

### INSTRUCTIONS TO COMPLETE THE ENCROACHMENT APPLICATION PROCESS

#### WHO NEEDS A CLEARANCE FROM LADWP?

A landowner constructing or doing a change of use within or near 15 feet of our Easement, Poles, and/or LADWP equipment, must apply for a Clearance by submitting an Encroachment Application.

Other uses for the Encroachment Application Process are:

- Relocate or remove any LADWP equipment on the Project Property.
- Request a Quitclaim of our Easement. See Page 3 for the Quitclaim Process.

#### WHAT IS AN EASEMENT OR RIGHTS?

The Los Angeles Department of Water and Power maintains and operates an electrical and water system of grids either, Easements in perpetuity or Right-of-Ways by landowners both recorded and un-recorded.

These Easements are called P.U.E. (Public Utility Easement) or waterline Easement or Right-of-Ways and have various widths and vary from property to property. These Easements give us the right to install, maintain, upgrade, and have access to LADWP equipment. LADWP owns the Easement not the property. LADWP has a right to say what can be built or not built on said Easement or Right-of-Way.

**HOW LONG DOES THE PROCESS TAKE?** Real Estate Services and Power System will take approximately four months to process a standard application from submittal to clearance. **Project Power House (AH100) applicants please check the box on the top right of the application.**

#### HOW MUCH DOES IT COST?

- There is no cost for the clearance process.
- Any relocation of LADWP equipment will require a non-refundable fee. Clearance is released upon final payment.

**WHO CAN APPLY?** Any owner and/or authorized representative.

**WHERE TO APPLY:** 221 North Figueroa Street, Suite 1600, Los Angeles, California 90012.

**PUBLIC COUNTER HOURS OF OPERATION** Open Monday - Friday from 8am to 3pm.

**CAN I APPLY ONLINE?** No, LADWP does not accept online applications.

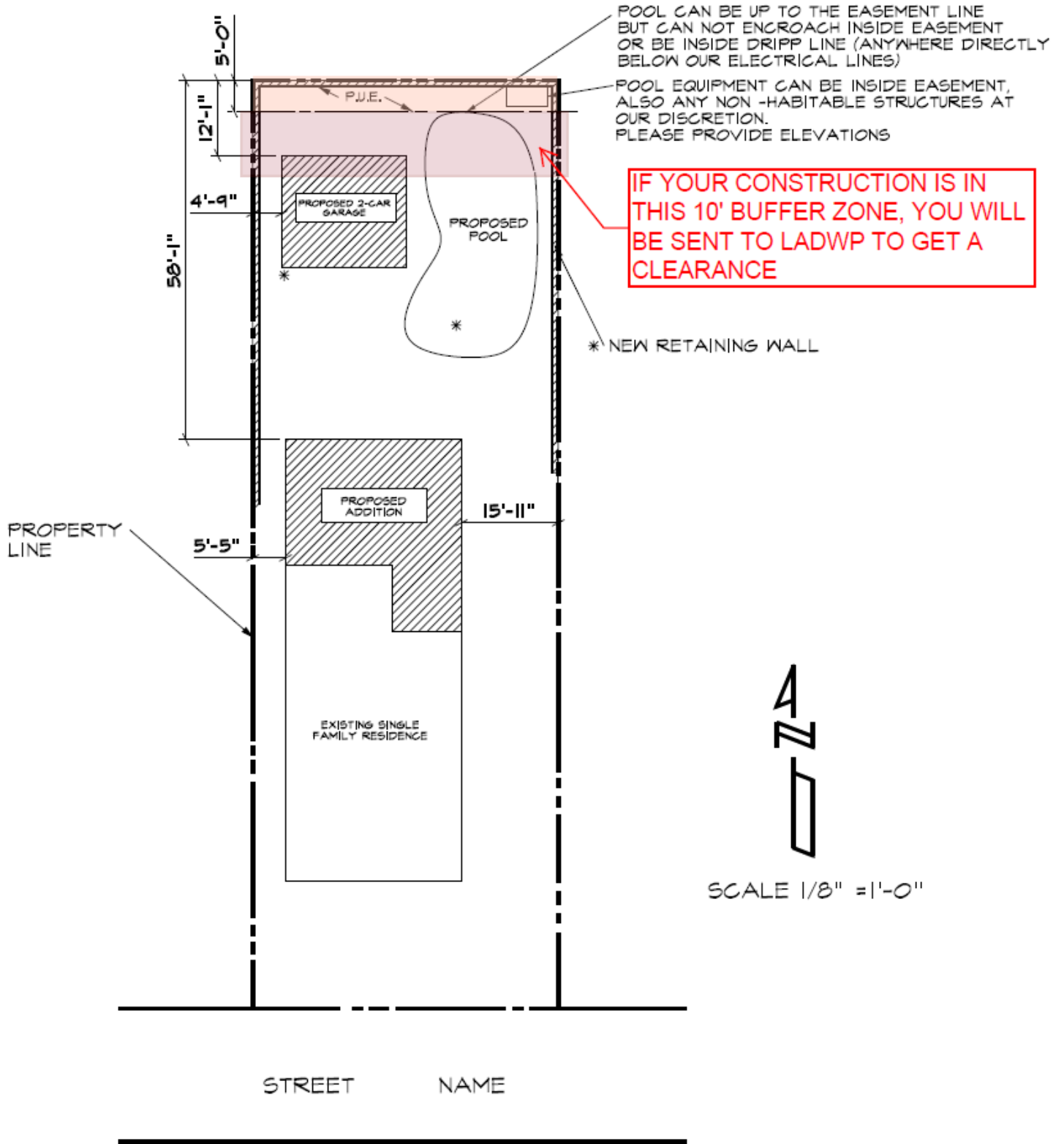
**HOW TO APPLY:** The Applicant must submit a fully completed Encroachment Application. The Application is available on our website at [Encroachment Application](#) **NOTE: PACKAGES MISSING INFORMATION WILL BE DEEMED INCOMPLETE AND A NEW SUBMITTAL WILL BE REQUIRED. All projects can be dropped off at our office or submitted by mail.**

