# ANNUAL UTILITY BLANKET PERMIT APPLICATION

## PERMITTEE INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Utility Company Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Authorized Representative</td>
<td></td>
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<tr>
<td>Cell Phone</td>
<td></td>
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<tr>
<td>E-mail</td>
<td></td>
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<tr>
<td>Work Permit Location</td>
<td></td>
</tr>
<tr>
<td>Permit Period – From:</td>
<td></td>
</tr>
<tr>
<td>To: January 31, 20__________</td>
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</table>

## PERMITTEE CERTIFICATION

I HEREBY ACKNOWLEDGE THAT I AM A DESIGNATED REPRESENTATIVE OF MY UTILITY COMPANY WITH THE AUTHORITY TO SIGN BINDING CONTRACTUAL DOCUMENTS AND THAT I HAVE READ THIS PERMIT AND STATE THAT THE INFORMATION GIVEN IS CORRECT, AND AGREE TO COMPLY WITH ALL APPLICABLE CITY, STATE AND FEDERAL LAWS PERTINENT TO THE REQUIREMENTS OF THIS BLANKET PERMIT INCLUDING THE ATTACHED ANNUAL UTILITY BLANKET PERMIT REQUIREMENTS.

I HEREBY ACKNOWLEDGE THAT MY UTILITY COMPANY UNDERSTANDS AND WILL COMPLY WITH THE PERMIT REQUIREMENTS, RESTRICTED AREAS MAP, AND CONDITIONS OF APPROVALS.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td>Permittee Authorized Representative Name</td>
<td>______________________________</td>
</tr>
<tr>
<td>Permittee Title</td>
<td>______________________________</td>
</tr>
<tr>
<td>Signature</td>
<td>______________________________</td>
</tr>
<tr>
<td>Date</td>
<td>______________________________</td>
</tr>
</tbody>
</table>

THIS PERMIT OR AUTHORIZED COPY MUST BE AVAILABLE AT THE WORK ACTIVITY SITE FOR REVIEW BY ANY AUTHORIZED CITY PERSONNEL.

## CITY APPROVAL

Approved by: ___________________________ Date:________________________

Printed Name/Title: ___________________________
**ANNUAL BLANKET UTILITY PERMITS**

**WORK ACTIVITY NOTICE (WAN)**

<table>
<thead>
<tr>
<th>Blanket Permit No. __________________</th>
</tr>
</thead>
</table>

| WORK START DATE: ___________ |
| WORK END DATE: ____________ |
| RESTORATION DATE: ____________ |

### APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Utility Company/Contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Office Phone:</td>
</tr>
</tbody>
</table>

### SITE INFORMATION

<table>
<thead>
<tr>
<th>Jobsite Address:</th>
<th>Estimated No. of Days:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Description:</td>
<td></td>
</tr>
</tbody>
</table>

Type of use (check all that apply): ☐ Alley ☐ Parking lane/lot ☐ Parkway ☐ Sidewalk ☐ Travel lane

Approved Traffic Control Plan: TTCP No. ______________________ Rev. No. _________

Posted Parking Description (list meter numbers if applicable):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Number of No Parking Signs required: ________________ (metered spaces must be paid in advance)

### EXCAVATION INFORMATION

<table>
<thead>
<tr>
<th>Location of Excavation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions of Excavation: Length ____________ Width ____________ Depth ____________</td>
</tr>
</tbody>
</table>

Underground Utility Alert (USA) Ticket No.: ____________________________

E-mail completed Work Activity Notice form to: buildingandsafetyinfo@beverlyhills.com three (3) business days prior to beginning work in the public right of way. Site Foreman/Superintendent must notify Public Works staff at (310)285-2518 on first day of work (prior to beginning work activities). Must complete steps in second page.
TERMS AND CONDITIONS

☐ I have read and understood all of the terms and conditions as specified in the Annual Blanket Permit Requirements.

☐ All impacted residents have been notified of the planned work.

By issuance of this permit and the exercise by permittee of the rights granted by the permit, permittee agrees to indemnify, defend, and hold harmless the City of Beverly Hills, its City Council, Boards or Commissions, officers, agents, or employees from any claim, liability, or damage arising out of or resulting from the permittee’s exercise of the rights granted by the permit.

☐ By checking the box, the applicant agrees to abide by all requirements of the Beverly Hills Municipal Code and conditions set forth on the permit. Failure to comply may result in permit revocation and/or civil penalties.

