

SAMPLE R-PERMIT REQUIREMENTS (RPR) LETTER #1 (ON CITY LETTERHEAD)

Date

Applicant Company Name

Applicant Address

Applicant City, State ZIP

Attn: _____

Subject: REVOCABLE PERMIT REQUEST – Address of R Permit Project

THIS IS NOT A PERMIT

The conditions outlined below must be satisfied before a Revocable Permit can be issued for the placement of the following items encroaching up to one (1) foot into the public rights-of-way along _____:

- Approximately 130 linear feet of 12-in X 12-in X 12-in rock pockets to be placed 27-ft below ground and extend approximately 10-in into the public right-of-way.

CONDITIONS

1. 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.
2. The design within the public right of 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, or any other necessary requirements shall be a part of the permit. The A-Permit shall be applied for from the Bureau of Engineering, Central District, 201 N. Figueroa Street, 3rd Floor, Counter 23
3. The property owner(s) shall sign and notarize a Waiver of Damages agreement, obtain a Los Angeles County Recorder conformed copy or certified copy and submit the recorded copy to the Bureau of Engineering, DISTRICT OFFICE AND ADDRESS. With the recordation of this waiver, the property owner agrees to remove all the encroachments and restore the public right-of-way satisfactory to the City Engineer when requested, or if the permit is revoked. Please contact this office for the waiver form.
4. Construction must be accepted by the Bureau of Contract Administration Inspector prior to issuance of the revocable permit. Provide a copy of the proof of acceptance from Bureau of Contract Administration to BOE, DISTRICT OFFICE AND ADDRESS or notify the Revocable Permit counter personnel.

The Revocable permit will be issued when all the above conditions are satisfied. If the applicant doesn't satisfy all the listed conditions within 180 days from the date of this letter, the application will expire, and the process terminated. Once expired, a new Revocable Permit application and fees will be required to re-initiate the process.

If you have any questions pertaining to this letter, please do not hesitate to contact my engineering associate, NAME OF CITY STAFF, at (213) ____-____ or via e-mail at EMAIL ADDRESS.

Sincerely,

District Engineer Name

District Engineer

District Name

SAMPLE R-PERMIT REQUIREMENTS (RPR) LETTER #2 (ON CITY LETTERHEAD)

Date

Applicant Company Name

Applicant Address

Applicant City, State ZIP

Attn: _____

Subject: REVOCABLE PERMIT REQUEST – Address of R Permit Project

THIS IS NOT A PERMIT

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.

The conditions outlined below must be satisfied before a Revocable Permit can be issued for the placement of the following items encroaching up to one (1) foot into the public rights-of-way along _____:

- Red brick pavers and colored concrete sidewalk at SW corner of Figueroa Street and 37th Street
- 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)

CONDITIONS

1. The property owner(s) shall execute the attached Waiver of Damages agreement and submit the notarized copy to the Bureau of Engineering, DISTRICT OFFICE AND ADDRESS, Revocable Permit Counter, for review prior to recording with the County 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 a sufficient volume of the pavers and the admixture 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-B Permit. The B-Permit can be obtained from the B-Permit Counter of the **DISTRICT OFFICE AND ADDRESS**, upon completion of the requirements for issuance of the permit.

9. Construction must be accepted by the Bureau of Contract Administration Inspector prior to issuance of the revocable permit. Provide a copy of the proof of acceptance from Bureau of Contract Administration to BOE, **DISTRICT OFFICE AND ADDRESS** or notify the Revocable Permit counter personnel.

The Revocable permit will be issued when all the above conditions are satisfied. If the applicant doesn't satisfy all the listed conditions within 180 days from the date of this letter, the application will expire, and the process terminated. Once expired, a new Revocable Permit application and fees will be required to re-initiate the process.

If you have any questions pertaining to this letter, please do not hesitate to contact my engineering associate, **NAME OF CITY STAFF**, at (213) ____-____ or via e-mail at **EMAIL ADDRESS**.

Sincerely,

District Engineer Name

District Engineer

District Name