



ENCROACHMENT APPLICATION PROCESS

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

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. **Applicants for Project PowerHouse (AH100) or Wildfire Projects: please check the corresponding 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 N. Figueroa St, Suite 1600, Los Angeles, California 90012.

PUBLIC COUNTER HOURS: **Tuesday - Thursday from 8:00 am to 3:00 pm.**

VIRTUAL COUNTER HOURS: **Mondays and Fridays from 8:00 am to 3:00 pm.**

- Virtual Appointments are to address questions or concerns about Encroachments, the application process, easements, or specifics details about a project or lot.

APPOINTMENTS: Schedule via [BuildLA Appointment System](#) (public counter or virtual counter).

ONLINE APPLICATIONS: **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.

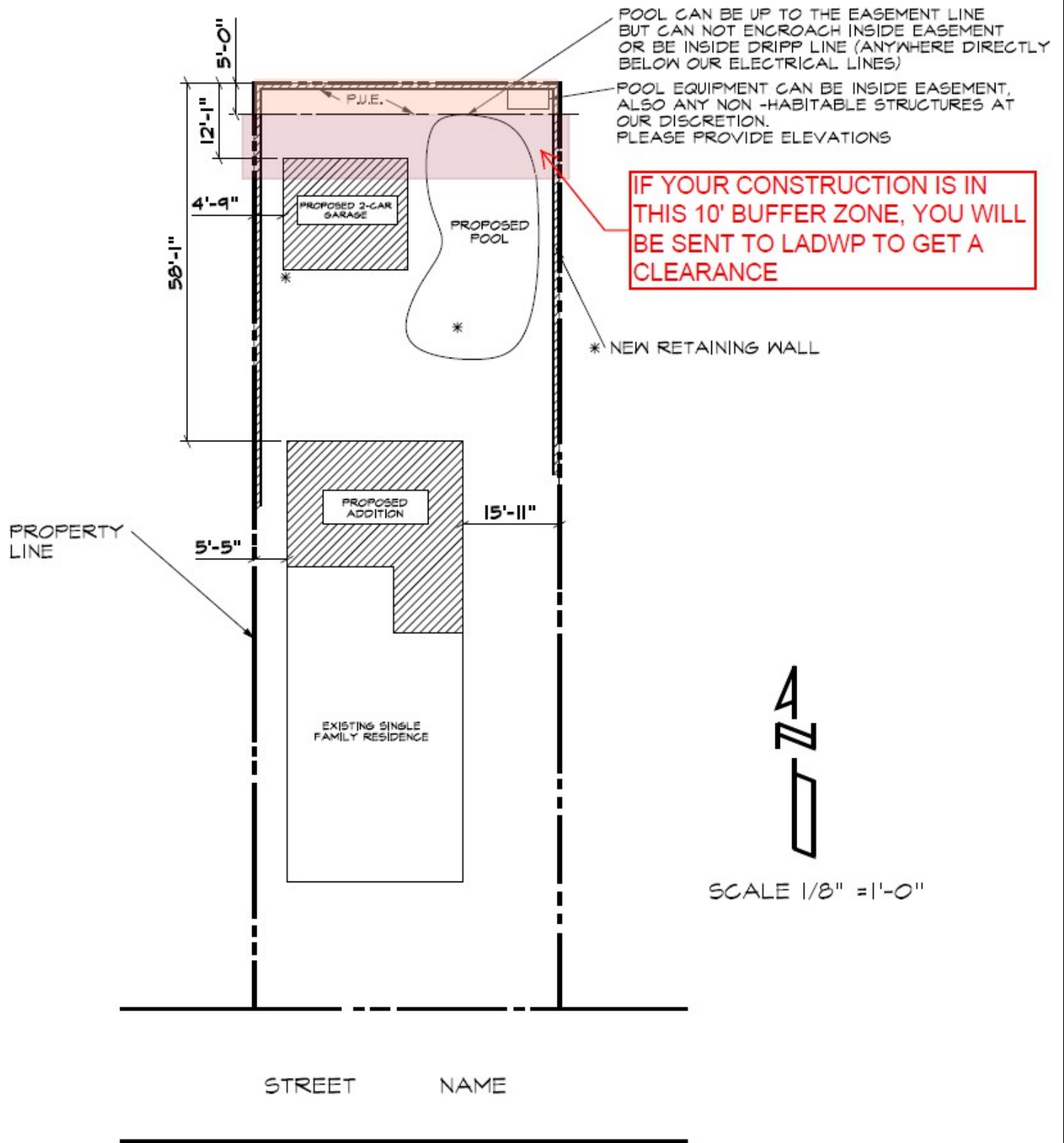
REQUIREMENTS: The Applicant must provide TWO (2) SETS OF PLANS (hard copies), TO SCALE.