☐ A check in this box will be equivalent to a signed application.

Signed: ____________________________  Print Name: ______________________  Date: ______________________
(Not necessary for electronic submissions)
ANNUAL BLANKET UTILITY PERMIT REQUIREMENTS

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1. **GENERAL CONDITIONS AND REQUIREMENTS**

1.1. **PERMITTED WORK:**

A. Routine inspection and maintenance of facilities.
B. Adjustment of manhole or vault covers to grade.
C. Repair or replacement of deteriorated equipment, parts or fittings on utility poles or within utility vaults.
D. Utility potholing.
E. Service cuts for repair, maintenance, inspection, installation or abandonment of utility services requiring an open cut less than 24 linear feet in length.
F. Clearing overhead line requiring parking lane closure
G. Graffiti removal from equipment and signs within eight hours of its appearance. If graffiti is not removed within allotted time, said equipment or signs from project site must be removed.

I. Work activities performed as a part of this permit may incorporate the following limited types of closures in the public right-of-way:
   - Sidewalk closure (less than one block or 300 feet, whichever is less), and
   - Parking lane closure (less than one block or 300 feet, whichever is less).
   - Any combination of the above two types of closures.
   - All travel lanes must be maintained without detours.

**IMPORTANT NOTE:** A Utility Excavation or Public-Right-of-Way Use and Street Use permits are required for all work not covered under this blanket permit.

1.2. **WORK NOT PERMITTED UNDER THIS BLANKET UTILITY PERMIT:**

A separate Utility Permit is required for work not covered in section 1.1 and for the following:

A. Excavation within the public right-of-way.
B. All work within the public right-of-way in the downtown commercial area (bounded by Charleville Blvd., Santa Monica Blvd., and Rexford Dr.), heavy haul routes, and any alley adjacent to commercial properties (please see attached map or section 1.4 for a complete list of streets excluded from the blanket utility permit), except necessary emergency work or as approved by the Director of Community Development and/or Director of Public Works Departments.
C. Capital improvements to any of the utility companies including but not limited to the Southern California Gas Company, AT&T, and Southern California Edison infrastructure.
D. All Capital Improvement Projects are not permitted to conduct any work under a Blanket Utility Permit.
E. All work within the public right-of-way streets identified under section 1.4 of this annual blanket utility permit conditions and identified in the attached map.
F. Replacement of deteriorated utility poles and all poles of the same diameter, height and material, and at the same location.

G. Installation of new facilities or new service lines even if the excavated area complies with the dimensions specified for a utility service cut.

H. Utility work to be done after normal business hours or on weekends.

I. Utility work requiring multiple lane closures or full road or alley closure.

J. Grade adjustments to manholes and vaults.

1.3. **WORKING CONDITIONS:**

This permit issuance is subject to the following:

A. Street and alleys must be restored to original condition or better.

B. Replace pavement in kind per BH114 standard plans.

C. Two sack sand slurry backfill.

D. Maintain all alley access for residents including parking (11’ minimum lane).

E. Coordinate with sanitation services as needed by contacting: 310-285-2465.

F. Post warning signs and use adequate cones and barricades.

G. Plate all open excavations with traffic plates at end of each workday per BH113 standard plans.

H. Must maintain a safe 4’ clear walkway for pedestrians at all times. No diversion of pedestrians into street at any time.

I. No materials or equipment left on public right of way overnight.

J. Notify City 3 business days in advance for commencement of work.

K. Maintain vehicular and pedestrian traffic at all times.

1.4. **RESTRICTED WORK AREAS FROM THE ANNUAL BLANKET PERMIT PROCESS:**

A. All streets and alleys in the downtown commercial area (bounded by Santa Monica Boulevard (North), Charleville Boulevard & Rexford Drive).

B. All streets and alleys part of the Los Angeles County Metropolitan Transportation Authority’s projects in the City of Beverly Hills.

