



## REAL ESTATE SECTION

### Requirements and Procedures for Secondary Land Use Request

Department of Water and Power  
Real Estate Section  
P.O. Box 511111, Room 1031  
Los Angeles, California 90051-0100

Telephone: (213) 367-0564  
Fax: (213) 367-0746  
Email: RE.Office@ladwp.com

#### **When submitting a request for property for any use, the applicant should submit the following:**

- 1) Completed and signed Application for Secondary Land Use (Application).
- 2) Proposed site lay out plan using auto CAD or any other computer programs and printed on 11" X 17" sheet of paper which should include the following:
  - North Arrow
  - Cross Streets
  - Area Desired (Please include the approximate size, dimensions, required clearances, proposed improvements, plan, and profile.)
  - Proposed Layout
  - Location of Ingress/Egress
  - Locations of Towers (Please include the distance from the property line, dimensions, and required clearances.)
- 3) Signed Acknowledgment and Willingness to Comply with Appropriate Guidelines (Acknowledgment).

#### **The following steps commence upon receipt of all the required information listed above:**

- 1) After receipt of completed and signed Application, proposed site lay out plan, and signed Acknowledgment, the request is assigned to staff.
- 2) The assigned staff determines if the Los Angeles Department of Water and Power (LADWP) property identified is available for licensing.
- 3) The proposed site lay out plan is forwarded to the appropriate operating group(s) for conceptual review and approval.
- 4) If the request is denied by the appropriate operating group(s), the decision is communicated to the requestor.
- 5) Upon receipt of the conceptual approval from the appropriate operating group(s), fair market rent is determined by LADWP's Appraisal Section.
- 6) LADWP property is advertised for public auction. At the conclusion of the auction, the highest successful bidder obtains the opportunity to license the LADWP property for the specific secondary land use. Additional information may be requested from the highest successful bidder at this time.
- 7) LADWP may request additional information several times until the LADWP guidelines and procedures are satisfied.
- 8) Preparation and execution of License Agreement (Agreement).
- 9) Obtain approvals to counter-sign the documents from Legal, General Manager, Board of Commissioners (if required), and City Council (if required).

Steps 1-9 take approximately 4-6 months.

LADWP reserves the right to terminate this request at any point in time prior to final approval and execution of Agreement.

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

**DEPARTMENT OF WATER AND POWER**  
**Application for Secondary Land Use**

Please Print or Type

|   |  |                  |                 |                               |  |
|---|--|------------------|-----------------|-------------------------------|--|
| <b>REQUESTOR'S DATA</b>   |  |                  |                 |                               |  |
| Contact Person  |  | Title            |                 | Phone                         |  |
| Company Name  |  | Business Address |                 | Fax                           |  |
| City  |  | State            | Zip Code        | Business Tax Registration No. |  |
| Type of Business:<br><input type="checkbox"/> Single Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation     |  |                  | Mailing Address |                               |  |
| City  |  | State            | Zip Code        | Email                         |  |
| Name under which agreement will be held: <input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> Other: |  |                  |                 |                               |  |
| Name of the Individual who will sign the agreement:   |  |                  |                 |                               |  |

|                      |  |              |        |              |           |
|----------------------|--|--------------|--------|--------------|-----------|
| <b>PROPERTY DATA</b> |  |              |        |              |           |
| Location:            |  | City         | County | State        |           |
| Address:             |  | Street       |        |              |           |
| Cross Streets:       |  | Street (N/S) |        | Street (E/W) |           |
| Transmission Line:   |  | Right of Way |        | Line Number  | Tower No. |
| Facility:            |  | Name         |        |              | Map No.   |

