

Public Works Bureau of Engineering (BOE) Drill Monitoring Wells Permit Process

To get started:

What we need from you:

- ☐ Provide an electronic copy (PDF format) of drawing stamped and signed by Registered Civil Engineer to include the following:
 - ☐ A site plan drawn to scale showing:
 - ☐ Well locations in reference to centerline of streets. Wells locations shall be set a minimum of 2' off the face of the gutter, a minimum 5' clear from the edge of existing storm drain pipes and sewer pipes (including sewer laterals), and a minimum 2' clear from other utilities typical. No drilling is permitted in the concrete gutter area, bus pad area, and sidewalk area.
 - ☐ Property lines, curbs, gutters, utility lines, sewer lines (including sewer laterals), and storm drains. Related City's maps are available in 1149 S. Broadway, Suite B-10, Tel: (213) 847-0700 or <http://navigatela.lacity.org>
- ☐ Provide a set of Traffic Control Plans approved by LADOT (If required by LADOT)
- ☐ Provide well cover and frame from approved product list under <http://boe.lacity.org/apm/menu.cfm>. Attach section cut, installation and abandonment instructions as part of final plans from approved products list web site.
- ☐ A waiver of damages agreement signed by owner of well(s) and notarized
- ☐ Permittee must have \$1,000,000 general liability insurance on file with the City Administrative Office. Please submit your certificate of insurance electronically via the City's Track4LA compliance system at <http://track4la.lacity.org>. For any questions call the Risk Management Office at 213-978-7475.
- ☐ A payment for fees:
 - A refundable Cash Bond to be posted with the BOE: \$1,000 per monitoring well.
 - Bond Processing Fees: \$566.50
 - E-permit Fees: \$481.80
 - Deposit for processing and inspection: \$1,500.00 (cover up to 3 monitoring wells)
 - Street Damage Restoration Fee: TBD by E-permit counter staff per NavigateLA

What we will provide to you:

- Issuance of Public Works Excavation Permit
- Copy of approved plans by Email (contractor to keep a hard copy on site for inspection)

IMPORTANT:

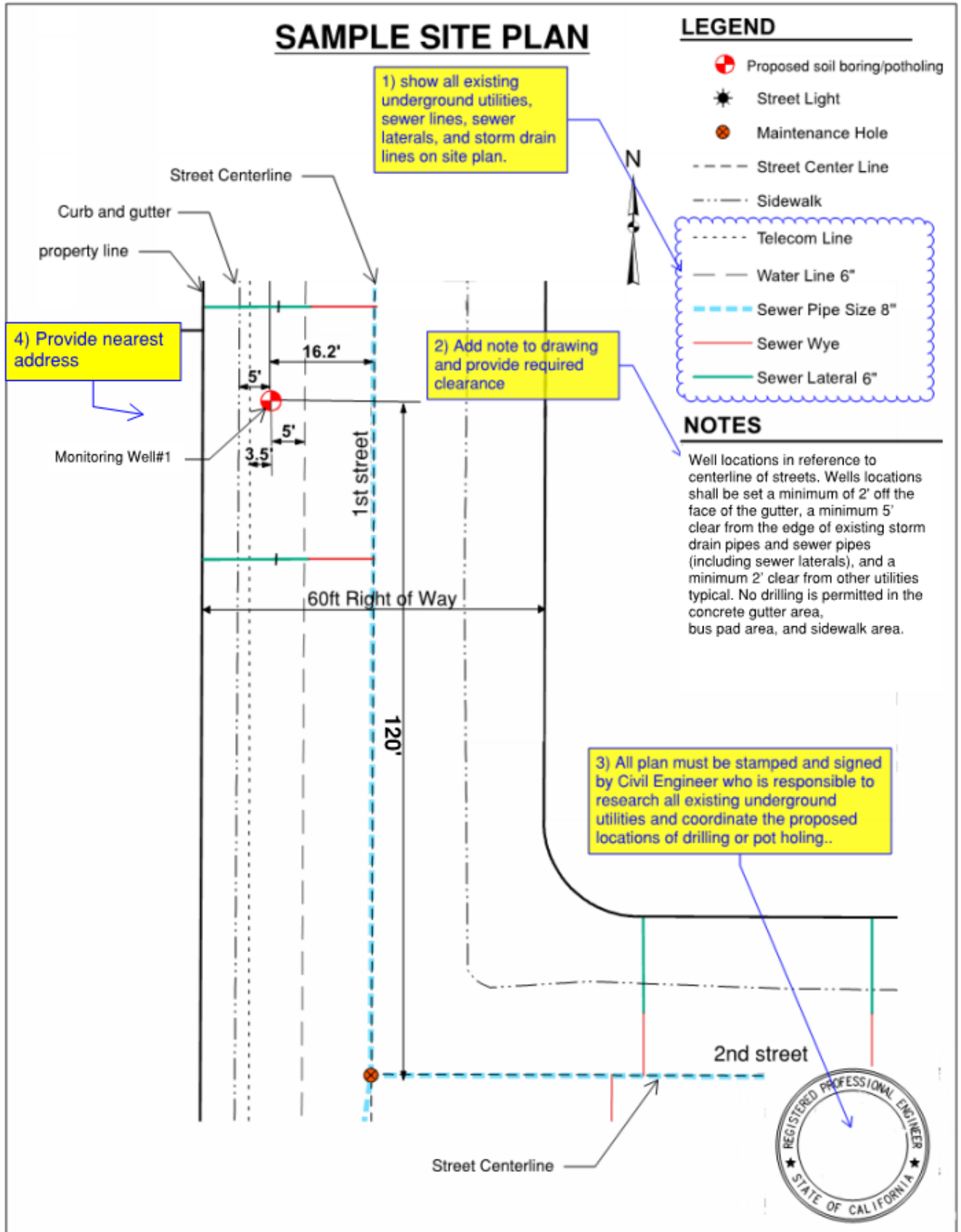
SECTION 4216/4217 OF THE GOVERNMENT CODE REQUIRES A DIGALERT IDENTIFICATION NUMBER BE ISSUED BEFORE A "PERMIT TO EXCAVATE" WILL BE VALID. FOR YOUR DIGALERT I.D. NUMBER CALL UNDERGROUND SERVICE ALERT TOLL FREE 1-800-227-2600 TWO WORKING DAYS BEFORE YOU DIG.