C. The following work areas are not allowed to be included in the Annual Utility Blanket Permit:

1. Alden Drive;

2. Alley Between 9900 block of Durant drive and Robbins drive;

3. Alley Between 9900 block of Durant drive and Santa Monica Boulevard (south);

4. Alley on both sides of Olympic Boulevard on blocks 8800-9200, 9400;

5. Alley behind 400 block of Spalding Drive;
6. Alley between Burton Way and Dayton Way from Doheny Drive to Robertson Boulevard;
7. Bedford Drive from Wilshire Boulevard to Santa Monica Boulevard (north);
8. Bedford Drive from Sunset Boulevard to Benedict Canyon Drive;
9. Benedict Canyon Drive from Sunset Boulevard to City Limits;
10. Beverly Boulevard;
11. Beverly Drive from the south city limits to Coldwater Canyon Drive (including alley from Charleville to City limits);
12. Brighton Way from Canon Drive to Wilshire Boulevard;
13. Burton Way;
14. Camden Drive from Wilshire Boulevard to Santa Monica Boulevard (north);
15. Canon Drive from Wilshire Boulevard to Sunset Boulevard;
16. Carla Ridge from Loma Vista Drive to Schuyler Road;
17. Civic Center Drive from Burton Way to Santa Monica Boulevard (south);
18. Coldwater Canyon Drive from Beverly Drive (north) to City Limits;
19. Commercial Center Street.
20. Crescent Drive between the north and south roadways of Santa Monica Boulevard;
21. Dayton Way from Canon Drive to Wilshire Boulevard; Doheny Drive;
22. Foothill Road from Burton Way to Santa Monica Boulevard (south);
23. Hillcrest Road from Doheny Road to Barrie Drive;
24. La Cienega Boulevard;
25. Linden Drive from Wilshire Boulevard to Santa Monica Boulevard (south);
26. Loma Vista Drive from Doheny Road to City Limits;
27. Maple Drive from Burton Way to Santa Monica Boulevard (south);
28. Olympic Boulevard;
29. Park Way from Roxbury to Rexford;
30. Rexford Drive from Santa Monica Boulevard (north) to Burton Way;
31. Rexford Drive (including alley) from Elevado Avenue to Carmelita Avenue;
32. Robertson Boulevard (including alley);
33. Rodeo Drive from Wilshire Boulevard to Santa Monica Boulevard (north);
34. Roxbury Drive from Wilshire Boulevard to Santa Monica Boulevard (north);
35. San Vicente Boulevard;
36. Santa Monica Boulevard (north and south roadways);
37. Third Street;
38. Whitter Drive
39. Wilshire Boulevard (including north alley);
40. Woodland Drive from Lexington Road to City Limits;
The City reserves the right, in its sole discretion based upon the level of compliance as demonstrated by the Utility, to cancel any issued Blanket Permit (with appropriate refund) or deny future requests for an Annual Blanket Permit issuance.

1.5. **SIGNAGE/STRIPING:**
Street signs, striping/pavement markings, crosswalks, raised reflective pavement markers, and all damage by work activity shall be replaced according to the California Manual of Uniform Traffic Control Devices and to the satisfaction of the Transportation Planning & Traffic Engineering Division: (310) 285-2515.

1.6. **OWNER/CONTRACTOR DAMAGES:**
Permittee shall be responsible for any and all damages resulting from the work activities performed under this permit.

1.7. **STORMWATER POLLUTION PREVENTION:**
Permittee shall use Best Available Technology and Best Management Practices to prevent the pollution of drains and watercourses. This blanket permit may be revoked if any pollutants are released into or allowed to remain in any components of the city drainage system.

1.8. **SURVEY MONUMENTS:**
All survey monuments in the work activity area shall be located and tied out prior to the start of construction. All damaged or destroyed monuments shall be replaced and filed with Los Angeles County Department of Public Works prior to final inspection.

2. **PERMITTING**

2.1. **PERMIT REQUIRED:**
An Annual Utility Blanket Permit is required to be applied for and obtained by the Utility Company and is to remain in good standing throughout the year of service. The Annual Utility Blanket Permit is valid for a maximum of one-year period in accordance with the calendar year. Approved Annual Utility Blanket Permits will expire on December 31 of each calendar year. Permit extensions shall be applied for and approved by the City prior to the expiration date. Every jobsite that is to be included in the Annual Utility Blanket Permit shall have a Work Activity Notice (WAN) approval a minimum of 3-business days in advance of the work start date. Additional processing time may be required in accordance with the permit requirements, including but not limited to the required time for advanced notifications to the community.
2.2. **WORKING HOURS:**
Work on the public right of way is restricted to weekdays (Monday-Friday) from the hours of 8:00 AM to 6:00 PM. A separate permit is required for any work that does not fall within the permitted hours.