**REQUIREMENTS:** The Applicant must provide TWO (2) SETS OF PLANS (hard copies), TO SCALE.  
**Plans are retained by LADWP and will not be returned.**

Please submit the following:

- **Plot Plan or Site Plan** – Showing: The existing condition and proposed project. Should include all dimensions for setbacks and Easements if known. Plan should be plotted to scale. We do not accept faxes or reduced copies.
- **Elevations** – Showing: All elevations of the project in or near our Easement. Please include all height dimensions, pool equipment, roof height, deck banisters, or any construction that comes close to our electrical lines.
- **Survey and Cross Sections** – Required if the Project has a basement or subterranean parking.

**It is recommended that projects requiring encroachment clearance be submitted prior to applying with Building and Safety.**



\*ANY CONSTRUCTION WITHIN 10' OF OUR EASEMENT OR IN OUR EASEMENT REQUIRES ENCROACHMENT CLEARANCE FROM LADWP

**MINIMUM REQUIREMENT FOR PLOT PLAN SUBMITTAL TO THE LOS ANGELES DEPARTMENT OF WATER AND POWER**

## QUITCLAIM PROCESS

221 N. Figueroa Street, Suite 1600, Los Angeles, California 90012 • (213) 367-0562  
Inquiries? Please email: [encroachments@ladwp.com](mailto:encroachments@ladwp.com)

### INSTRUCTIONS TO COMPLETE THE QUITCLAIM APPLICATION PROCESS

#### WHAT IS A QUITCLAIM?

On customer property where LADWP owns any type of **recorded** easement, the customer has a right to ask for it back if LADWP no longer has use of said easement.

#### LADWP EASEMENTS HANDLED THROUGH THIS PROCESS:

1. Public Utility Easement (P.U.E), usually for overhead or underground power equipment
2. Water Utility Easement

#### LADWP EASEMENTS NOT HANDLED THROUGH THIS PROCESS:

- Power unrecorded easements. This type is generally negotiated between owner and Department when new service or relocation is needed on land where we have no Department easements. These easements are enforced the same as recorded, except when we remove our equipment, in which case the easement goes away automatically, “no need for quitclaim.”
- LADWP owns special purpose easements. Customer will be informed if their request falls in this category and will be referred to the appropriate section.

#### LENGTH OF APPROVAL AND PROCESSING TIME:

Approval and Final Recording (beginning to end) may take approximately 24 months.

The Title section of Real Estate will contact you within 4 months of your Application to either grant or deny your quitclaim. The Final Recording includes approval from LADWP Board of Commissioners, City of Los Angeles Council Committee and full City Council approval.

#### ONCE APPROVED HOW MUCH DOES IT COST:

The Real Estate cost is \$ 6,420.00.

#### HOW TO APPLY?

Complete the Encroachment Application (page 4 of this document).

The Application is also available at [www.ladwp.com/realestate](http://www.ladwp.com/realestate) and at the LADWP table in the lobby at 201/221 North Figueroa Street.

