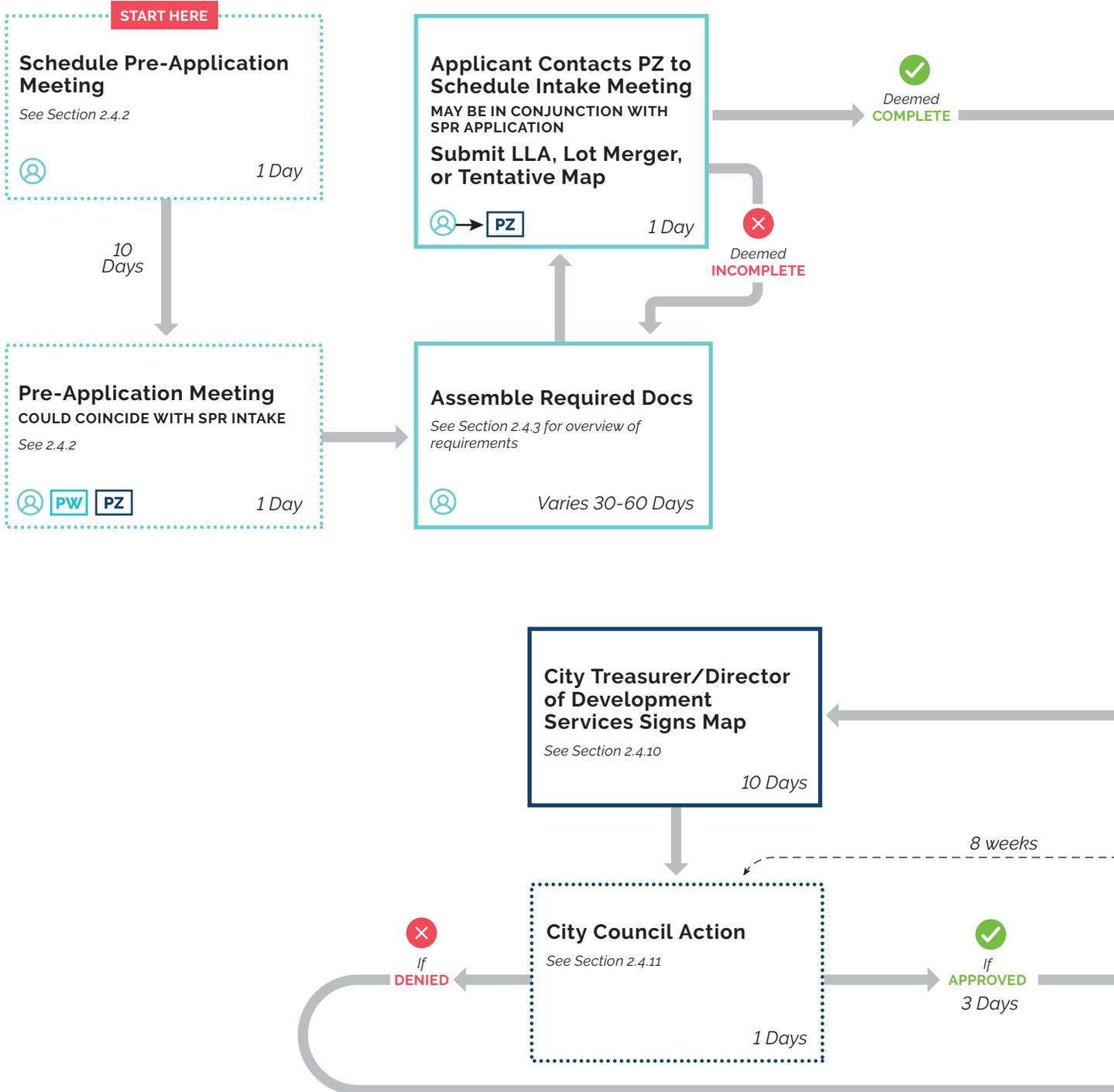
2.3.16 Completion of Improvements

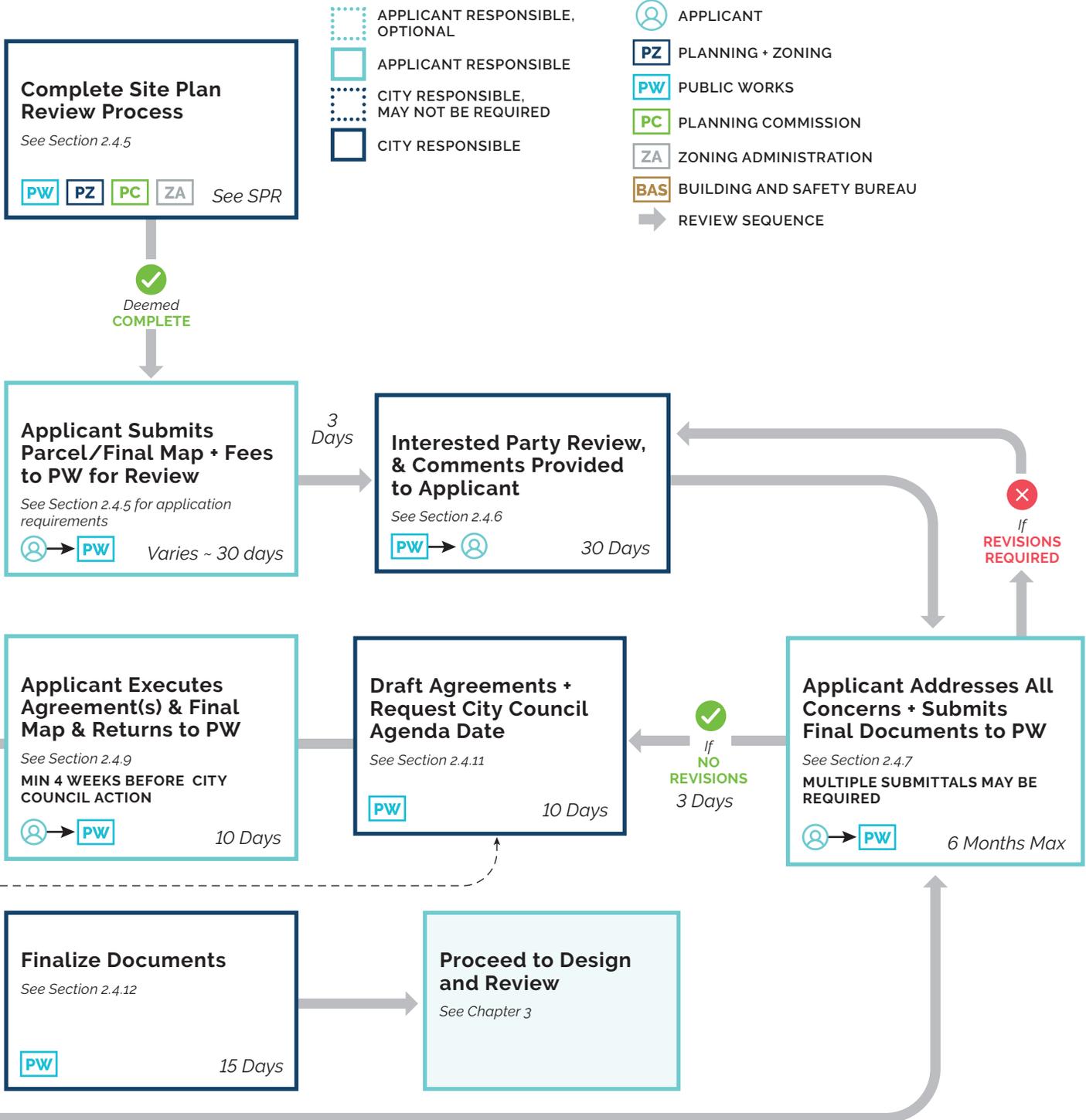
Plan check and permitting must happen before the improvements can be made. After a vacation has taken place, the area in question becomes private property, therefore BAS plan check and permitting must take place for any structures or development within the area. PW plan check and permitting must take 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. 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 the 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 ROW 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://bit.ly/lb-lot-enforcement>

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 NOFA 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 ROW 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.
- **NOFA**
- **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://bit.ly/lb-mobility-element>
- 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://bit.ly/subdivisionmapact>

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 for requirements)
- Conformance of ingress, from and egress to the adjacent ROW
- Review on site traffic circulation
- Conformance with Bicycle Master Plan <http://bit.ly/lb-bicycle-master>
- Conformance with traffic signal, and striping standards <http://bit.ly/lb-engineering-standards>
- Conformance with mobility standards <http://bit.ly/lb-mobility-element>

CIVIL REVIEW TEAM

- Conformance with City Standard Plans <http://bit.ly/lb-engineering-standards>
- Conformance with Pedestrian Accessibility Guidelines <http://bit.ly/lb-signs-curb-markings>
- Compliance with Storm Drain Master Plan <http://bit.ly/lb-stormwater-plan> AND <http://bit.ly/lb-stormwater-best-practices>
- Protection and compatibility of existing public facilities.
- Conformance with Street Tree Standards <http://bit.ly/lb-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

2.4.7 Resolution of Concerns

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 ROW for public improvements. Other permits and associated fees may be required.