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 15' 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

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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 **\$ 6,613.00**.

HOW TO APPLY?

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

The Application is also available at www.ladwp.com/realestate and at the LADWP Real Estate Services Office.

WHERE TO APPLY:

221 N. Figueroa St, Suite 1600, Los Angeles, California 90012

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

NOTE:

Companies often experience staff changes that can delay processing if outdated info is provided. It is very important to provide contact information for a responsible person, including a **valid physical address**, who will remain consistent during the 24-month **Quitclaim** timeframe, to ensure timely follow-ups and document delivery.



Real Estate Services
221 N. Figueroa Street, Suite 1600
Los Angeles, CA 90012
www.ladwp.com/realestate

ENCROACHMENT APPLICATION

For inquiries, email encroachments@ladwp.com

WILDFIRE ☐

AH100 ☐

REVISION ☐

(If Application Previously Submitted) Previous WMIS # _____

Project Address Information

Date: _____

Address: _____ ZIP: _____

Lot(s): _____ Block: _____

Tract: _____

Applicant Information

Name: _____ Phone: (____) ____ - ____

Email: _____

Address: _____

*Physical address strictly required for Quitclaims (see handout for details)

Property Owner Information (if different than applicant information)

Name: _____ Phone: (____) ____ - ____

Email: _____

☐ Check this box if property is not accessible by LADWP personnel during normal working hours (i.e loose dogs, locked gates, etc.) or if a field meet is required.

Please provide contact information in the field below.

Name: _____ Phone: (____) ____ - ____

Work Request

This application requires two sets of full-scale plans, including plot plans and elevations, to be submitted. Incomplete applications will need to be resubmitted. Additionally, projects with basements or subterranean parking must also include a survey and cross-sections.

Building and Safety Application No. _____ - _____

Other Permit No(s). _____

I am requesting that the Los Angeles Department of Water and Power;

☐ Grant me permission to construct/install

Describe the scope of work: _____

☐ Abandon and/or Quitclaim all or a portion of the easement within the Project Address

Easement Recordation: Book _____ Page(s) _____ or Res# _____ APN: _____

☐ Relocation of LADWP Property within the project address (ex. Power Pole and/or Wires)

Describe the scope of work: _____

(THIS SECTION FOR LADWP PERSONNEL ONLY)