#### WHERE TO APPLY:

221 North Figueroa Street, Suite 1600, Los Angeles, California 90012

Completed Applications may be submitted in the lobby or by mail.



## ENCROACHMENT APPLICATION

For inquiries, please email [encroachments@ladwp.com](mailto:encroachments@ladwp.com)

Include 2 sets of To Scale Plans with Site Plan and Elevations.  
 Include Survey and Cross-Sections if the Project has a Basement or Subterranean Parking.

Date: \_\_\_\_\_

Check if this Application is a Resubmittal and provide the Real Estate File No. \_\_\_\_\_

**BUILDING & SAFETY APPLICATION NO.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**OTHER PERMIT NO(S).** \_\_\_\_\_

**PROPERTY OWNER**     is Applicant     is NOT Applicant

\_\_\_\_\_  
 First Name                      Last Name                      Phone Number                      Email

**APPLICANT (If Different than Property Owner)**

\_\_\_\_\_  
 First Name                      Last Name                      Phone Number                      Email

**PROJECT ADDRESS INFORMATION**

\_\_\_\_\_  
 Street No.                      Street Name                      Unit No.                      City                      Zip

\_\_\_\_\_  
 Lot(s)                      Block                      Tract                      APN (if Quitclaim)

**ACCESS:** Provide Authorized Contact if LADWP Personnel cannot access the Property (due to loose dogs, locked gates, etc.) during normal working hours, or if a field meet is required.

**AUTHORIZED CONTACT:**     is Property Owner     is NOT Property Owner

\_\_\_\_\_  
 First Name                      Last Name                      Phone Number                      Email

**WORK REQUEST**

- I have included two (2) sets of Full-Scale Plans including Plot Plans and Elevations with the understanding these plans will not be returned to me.
- I understand that an Incomplete Package will need to be resubmitted.

I, \_\_\_\_\_, hereby request LADWP provide the following:  
(Print Name of Applicant)

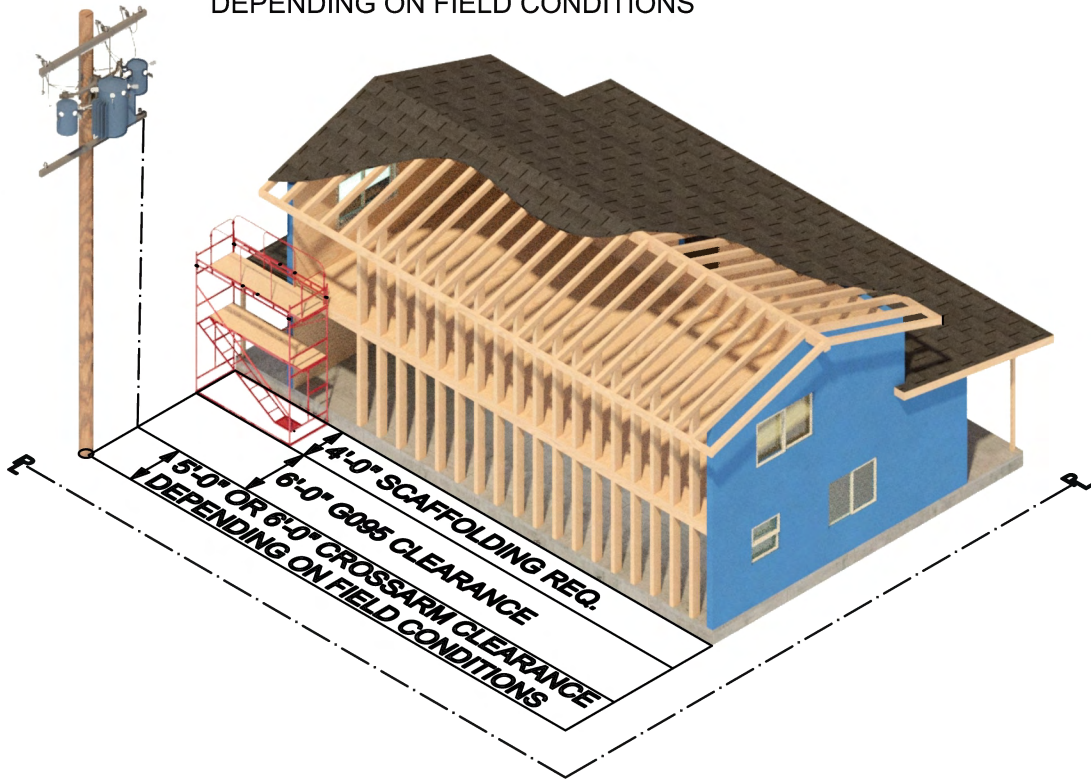
- |  |  |
|--|--|
| <input type="checkbox"/> <b>PERMISSION TO CONSTRUCT OR CONVERT ADU (Accessory Dwelling Unit)</b><br><input type="checkbox"/> 1 Story ADU<br><input type="checkbox"/> 2 or More Stories<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> <b>ABANDON AND/OR QUITCLAIM</b> (all or a portion of) the easement within the Project Address.<br><b>Easement Recordation:</b><br>Book _____ Page(s) _____ of _____ |
| <input type="checkbox"/> <b>PERMISSION TO CONSTRUCT/INSTALL</b> on or near a portion the easement depicted on the enclosed Plans. (ex. Pool)<br><b>Describe Scope of Project:</b> _____  | <input type="checkbox"/> <b>RELOCATION OF LADWP PROPERTY</b> located near and/or within the Project Address. (ex. Power Pole, Wires)<br><b>Describe Proposed Relocation:</b> _____           |