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

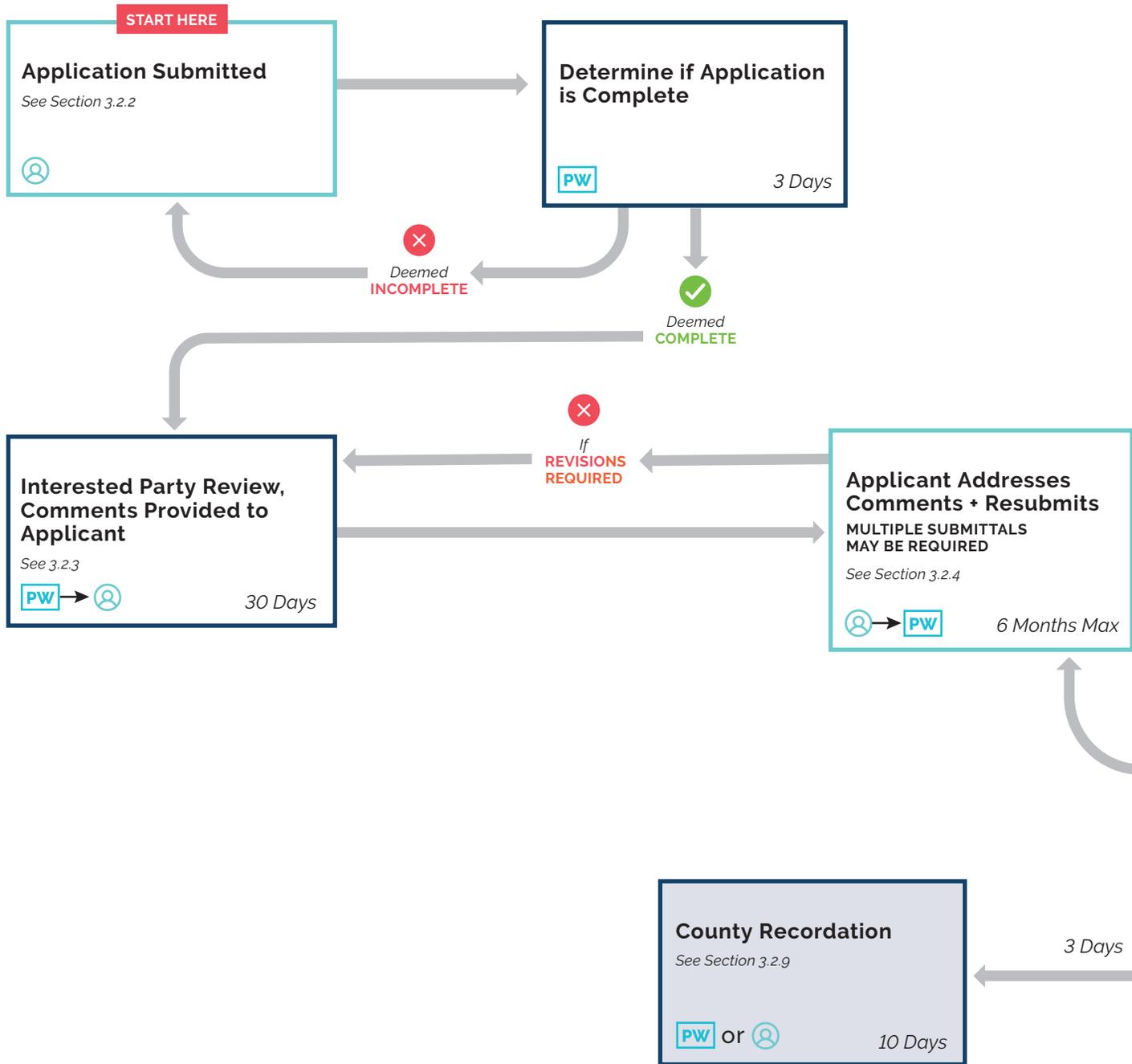
There are many parameters and stakeholders for any given project. Each project has its own requirements and processes to complete the design and review process. While many of the steps and processes for a typical project are outlined within, there may be requirements and/or steps above and beyond those 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.

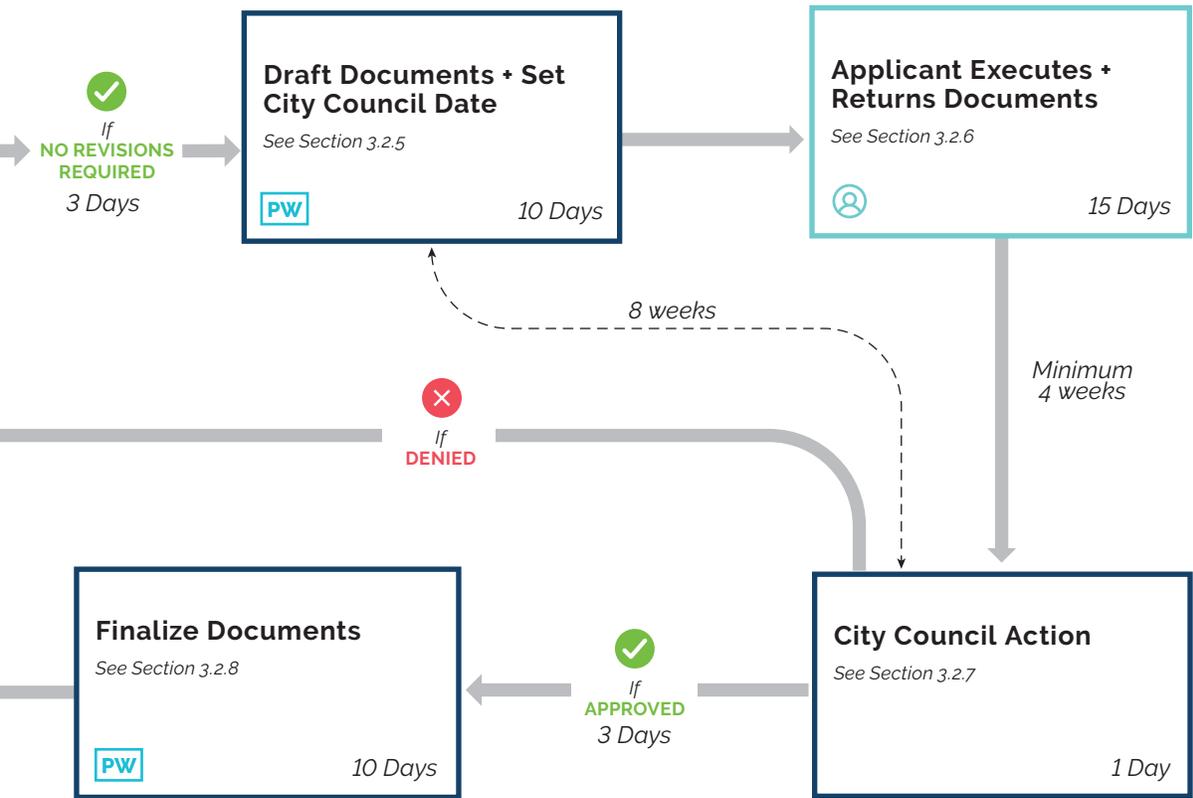
This section will review the process for easements, dedications, grants of easements, and quit claims that may have been conditioned for a project or required by some other means. The section then outlines the difference between minor and major improvements and the plan check associated with each.

