

**LETTER TO BE ON CITY OF LOS ANGELES
SEAL LETTERHEAD**

Date

Applicable Customer Name

Address Line #1

Address Line #1

City, State Zip Code

Staff to complete all of page 1 and the bottom right of page 3 (Plans Submitted and Waiver Number W) of the Waiver of Damages form.

This paragraph should contain a detailed description and scope of the project. Making sure every item that will be in the

Attn: **John Star, Superstar Consultants**

Subject: REVOCABLE PERMIT REQUEST - (**INSERT PROJECT ADDRESS**)

A revocable permit to install red brick pavers and colored concrete sidewalk at SW corner of Figueroa Street and 37th Street and landscaping, trees, and irrigation along the dedicated right of way of 37th Place and 37th Street, (except at Figueroa Street and Flower Street which are within private property) will be issued upon completion of the following conditions:

1. The property owner(s) shall execute the attached Waiver of Damages agreement and submit the notarized copy to the Bureau of Engineering, (**INSERT DISTRICT OFFICE ADDRESS**), for review prior to recording with the County of Los Angeles Recorder.
2. The property owner(s) shall provide liability and property damage insurance satisfactory to the City Attorney. The City Risk Manager recommends coverage, in the amount of at least \$1,000,000. Evidence of insurance must be presented annually to the Board of Public Works.
3. Any proposed sidewalk, access ramp or proposed improvements to an existing sidewalk or access ramp shall comply with the requirements of the Americans with Disabilities Act. The access ramp will be colored concrete. No brick pavers or tiles on the access ramp area.
4. The plans for the street trees shall be reviewed and approved by Bureau of Street Services, Street Tree Division, 600 S. Spring Street, Suite 1000.
5. The brick pavers and colored concrete shall conform to the standards approved by the Cultural Affairs Department, 433 S. Spring Street, Suite 1000, (213) 473-7721.
6. The brick pavers and colored concrete shall be approved by the Design Standards & Investigation Group, 650 S. Spring Street, Suite 400, Hugh Lee at (213) 847-8776.
7. The property owner(s) shall be required to keep enough pavers and ad-mixture necessary to make repairs because City Departments and Utilities will only make repairs with standard colored Portland Cement Concrete
8. The design and construction within the public way shall comply with appropriate permit procedures including any necessary special inspection. Provisions for improvements satisfactory to the City Engineer such as drainage, erosion control and other necessary requirements shall be shown on the plans submitted for a Class A or B Permit. The A or B Permit can be obtained from the District office which issued the Revocable Permit, upon completion of the requirements for issuance of the permit.
9. The conditions herein must be accomplished, and the permit issued within 180 days of notification of the above date.

This is NOT a permit. The conditions shall be satisfied before the Revocable Permit is issued.

If you have any questions, please contact _____ at () ____ - ____.

Sincerely,

Name of District Engineer, District Engineer
District Office
Bureau of Engineering