**Trousdale Estates Area:** Work in the public right of way within the Trousdale Estates area will be permitted only in accordance with the working hours (8:30am – 3:15pm) and the Special Transportation-Related Measures for such area. Additional information can be found at [www.beverlyhills.org/trousdale](http://www.beverlyhills.org/trousdale).

**Holiday Construction Restrictions:** No construction work is allowed during all Federal Holidays (New year’s Day, Labor Day, Memorial Day, Thanksgiving Day, Independence Day, Christmas Day or other religious holidays) except necessary emergency work or as approved by the Director of Community Development.

2.3. **WORK SCHEDULE FOR LINE CLEARING:**
To schedule tree trimming for the purposes of line clearing, the WAN form shall be forwarded to the Beverly Hills Park and Urban Forest Manager Ken Pfalzgraf (Phone: 310-285-2537).

2.4. **NOTIFICATIONS:**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>NOTIFICATION REQUIREMENT</th>
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<tbody>
<tr>
<td>E-mail Work Activity Notice (WAN) to <a href="mailto:buildingandsafetyinfo@beverlyhills.org">buildingandsafetyinfo@beverlyhills.org</a></td>
<td>3 business days in advance</td>
</tr>
<tr>
<td>Construction Notice to residents</td>
<td>3 business days in advance of starting work</td>
</tr>
<tr>
<td>Notification to Public Works staff by calling: (310) 285-2518</td>
<td>2 business days in advance of starting work</td>
</tr>
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In case of emergency repair work, notification shall be made as soon as practicable and prior to or at the actual time of work completion.

All notifications shall reference the current Annual Blanket Utility Permit number and include an approved Work Activity Notice (WAN) number indicating location, limits, type of work activity, and the duration of work. Refer to the WAN form (attached) for additional details.
Notifications to City and residents for emergency repair work as a result of scheduled and unscheduled outages are required with the next business day.

Upon receipt of the Work Activity Notice, City staff will review and make a determination in accordance with the Conditions of Approval of the Blanket Utility Permit. City staff shall notify utility company of the determination made for each WAN received and processed.

2.5. **PROOF OF INSURANCE:**
All sub-contractors shall provide and maintain a valid insurance certificate on file with the City for appropriate coverage in compliance with the City’s insurance requirements before permit is issued. Proof of insurance shall include an endorsement naming “the City of Beverly Hills, the City Council and each member thereof, members of boards and commissions, every officer agent, employee and volunteer” as additionally insured. Insurance expiration date may govern permit expiration date.

2.6. **TRENCH BACKFILL:**
Trench backfill and pavement restoration requirements shall be a 2 sack sand slurry or 150 P.S.I. Controlled Low Strength material (SLSM).

2.7. **TEMPORARY TRAFFIC CONTROL REQUIREMENT:**
Any construction work or activity that will occur within City rights-of-way (e.g., streets, parkways and sidewalks) requires Temporary Traffic Control (TTC). Access to adjacent properties and access for emergency response vehicles through work area shall be maintained at all times.

2.8. **FEE RATES:**
Requisite permit fees are charged in accordance with the City of Beverly Hills Annual Schedule of Taxes, Fees and Charges. Fees for the issuance of blanket permits will be assessed and collected per work activity location. Fees are set by a resolution of the City Council. City may recover additional fees in connection with the issuance of the activity permits as required.

3. **INSPECTIONS**

3.1. **UNDERGROUND SERVICE ALERT NUMBER:**
An Underground Service Alert (USA), a.k.a. as Dig Alert number is required 2 working days prior to start of any excavation work, not including day of notification. As per CA Government Code Section 4216.
3.2. **ALL TRENCHES MUST BE INSPECTED**: Notify inspector prior to backfill one business day in advance.

3.3. **OVERTIME INSPECTIONS:**
Permittee shall be billed for overtime inspection services, if/when applicable. In the event that an inspection is required and/or scheduled by permittee, fees are established in accordance with City of Beverly Hills Schedule of Fees and Taxes.

3.4. **NOTIFICATION OF FINAL WORK:**
Notification to the City is required upon completion of all scheduled work to receive a final inspection. All backfill and trenches must be inspected prior to final restoration.

4. **CONSTRUCTION SITE MAINTENANCE**

4.1. **TEMPORARY NO PARKING:**
Any construction work or activity that will occur within City rights-of-way (e.g., streets, parkways and sidewalks) requires Temporary Traffic Control (TTC). Access to adjacent properties and access for emergency response vehicles through work area shall be maintained at all times.