NOTE: All franchise/master license agreements shall be in place prior to plan check and permitting.



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 exist, 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.
- NOFA (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. While BAS and PW shall process permits ahead of easements/dedication recordation, a TCO will not be issued until the easement/dedication are recorded.

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

ROW REVIEW TEAM

- Conformance with existing easements and agreements that effect the property
- Conformance with Subdivision Map Act requirements <http://bit.ly/subdivisionmapact>

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:

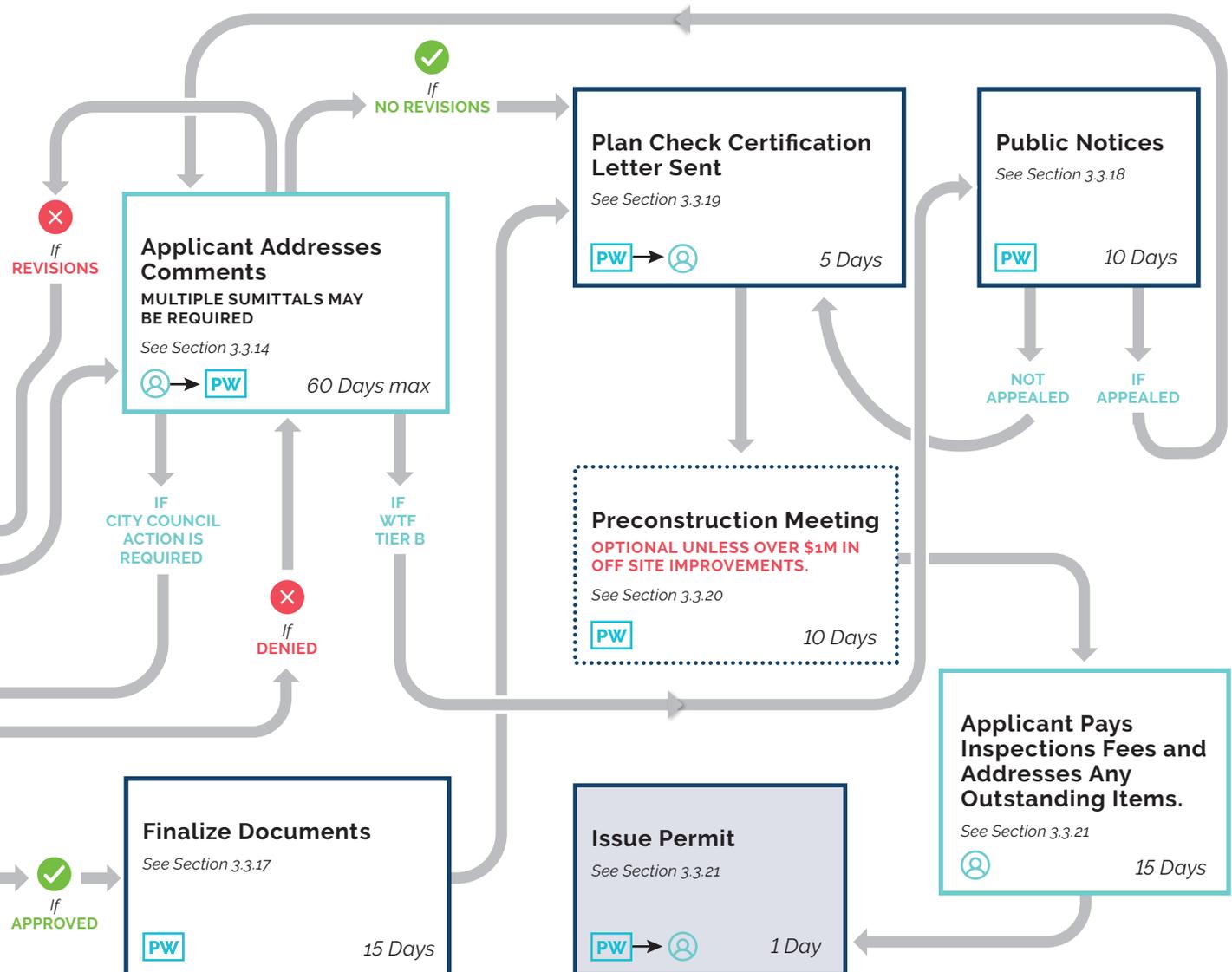
1. City Attorney approve the document as to form.
2. Director of PW to execute the document.
3. City Manager to execute the document (Grant of easement only).
4. PW to record the document OR provide to the applicant for recordation (Grant of easement or quit claim only).