Real Estate File # _____

WMIS # _____

Map # _____

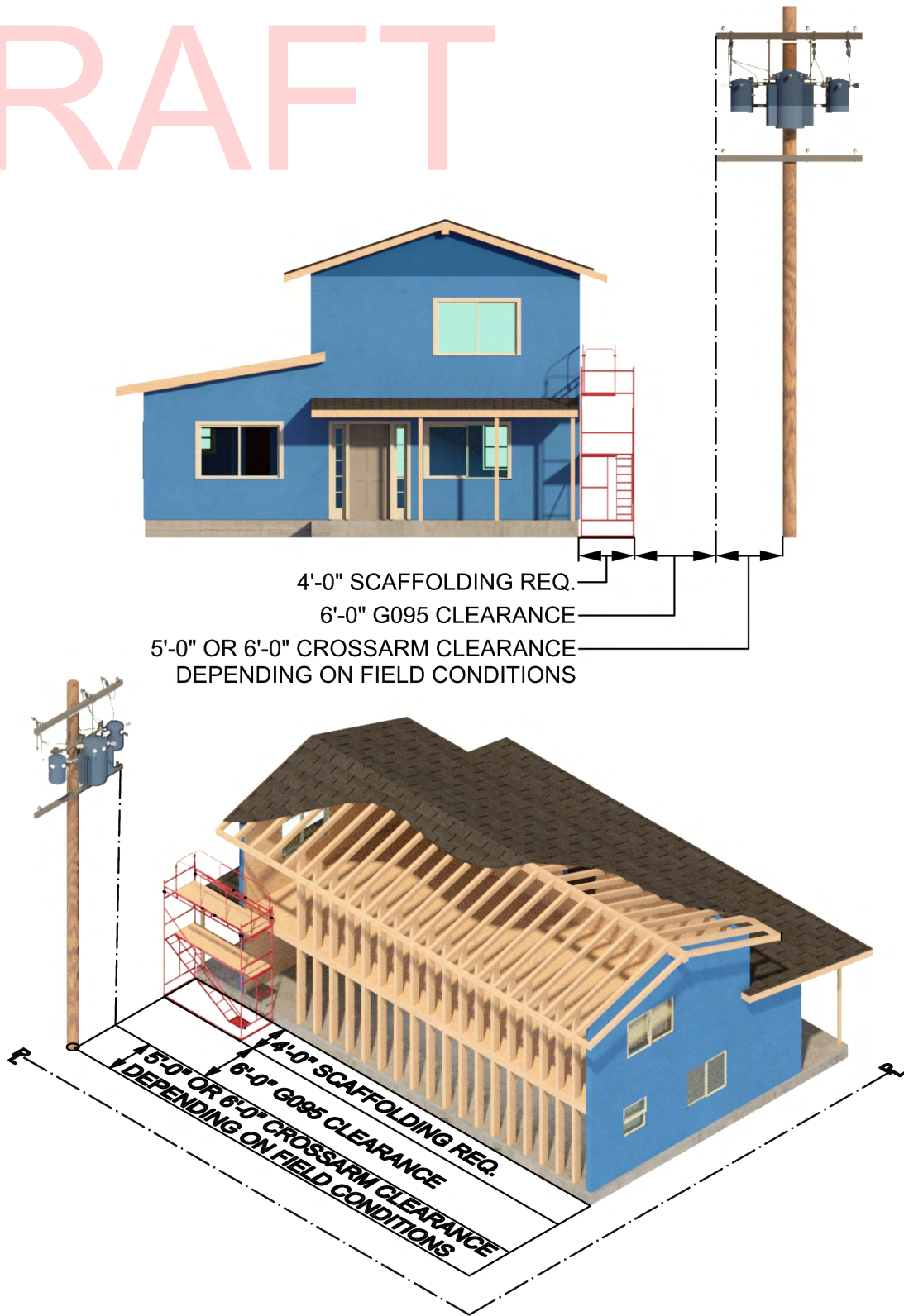
District: _____

☐ Underground Review Required

(THE SECTION BELOW IS FOR LADWP PERSONNEL ONLY)

Real Estate Document No.	Type of Document	Date	Recording Data	Width of Easement

DRAFT



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)