<b>Office Use Only</b> LADWP	Map # _____	District: Central North	WMIS# _____	Real Estate File No. _____	
	If this is a Resubmittal: Previous WMIS# _____				
	<u>Real Estate Document No.</u>	<u>Type of Document</u>	<u>Date</u>	<u>Recording Data</u>	<u>Width of Easement</u>
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

# DRAFT



4'-0" SCAFFOLDING REQ.  
6'-0" G095 CLEARANCE  
5'-0" OR 6'-0" CROSSARM CLEARANCE  
DEPENDING ON FIELD CONDITIONS



#### REQUIREMENTS FOR CRANE CLEARANCES

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION  
OF OCCUPATIONAL SAFETY AND HEALTH - TITLE 8 REGULATIONS  
SUB-CHAPTER 4. CONSTRUCTION SAFETY ORDERS ARTICLE 15.  
CRANES AND DERRICKS IN CONSTRUCTION  
[HTTP://WWW.DIR.CA.GOV/TITLE8/SB4A15.HTML](http://www.dir.ca.gov/title8/sb4a15.html)

CALIFORNIA PUBLIC UTILITIES COMMISSION, GENERAL ORDER 95  
[HTTP://DOCS.CPUC.CA.GOV/PUBLISHED/GRAPHICS/13352.PDF](http://docs.cpuc.ca.gov/published/Graphics/13352.pdf)

LADWP RULES GOVERNING WATER AND ELECTRIC SERVICE.  
ELECTRIC SERVICE REQUIREMENTS MANUAL 7-4.#1.#2.#3(PAGE 218)  
[HTTPS://WWW.LADWP.COM/CS/IDCPLG?IDCSERVICE=GET\\_FILE&DDOCNAME=AD17DWPWEB9173007635&REVISIONSELECTIONMETHOD=LATESTRELEASED](https://www.ladwp.com/cs/idcplg?IDCSERVICE=GET_FILE&DDOCNAME=AD17DWPWEB9173007635&REVISIONSELECTIONMETHOD=LATESTRELEASED)