|  |   |  |  |
|--|---|--|--|
| <b>REQUEST DATA</b>                                  |   |  |  |
| <b>Type of Request:</b>                              |   |  |  |
| <input type="checkbox"/> Access Purposes             | <input type="checkbox"/> Landscaping        | <input type="checkbox"/> Pipeline, Oil         | <input type="checkbox"/> Vehicle Parking       |
| <input type="checkbox"/> Agricultural                | <input type="checkbox"/> Nursery            | <input type="checkbox"/> Railroad Spurs        | <input type="checkbox"/> Vehicle Storage       |
| <input type="checkbox"/> Grading                     | <input type="checkbox"/> Overhead Utilities | <input type="checkbox"/> Telecommunications    | <input type="checkbox"/> Underground Utilities |
| <input type="checkbox"/> _____                       | <input type="checkbox"/> Pipeline, Gas      | <input type="checkbox"/> Trucking Operations   | <input type="checkbox"/> Utility Crossing      |
| <b>Term of Usage:</b>                                |   | <b>Plans Submitted with this Request:</b>      |  |
| <input type="checkbox"/> Short Term (1 year or less) | <input type="checkbox"/> Plot Plan          | <input type="checkbox"/> Transmission Line Map | <input type="checkbox"/> Tract Map             |
| <input type="checkbox"/> Long Term (1 year or more)  | <input type="checkbox"/> Topographic Map    | <input type="checkbox"/> Profile               | <input type="checkbox"/> Parcel Map            |
|  | <input type="checkbox"/> Grading Plan       | <input type="checkbox"/> Thomas Guide          | <input type="checkbox"/> Water System Map      |
|  | <input type="checkbox"/> _____              | <input type="checkbox"/> _____                 | <input type="checkbox"/> Power System Map      |

|                            |             |
|----------------------------|-------------|
| <b>Applicant Signature</b> | <b>Date</b> |
|----------------------------|-------------|

Submit Application to: Los Angeles Department of Water and Power  
Real Estate Section

Hand Deliver to: 111 North Hope Street, Room 1031, Los Angeles, California 90012

Mail to: P. O. Box 51111, Room 1031, Los Angeles, California 90051-0100

Fax to: (213) 367-0746 (follow with hand-delivered/mailed hard copy)

|   |                                 |  |
|---|---------------------------------|--|
| <b>FOR LADWP USE ONLY:</b>                  |                                 |  |
| <input type="checkbox"/> Property Available | <input type="checkbox"/> Zoning | <input type="checkbox"/> Approved to Open File |



**REAL ESTATE SECTION**

**Acknowledgment and Willingness to Comply with Appropriate Guidelines**

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

**Subject/ LADWP File No:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Department of Water and Power  
Real Estate Section  
P.O. Box 51111, Room 1031  
Los Angeles, California 90051-0100

Telephone: (213) 367-0564  
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To fulfill requirement #3 of the Requirements and Procedures for Secondary Land Use Request, please sign and return this page.

I, \_\_\_\_\_, have read and understood the Guidelines for Recreational Vehicles Parking;  
(Print first and last name)

and I am willing to comply with them. Sign here: \_\_\_\_\_ Date: \_\_\_\_\_

GUIDELINES FOR RECREATIONAL VEHICLE PARKING  
(Transmission Line Rights-of-Way)

RECREATIONAL VEHICLE PARKING POLICY

The Los Angeles Department of Water and Power (LADWP) recognizes the need to consider the multiple uses of transmission line rights-of-way to maximize the benefits resulting from compatible multiple land uses. One of these uses is Recreational Vehicle (RV) Parking. LADWP will allow RV Parking within its transmission line rights-of-way to parties submitting a viable plan for the use of the transmission line rights-of-way. LADWP's goal is to receive fair rental value for using the transmission line rights-of-way for the purpose of RV Parking.

This RV Parking policy, however, is contingent upon LADWP's ability to maintain strict control of its transmission line rights-of-way without adversely interfering with the essential and primary function of transmitting electrical power safely and reliably. In the event that the RV Parking improvements or activities interfere with LADWP's ability to efficiently operate and maintain the transmission system, then such allowance for RV Parking will be withdrawn for modification or termination. Any request for RV Parking within the transmission line rights-of-way must comply with these guidelines.