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! The process is complete.



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 PL) 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 ROW. 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

ROW, please contact Roger Udabe, (562) 570-6530, 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 circulate 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% 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 ROW AND does not require engineered design. This work shall conform to City Standard Plans <http://bit.ly/lb-engineering-standards> 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.*
3. *All civil drawings should be a minimum of 1 to 20 engineering scale.*
4. *All traffic control plans should be a minimum of 1 to 40 engineering scale.*
5. *Plan template.*

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 listed 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 the storm drain system.
- Installation of objects within the ROW (art, wireless small cell, etc.)
- PWOP
- Temporary Street Occupancy permits (i.e. staging).
- All other improvement or projects as listed on the latest PW application.
- Monitoring wells

NOTE:

1. *Contact Long Beach Water for replacement or repair of water or sewer lines*
2. *Contact the 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 a USB drive with all files. All files must all be in PDF format, flattened, and to scale.

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

Submit one hardcopy of 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 issue.

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's 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. Bonds and agreements are required to ensure the improvements outlined within the conditions are made.
 2. The more complete your plan submittal, the faster it shall proceed though the PW review process. Incomplete plans and missing information shall stall the PW review process and add to the total review time needed.
 3. 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.
 4. All items except the payment can be submitted electronically.
 5. 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. Additionally, the required items for PW review can be submitted via e-mail at PW-PrivateDevelopment@longbeach.gov. For submittal of files larger than 20MB the applicant shall work with the city to provide a download

link, and/or bring in a USB drive with all files. Files must all be in PDF format, flattened, and to scale. <http://bit.ly/lb-eplan-check>

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 previously.

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 by cash or check. A copy of the receipt of payment MUST be provided to PW to proceed with the plan check.

NOTE:

1. We 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 <http://bit.ly/lb-signs-curb-markings>
- Conformance with traffic control standards <http://bit.ly/lb-engineering-standards>

CIVIL REVIEW TEAM

- Conformance with conditions of approval related to engineering and design
- Conformance with City standard plans <http://bit.ly/lb-engineering-standards>
- Conformance with Pedestrian Accessibility Guidelines
- Conformance with Storm Drain Master Plan <http://bit.ly/lb-stormwater-plan> AND <http://bit.ly/lb-stormwater-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://bit.ly/lb-street-trees>
- Coordination with Long Beach Transit as applicable.
- Coordination with Long Beach Water and Energy Resources departments as applicable.
- Assist with coordination of 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
- Calculate tree removal fees

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

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 approval. 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 Section 3.3.14. 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 for major arterials – 8:30am to 3:30pm
- 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. Major changes shall require approval by the PW plan checker. The following should be followed when a change to approved plans is requested in the field:

- Minor location adjustments and traffic setup to be approved by the field inspector
- Final limits of restoration to be determined and approved by the field inspector and noted in the as-built redlines
- Major revisions include:
 - » Major location/alignment revisions
 - » Material changes
 - » Structural material and design changes
 - » Foundation revisions

- » Luminaire height revisions greater than 6"
- Any major revision will require the PW plan checker to review prior to any construction of the revision. The applicant's engineer must provide revisions in electronic format and submit through the City permit process
- The PW plan checker will have 5 days to review the requested version
- Comments on the revisions shall be submitted back through the City permit process
- If there are no comments the revisions will be stamped approved and submitted back through the City permit process

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 inspector's sign-off on the improvements.