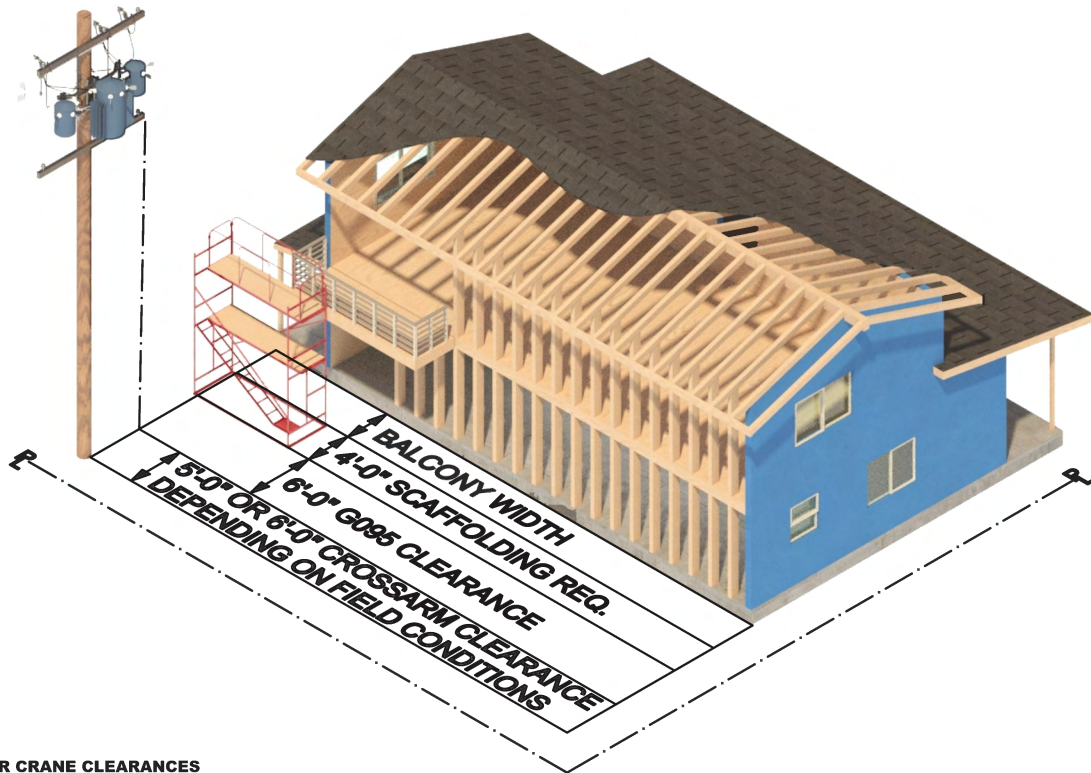
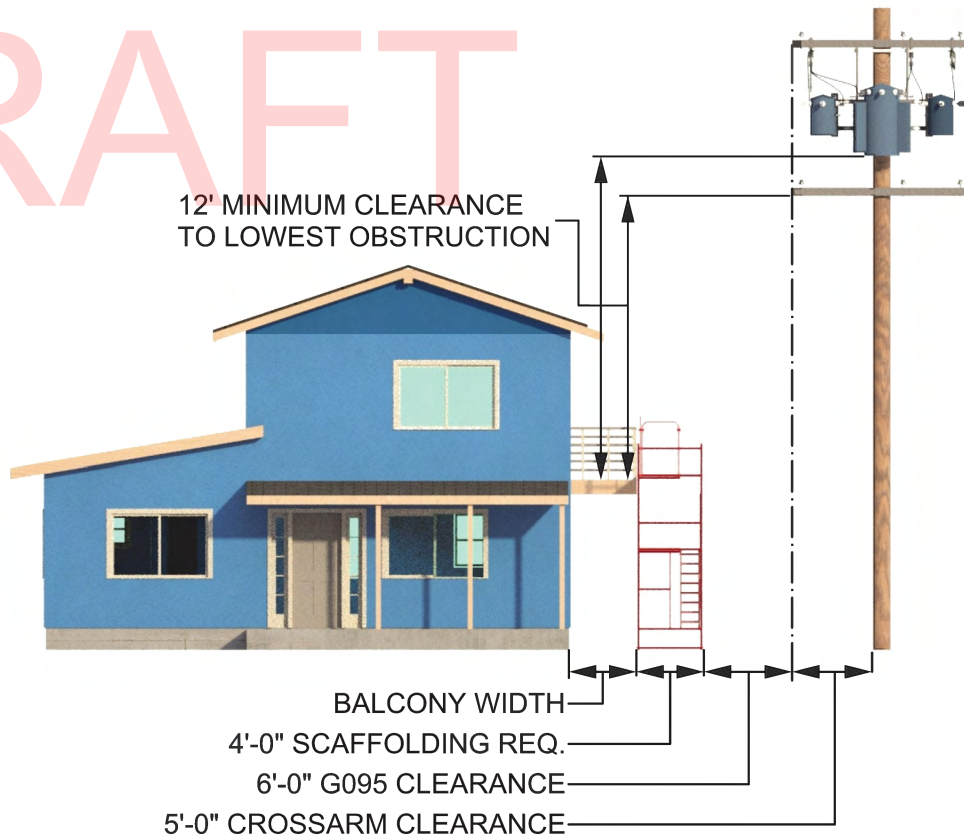


**MULTI-STORY NEW  
CONSTRUCTION  
MINIMUM CLEARANCES**

LAST REVISED 11/30/21

SHEET 1 OF 2

# DRAFT



#### REQUIREMENTS FOR CRANE CLEARANCES

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS DIVISION  
OF OCCUPATIONAL SAFETY AND HEALTH - TITLE 8 REGULATIONS  
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Los Angeles  
Department of  
Water & Power

**MULTI-STORY NEW  
CONSTRUCTION  
MINIMUM CLEARANCES**

LAST REVISED 11/30/21

SHEET 2 OF 2