TERMINOLOGY AND OVERVIEW

The following terminologies are defined as used in these Guidelines:

- RV: A truck, van, motor home, travel trailers, or other vehicles designed for use as living quarters used for overnight recreational activities and travel.
- Vehicles: Easily movable passenger vehicles, trucks, buses, vans, tractors, and other self-propelled transportation mechanisms. Such vehicles shall be maintained so they can be driven under their own power at anytime.
- Vehicle Parking: Leaving unattended vehicles parked for a period not to exceed 24 hours within the designated areas set forth herein.
- Vehicle Storage: Leaving unattended vehicles parked for a period exceeding 24 hours within the designated areas set forth herein.
- Non-Vehicles: Shipping containers and other equipment that is not self-propelled shall not be allowed on the transmission line right-of-way.

RV Parking on a transmission line right-of-way where LADWP has an easement will require consent from LADWP regarding the use proposed and the inclusion of LADWP conditions in the License Agreement (License) or Lease Agreement (Lease) with the underlying fee owner; RV Parking on a transmission line right-of-way where LADWP has fee ownership will require a License or Lease. The consent, License, and/or Lease will be collectively referred to herein as

the "Agreement." The individual or company that obtains the Agreement for use of the property is referred to herein as "User."

The Real Estate Section (Real Estate) will review each request for RV Parking within the transmission line right-of-way and determine the adequacy of such proposed plan and its compatibility with LADWP's requirements listed under "Guidelines" and the uses by surrounding property owners. The Power System Engineering Division (PSED), Legal Division, and Wastewater Quality and Compliance Group within Environmental Services Division will review and report its findings and recommendations to Real Estate for processing. Final approval of any plans and documents, including the decision to allow such uses, is the responsibility of PSED.

Each request for RV Parking will be reviewed on its own merits and must comply with the attached conditions described under "Guidelines." LADWP reserves the right to impose additional conditions and requirements deemed appropriate and necessary for the specific request under review. These conditions and requirements shall be strictly enforced; any violation of such shall be grounds for termination of the Agreement. The decision whether to allow such use is the sole and absolute discretion of LADWP.

Guidelines Approved by:

ORIGINAL SIGNED BY  
MICHAEL A. COIA

4/21/11

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MICHAEL A. COIA  
Executive Director  
Power Operation and Maintenance

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Dated

## GUIDELINES

1. General Guidelines for All Secondary Land Use Programs, as shown on Attachment 1, are incorporated herein, and unless otherwise specified herein or in the Agreement, User shall comply with the General Guidelines for All Secondary Land Use Programs.
2. The granting of an Agreement for RV Parking will apply to transmission line rights-of-way that are rated at 230 kV and below.
3. RV Parking rights may not be used to satisfy any zoning demands, zoning variances, conditional use permits, open space, or parking requirements for building plans and permits, or governmental requirements.
4. Long-term Agreements (up to 30 years) for RV Parking may be considered if LADWP reserves the right to terminate all or portions of the Agreement to satisfy maintenance or operating needs. This includes, but is not limited to, the right to add towers or other utility installations within the transmission line rights-of-way.
5. LADWP will make reasonable efforts to minimize the areas impacted by its activities and the consequent effects on a User's facilities. If LADWP terminates an Agreement in whole or in part to accommodate construction activities or additional required facilities and, if temporary accommodation is not feasible, LADWP will reimburse the User for the fair market value of the original installation of those improvements constructed by User on the site on a prorated basis for the remaining term with LADWP approval.
6. All driveways, roads, and RV Parking areas must be paved and provided with appropriate curbing and drainage facilities. Traffic barriers or other devices may be required to maintain control of an orderly parking.
7. Landscaping areas in excess of that required by local Building Codes may be required for aesthetic purposes and to provide some control of the unassigned parking area. LADWP may also restrict the location of light standards located near or under the drip line. LADWP requires drought tolerant landscaping to encourage water conservation.
8. Vehicles parked within the transmission line right-of-way shall have a 20-foot break every 150 feet.
9. All activities not directly related to RV Parking or storage as defined in this Agreement including, but not limited to vehicle and/or truck repair, refueling, washing, and change of oil, are prohibited within the transmission line rights-of-way.
10. All built-in propane tanks shall have the main valve closed, pilot lights extinguished, and remain off at all times during ingress/egress or storage on the transmission line rights-of-way. Storage of mobile accessory propane tanks on the transmission line rights-of-way is strictly prohibited.