BEFORE THE START OF WORK, CALL BUREAU OF CONTRACT ADMINISTRATION FOR INSPECTION AT 213-485-5080. Failure to schedule inspection with Department of Public Works – Bureau of Contract Administration will delay BOND release.

Public Works Monitoring Well Bond release and Well abandonment/removal:

Owner of well needs to obtain separate A-permit for well abandonment or well removal with reference to the original E-permit number. Monitoring well bonds will be released after final inspection of A-permit and E-permit.

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**WAIVER OF DAMAGES AND INDEMNIFICATION AGREEMENT
FOR WORK UNDER EXCAVATION PERMIT WITHIN
THE CITY OF LOS ANGELES**

WHEREAS, _____

is the permittee or developer as shown on the excavation permit reference log number _____
with the proposed work _____ at location(s) as shown on the
attached site plan , Exhibit _____, in the City of Los Angeles, County of Los Angeles, State of California.

WHEREAS, said applicant/permittee has applied to the City of Los Angeles, hereinafter referred to as the City,
for permission to install, construct, maintain, repair, modify, destroy, abandon, _____
and/or use as temporary improvements

NOW THEREFORE, in consideration of the City granting revocable permission to the applicant to
install, construct, maintain and/or use the said improvement in the right of way or easement, the undersigned
permittee, and for permittee 's heirs, successors in interest and assignees, does hereby agree as follows:

1) To indemnify and hold harmless the City, its officers, agents and employees, from and against all cost,
liability, loss, damage or expenditure of whatsoever kind and nature sustained or incurred by the public or other
person and from and against all damage, loss, or expense of whatsoever kind and nature sustained or incurred by
the City by reason of this grant of revocable permission in, on, through and/or over said easement or right of way
of the City. Permittee hereby further agrees to assume, at its own expense, the defense of any of the aforesaid
losses, damages or claims or of any action or actions based thereon. Permittee further agrees to acquire and
thereafter to maintain public liability and property damage insurance in the policy limits established by the grant
of revocable permission, with the policy of insurance naming City of Los Angeles as an additional insured.

2) To waive any right to make or prosecute any claims or demands against the City, or any of its
Boards, Departments, Officers, Employees, or Agents for any damage that may occur to said improvement,
or any adjacent properties, or relate to permissive use granted, by virtue of the use, construction,
maintenance or other act with said easement or right of way by or under authority of said City, or for any
damage due to substances or activities emanating from within or without such City facilities.

3) To remove all said improvements, and restore the affected Right of Way or Easement, without
expense to the City at the request of the Board of Public Works of said City, or its Officers, Employees, or
Agents by virtue of revocation of the permit.

4) To acknowledge the terms and conditions included herein, without limitation, the City's right to
require the removal, relocation, or undergrounding of the encroachment when deemed necessary and feasible
by and in sole discretion of the City Engineer, at permittee's expense.

Continuation Sheet For:

**WAIVER OF DAMAGES AND INDEMNIFICATION AGREEMENT
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THE CITY OF LOS ANGELES**

5) To maintain the improvement at all times to the satisfaction of the City or to reimburse the City for expenditures for maintaining the improvements should the undersigned fail to do so.

6) To grant to the City, its Agents, Representatives, Officers and Employees the right of ingress and egress over the above described improvement to any or all portions of said street, easement or right of way including the portions covered by buildings, furnishings, or equipment, for the purpose of construction, maintenance, repair, reconstruction or removal, or other lawful acts in or to said easement of right of way.

IN WITNESS WHEREOF, the permittee has caused these presents to be executed this

_____ day of _____, 20_____

NAME	_____	_____
	Print or Type	Signature

NAME	_____	_____
	Print or Type	Signature

NAME	_____	_____
	Print or Type	Signature

Continuation Sheet For:

**WAIVER OF DAMAGES AND INDEMNIFICATION AGREEMENT
FOR WORK UNDER EXCAVATION PERMIT WITHIN
THE CITY OF LOS ANGELES**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.

On this _____ day of , _____ 20____, before me, _____,
a Notary Public in and for said County and State, personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public (Notary Seal)

Accepted by the City Engineer of the City of Los
Angeles on _____, 20_____.

BY _____

(Division and District Office)

Attachment(s) For:

**WAIVER OF DAMAGES AND INDEMNIFICATION AGREEMENT
FOR WORK UNDER EXCAVATION PERMITS WITHIN
THE CITY OF LOS ANGELES**

EXHIBIT _____ – SITE PLAN

E-permit reference log# _____