4.5 As Built Drawings

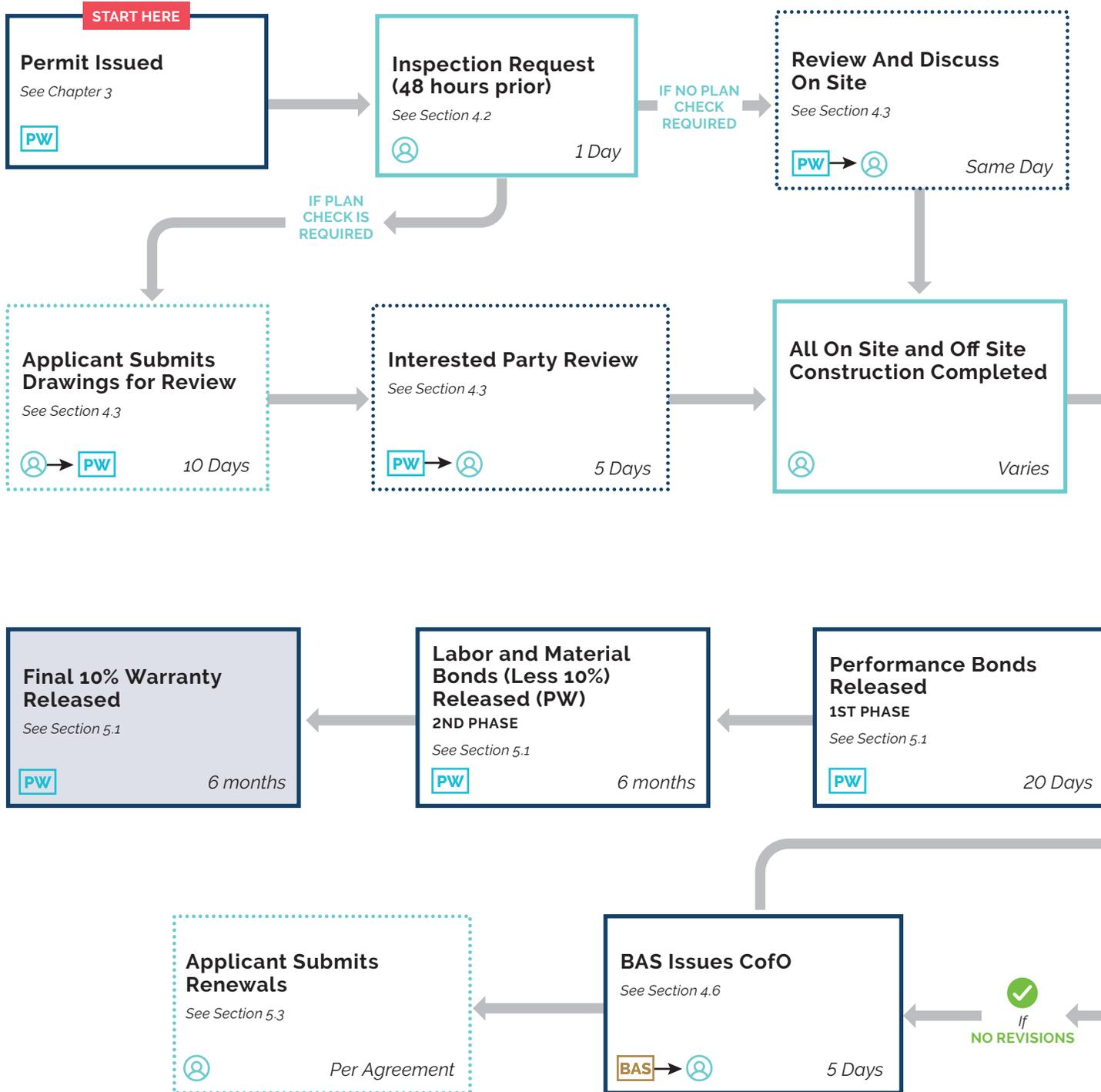
It is important to complete the as-built drawings for the offsite improvements and provide to the PW inspector assigned to your project as quickly as possible.