11. LADWP may require grounding of vehicles or groups of vehicles parked and/or stored under transmission line rights-of-way.
12. Vehicle storage and/or parking within 50 feet of the drip line is restricted to passenger type vehicles only.
13. Vehicles other than passenger type vehicles shall not be permitted to be parked and/or stored underneath or within 50 feet of the drip line of high voltage transmission line rights-of-way.
14. Vehicles parked or stored within the transmission line right-of-way shall be provided with a 20-foot wide, all-weather vehicular access. The required width of the access road may be wider at curves.
15. Vehicles parked for storage purposes, longer than eight hours, shall at least be three feet apart.

**GENERAL GUIDELINES FOR ALL SECONDARY LAND USE PROGRAMS**  
(Transmission Line Rights-of-Way)

1. User acknowledges and recognizes that power transmission line rights-of-way are integral component of the transmission line system which provide electric power to the City of Los Angeles and other local communities. Their use is regulated under the jurisdiction of the Federal Energy Regulatory Commission (FERC) and North American Electric Reliability Council (NERC). Safety and protection of critical facilities are the primary factors used to evaluate secondary land use proposals. The transmission line rights-of way serve as platforms for access, construction, operation, maintenance, facility expansion and emergency operations. Therefore the User's possessory rights may from time to time be subject to temporary or permanent disruption caused by such operations or rules/regulations issued by FERC/NERC.
2. To comply with NERC Standard FAC-003-1, LADWP's Transmission Vegetation Management Program (as last revised) defines parameters restricting where trees are allowed on transmission line rights-of-way. Existing trees may be removed by LADWP. User shall not plant trees within the transmission line rights-of-way. Unauthorized trees planted by User shall be removed upon demand by LADWP and at the expense of the User.
3. Agreement term of all secondary land uses shall be five years or less, unless otherwise stated on the Agreement.
4. LADWP reserves the right to license/lease/permit other uses within the transmission line right-of-way which would not conflict with the proposed secondary land use, or conflict with User's use of the transmission line right-of-way.
5. Upon initial application, the User shall provide, if required, a preliminary design of proposed improvements for LADWP review. Prior to construction or occupancy, User shall provide a detailed layout plan for review and approval of LADWP. The layout plan will include, but not be limited to, location of towers, transmission line rights-of-way boundaries, paved area(s), location of a required patrol road, distances between the towers and the conductor drip lines, landscaping areas, a drainage plan, all above-ground metal structures including but not limited to, pipes, fencing, lighting supports, and a lighting scheme, if required.
6. The granting of an Agreement for secondary land use will apply to transmission line rights-of-way that are rated up to 500 kV. Induction forces emanating from transmission lines may cause inconvenience and discomfort associated with static discharges. User must post a prominently displayed "shock or hazard warning" sign. Some secondary land uses may not be allowed under transmission line rights-of-way that are rated 345 kV and above. See specific secondary land use guidelines for allowable uses.
7. The area governed by any Agreement cannot segment the transmission line rights-of-way in such a manner that the remaining area is rendered useless for other secondary land use