All TTC devices shall be installed and maintained per the most recent version of the California Manual of Uniform Traffic Control Devices (CA MUTCD), Part 6.

Should traffic control be required (in excess of the basic traffic control plans described in the CA MUTCD) to complete the work, engineered traffic control plans are required and shall be submitted to the Transportation Engineering and Management Division (TEMD) for review and approval prior to starting the work activity. All traffic control shall be installed and maintained according to TEMD’s requirements.

For alley closures, an eleven-foot-wide passageway must be maintained for emergency access at all times. If the proposed work cannot maintain an 11’ clear passageway, the applicant must obtain an Alley Closure Permit.

The City of Beverly Hills reserves the right to conduct inspections and required additional safety measures.

Required “No-Parking” signs shall be issued by City of Beverly Hills when necessary. Permit applicants must post “No Parking” signs at least 72 hours prior to work activity. (Anything less than 72 hours, the signs are not enforceable). Must notify Police Dispatch
when the signs have been posted at (310) 550-4875. Contact the Sanitation Department at (310) 285-2465 to ensure work does not interfere with street sweeping and trash pick-up times.

4.2. **LANDSCAPE IRRIGATION:**
Any irrigation system components damaged as a result of this work activity shall be replaced to the satisfaction of City and affected private property owner.

5. **INDEMNIFICATION**
The City of Beverly Hills shall be held harmless from the results of any actions or accidents caused by the Permittee, his agents, employees, operators, or equipment in the performance of the work activity authorized under the blanket permit. Validation of this permit shall not be held to permit or to be an approval of the violation of any applicable provision of the Beverly Hills Municipal Code (BHMC) sections covering this work, or any other provisions of the BHMC. In the granting of a blanket permit, the Director of Community Development and Director of Public Works may impose such conditions thereon, in addition to those otherwise provided herein, as are reasonably necessary to prevent the proposed operations from being conducted in such a manner as to constitute or create a hazard to public health and safety or be materially detrimental to any property.

6. **REVOCATION AND NON-RENEWAL OF BLANKET PERMIT**
The City may revoke this Blanket Permit if the Permittee commits violations of any applicable federal, state or local law or permit condition. The City may also deny renewal of this Blanket Permit against any Permittee who, in the last City fiscal year, committed three or more violations of any applicable federal, state or local law or permit condition. The Permittee may request a hearing, within ten days of being notified of permit revocation or non-renewal, with the Community Development Director or assigned designee to contest the revocation or non-renewal. The Director’s decision is final and not subject to further administrative appeal. Furthermore, it is subject to the following:

A. Street and alleys must be restored to original condition or better.
B. Replace Pavement in kind + 1 inch.
C. Slurry Backfill.
D. Maintain alley access for residents.
E. Maintain sanitation pickup.
F. Post warning signs and use adequate cones and barricades.
G. Plate all open excavations with traffic plates at end of each workday.
H. Construct per reviewed drawings.
I. Must maintain a safe 4’ clear walkway for pedestrians at all times. No diversion of pedestrians into street at any time.
J. No materials or equipment left on public right of way overnight.
K. Notify City 3 business days in advance for commencement of work.
L. Maintain traffic at all times.

7. **PROCESSING**

7.1. All Work Activity Notices (WAN) are received and acknowledged by Development Services staff. Minimum processing times for WAN is three (3) business days from the day of receipt.

7.2. City staff will review WAN and make a determination in accordance with the Conditions of Approval of the Blanket Permit Agreement. If WAN is approved, City staff will create an activity/permit number with the appropriate location and identified work on WAN.

7.3. A copy of the activity/permit will be e-mailed to the original sender and the applicant e-mail as identified in the WAN. Supervising Public Works Inspector will also receive a copy.

7.4. Payment for each work activity is due upon receipt of the new activity/permit number. Permit fees will be billed in accordance with the City of Beverly Hills current Fee Schedule.

7.5. The activity/permit must be on site during scheduled work.

7.6. Any changes to the original WAN must be submitted to City staff following the established procedures for notification.
Restricted Work Areas from Annual Blanket Utility Permit

Restricted Areas*

- Streets
- Alleys Adjacent to Commercial and Mix Land Uses
- Downtown Commercial Area

*Designated areas require separate utility permit application submittal.

This map is tentative and may change at any time. The City of Beverly Hills makes no representations or warranties of any kind with respect to the accuracy of the information or data furnished herein.

03/2017