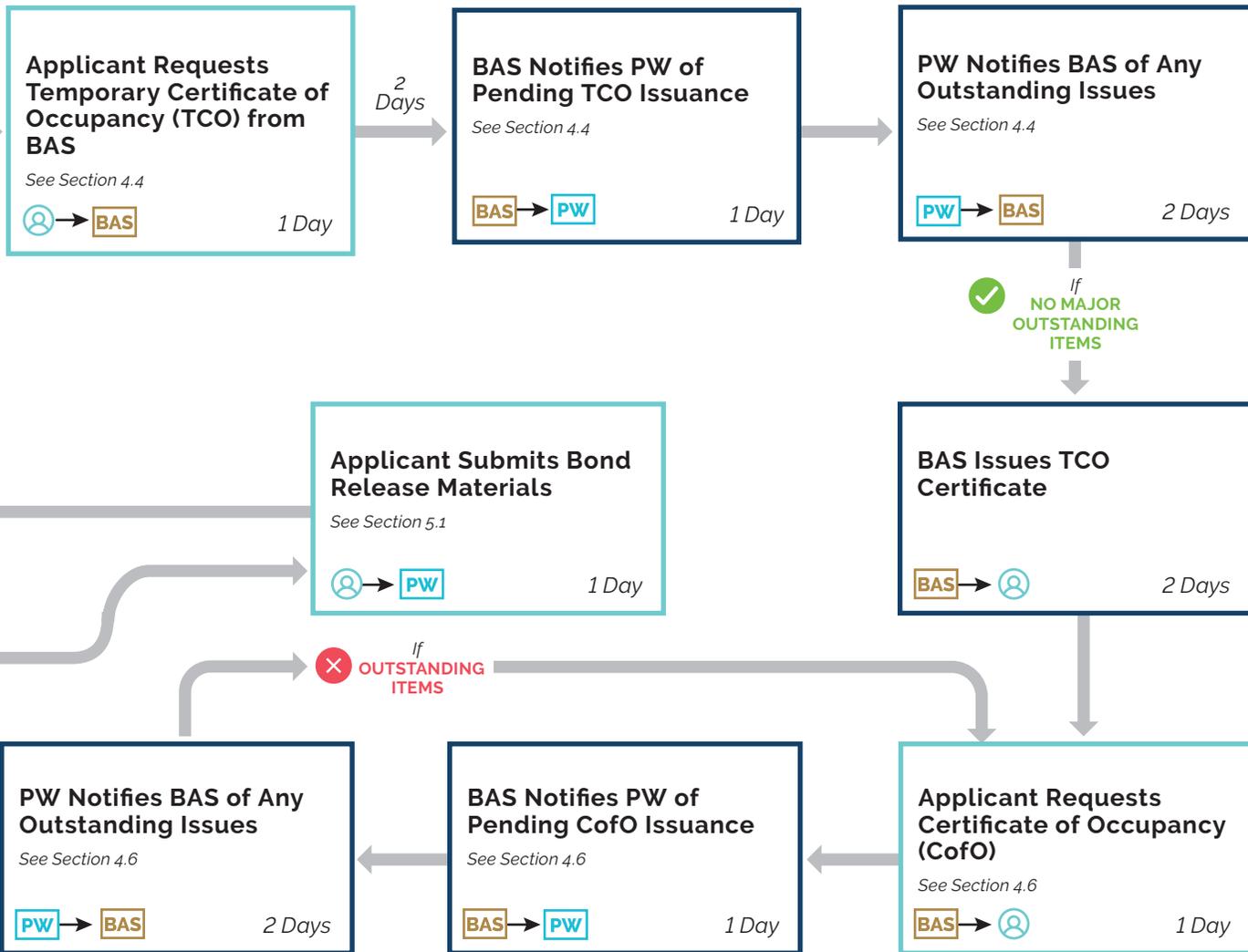
NOTE: The PW inspector shall NOT sign off for the BAS CofO until the ROW as-built drawings have been received.

4.6 Final Certificate of Occupancy

Upon completion of construction, BAS shall request confirmation that PW approves issuing a 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.

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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 TSO permits (valid for 90 days) and PWEOP (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

PUBLIC WORKS

Private Development Division

PW-PrivateDevelopment@longbeach.gov
562-570-6784

Transportation Mobility Bureau

PW-TrafficEng-Mobility@longbeach.gov
562-570-6331

Construction Management Division

PW-PermitInspections@longbeach.gov
562-570-5160

Street Trees/City Arborist

PWStreets@longbeach.gov
562-570-2726

DEVELOPMENT SERVICES

Planning Bureau

LBDS@longbeach.gov
562-570-6194

Building & Safety Bureau

LBDS@longbeach.gov
562-570-5237

WATER DEPARTMENT

Water-ServiceCounter@lbwater.org
562-570-2419

ENERGY RESOURCES

LbGasDeveloperProjects@longbeach.gov
562-570-5991

LONG BEACH TRANSIT

Christopher Mackechnie
cmackechnie@lbtransit.com
562-591-2301

CALTRANS

District 7 South Region
310-342-6161

Fire Department

562-570-2563

SCHOOL ZONES

LBUSD Transportation
sperkins@lbschools.net
562-426-6176

LBPD Crossing Guard

cathy.medina@longbeach.gov
562-570-7240

LONG BEACH

CONVENTION CENTER
tmarcoux@longbeachcc.com
562-436-3636

LA COUNTY SANITATION

Margarita Carbrera
mcabrera@lacsds.org
562-908-4288
1955 Workman Mill Rd
Whittier, CA 90601

OTHER UTILITIES

Southern California Edison

und@sce.com
562-981-8237

Charter

DL-socal-charter-engineering@charter.com
310-864-9172

City Light and Power

prw@clpinc.com
562-983-2000

6.2 Storage Containers and Dumpster Bins

6.2.1 Overview

Storage and dumpster bins can be placed on a public right-of-way with the condition of acquiring a permit from the City of Long Beach. This will be a walk-in type of permit.

6.2.2 Basic Conditions

1. A permit shall be acquired 72 hours prior to the delivery of the dumpster or storage bin.
2. Dumpster bin permits have a 7 day duration with a \$79 + 6.2% surcharge fee. An additional one week can be added until 90 days maximum. Each additional week is \$6.35 Fees may be subject to change without notice. Refer to the fee schedule at bit.ly/lb-fee-schedule.
3. Storage bin permits have a 7 day duration with a \$61 per week fee until 90 days maximum + 6.2% surcharge. Fees may be subject to change without notice. Refer to the fee schedule at bit.ly/lb-fee-schedule.
4. Parking meter information is required (meter ID and rate) when applicable
5. A minimum of 2 city official "No Parking" Signs are required depending on the size of the bin, number of bins, or number of parking metered stalls the bin will occupy. Each "No Parking" Sign is \$2.35 each. Refer to the fee schedule at bit.ly/lb-fee-schedule.