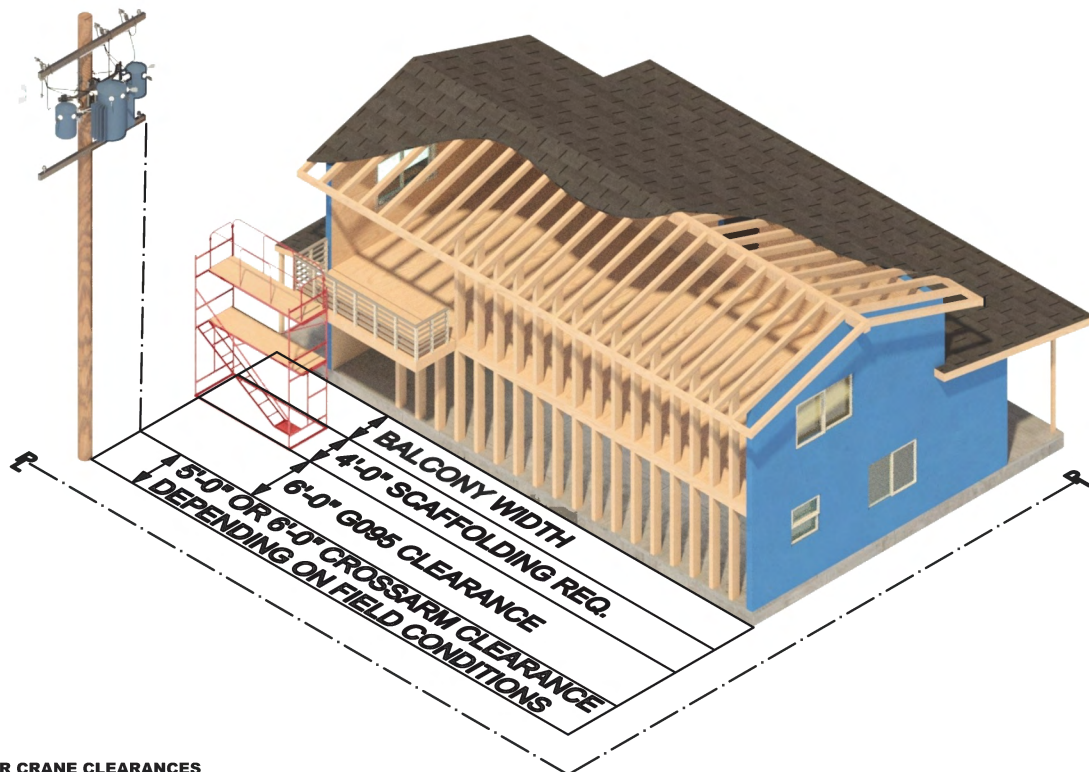
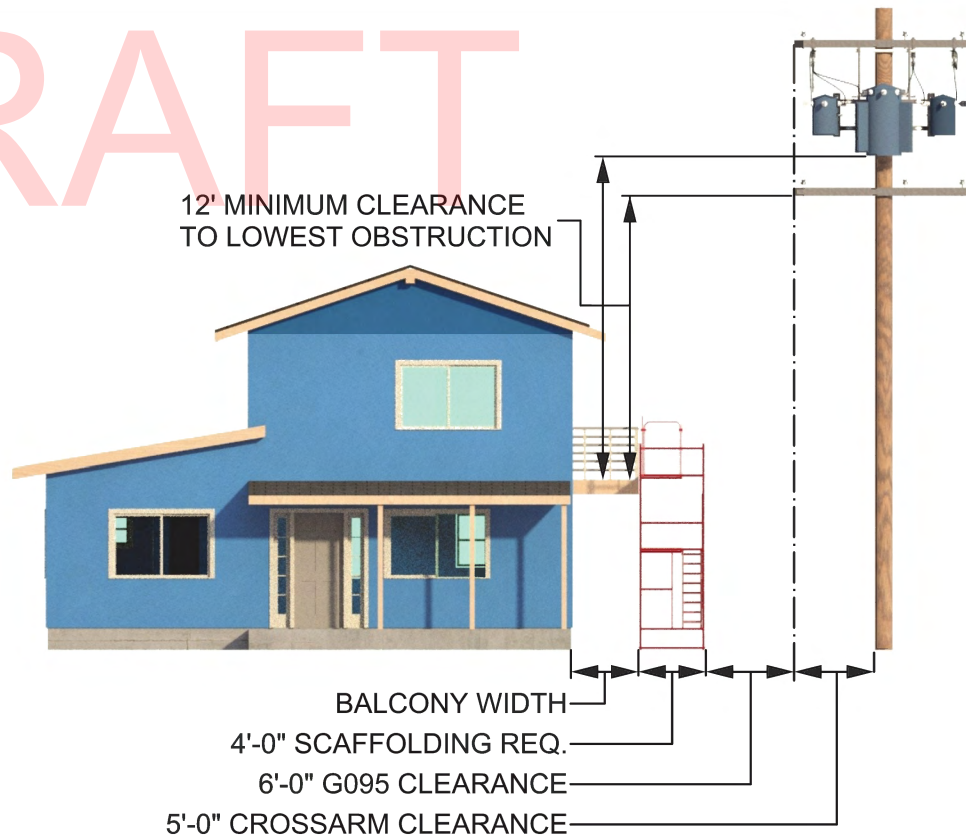
Los Angeles
Department of
Water & Power

**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
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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