Inquire with Public Works for an updated vendors list at (562) 570-6784

6.2.3 Conditions

1. Bin vendor shall be part of the list of City Approved Vendors ONLY. These vendors have insurance documents approved and vetted by the City. Please note policy date expirations.
2. Bins shall occupy the nearest parking lane by the property (same side of the property).
3. Bins shall not be placed in front of driveway.
4. Bins can be placed on yellow, white, and green zones.
5. Bins shall be placed as close to the curb as possible.
6. Bins shall not be placed in areas that have red curbs.
7. Bins shall not be placed in a location that blocks or restricts access to any driveway or access point.
8. Bins shall not be placed in a location that blocks or restricts vehicular travel lanes, unless the permit is accompanied by an approved traffic control plan.
9. Bins shall not be placed in alleys where safe vehicular travel would be restricted or reduced.
10. Bins shall not be placed on a roadway where the overall roadway width is less than 32 feet.

6.2.4 Additional Information Required

- Start and end date
- Size of the bin (L x W)
- If potentially parked on a metered parking space, required information:
 - » Parking meter number
 - » Parking rate
 - » Hours of operation

6.2.5 No Parking Signs

- City official "No Parking" Signs shall be posted at the beginning and end of the restricted space.
- The sign shall indicate:
 - » Date and time parking will be restricted in the area
 - » Permit number
 - » Emergency contact number of applicant
 - » Description (ex: "Bin Permit," "Dumpster," "Storage Bin," etc.)
- Signs can be affixed using tape, twine, or rope (no nails) to sign poles, sawhorses, traffic control barrels, or telephone poles only (no trees)
- Signs shall be erected or posted 72 hours prior to the restricted time or prior to the start time.

6.3 Public Works Fee Schedule

Typically, fees are updated every year on October 1 to coincide with the City's fiscal year. Some fees are updated throughout the year. For these reasons, fees for similar permits will change over time and it is important to check the fee schedule when planning your project. For a list of the City of Long Beach official fee schedule, visit: <http://bit.ly/lb-fee-schedule>.

6.4 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 the 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 the 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. The 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, etc.
- 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 Engineering

6.5 Public Works Application



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 \$
------------------------	----------------------	-----------------



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)
------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------

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)	

6.6 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 SPR 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 SPR, 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 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 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



20



21



22



23



24

LONG BEACH FENCE PANELS: **Locations**



25



26



27



28



29



30



31



32

LONG BEACH FENCE PANELS: **Locations**



33



34



35



36



37



38



39



40

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



6.7 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. The applicant shall utilize standard plans (LB or CAMUTCD) when appropriate and may require project specific traffic control plans. Standard Traffic Control Plans can be found at <http://bit.ly/lb-standard-plans>

- | | | |
|-------------------------|--------------------------|-----------------------------------------------------------|
| 1. Alamitos Avenue | 15. Livingston Drive | 29. South Street |
| 2. Anaheim Street | 16. Long Beach Boulevard | 30. Spring Street |
| 3. Artesia Boulevard | 17. Los Coyotes Diagonal | 31. Studebaker Road |
| 4. Atherton Street | 18. Magnolia Avenue | 32. Wardlow Road |
| 5. Atlantic Avenue | 19. Norwalk Boulevard | 33. Willow Street |
| 6. Bellflower Boulevard | 20. Ocean Boulevard | 34. 2nd Street (Livingstone Drive to the east City limit) |
| 7. Bloomfield Avenue | 21. Pacific Avenue | 35. 3rd Street (710 Freeway off-ramp to Alamitos Avenue) |
| 8. Broadway | 22. Pacific Place | 36. 4th Street (Alamitos Avenue to Appian Way) |
| 9. Carson Street | 23. Palo Verde Avenue | 37. 6th Street (710 Freeway off-ramp to Alamitos Avenue) |
| 10. Cherry Avenue | 24. Paramount Boulevard | 38. 7th Street |
| 11. Clark Avenue | 25. Pine Avenue | 39. 10th Street (Magnolia to Federation Drive) |
| 12. Del Amo Boulevard | 26. Redondo Avenue | |
| 13. Harbor Scenic Drive | 27. Santa Fe Avenue | |
| 14. Lakewood Boulevard | 28. Shoreline Drive | |

6.8 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:

(*legal name*) (“Permittee”)

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, entitlements, 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 Director of Public Works. 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 Director of Public Works 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

Mailing address: _____

Email address: _____@_____

and to City at 411 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. If 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: _____

Director of Public Works

6.9 General Liability Endorsement Form



General Liability Endorsement

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. () _____



CITY OF
LONG BEACH