8. Use of the transmission line rights-of-way may be subject to existing easements or Agreements. Real Estate will provide general information regarding the existing uses and associated improvements. User shall be responsible for the identification and protection of the existing facilities during construction of approved improvements. User shall provide reasonable access to any other Users or easement holders.
9. The Agreement will require a surety bond provided by the User in an amount to be determined by LADWP. Such bond will be sufficient enough to assure restoration of LADWP's property to its pre-licensed/leased condition and shall comply with all stipulated terms and conditions of the Agreement.
10. The latest Risk Management insurance requirements, liability conditions, and indemnification shall apply.
11. At User's expense, User shall be responsible for obtaining all conditional use permits, all environmental documents such as California Environmental Quality Act documents, if applicable, all environmental permits, and use the licensed area for secondary land use activities only. Furthermore, User shall comply with all current and future applicable laws, ordinances, rules, orders, or regulations including, but not limited to, those of any agencies, departments, districts, or commissions of the State, County, or City having jurisdiction thereover.
12. All Federal, State, local permits, and related governmental requirements to develop the licensed area (building permits, conditional use permits, environmental impact reports, public hearing, USA underground service alert, etc.) will be the responsibility of the User.
13. User shall be required to comply with all applicable City, County, State, and Federal Storm Water Permit and Standard Urban Storm Water Mitigation requirements.
14. User will be required to comply with existing regulations, but not limited to Federal, State and local laws, regulations, permits and requirements, regarding the use and disposal of pollutants, contaminants and hazardous wastes or substances on the licensed/leased/permitted area. User will be responsible for clean-up of any spills, leakage or discharges of such substances on the licensed/leased/permitted area.
15. The transmission line right-of-way may contain low-voltage and high-voltage electrical conductors and above and below ground structures; therefore, the User shall utilize only such equipment, material, and construction techniques that are permitted under applicable safety ordinances and statutes including, but not limited to the following: State of California Code of Regulations, Title 8, Industrial Relations, Chapter 4, Division of Industrial Safety, Subchapter 5, Electrical Safety Orders; NEC, and California Public Utilities Commission,

16. Because of overhead electrical conductors, User shall use only such equipment as is consistent with the terms of safety ordinances or statutes, and generally accepted safety practices.
17. All above ground metal structures including, but not limited to, pipes, drainage devices, fences, bridge structures, and lighting supports located within or adjoining the transmission line rights-of-way shall be properly grounded, in accordance with the California Code of Regulations, Title 8, Section 2941, and/or National Electrical Code (NEC), Article 250, and local applicable codes.
18. Overhead telephone and power cables shall be permitted only at the edge of the transmission line rights-of-way. Communications and electric power crossings of LADWP's transmission line rights-of-way shall be underground and must be approved by LADWP's Transmission Construction and Maintenance Group prior to installation.
19. Unless written authorization from LADWP is obtained, no above-ground temporary or permanent structures are allowed in the transmission line rights-of-way.
20. All grading, storm drains, structural, and developmental drawings (site plans) must be approved by LADWP prior to any development/improvement.
21. LADWP may access the facilities at any time with no notice for an emergency purpose, for routine maintenance, site inspection, and with up to 180 days' notice for capital projects and construction purposes. Rent will not be abated for disruption of business or loss of use due to routine maintenance functions. Rent may be abated on a pro-rata basis for loss of use during emergency conditions or construction at the sole discretion of LADWP.
22. When required for emergency restoration work or normal maintenance operation on the transmission system, User shall be required to cooperate promptly and diligently with LADWP's effort to move vehicles, materials, and or equipment out of specific areas required to perform routine or emergency work or operations. Under emergency conditions, LADWP reserves all rights at any time to move or tow vehicles, materials, and or equipment out of specific areas for any transmission operation or maintenance purposes at the expense of User.
23. Cross fencing will generally not be permitted except at natural boundaries, roadways, and existing railroad crossings. At those locations, gates adequate to allow access by LADWP vehicles will normally be required. All improvements, including fencing, on LADWP transmission line rights-of-way are subject to the written approval of LADWP. Requests for cross fencing and other exceptions will be reviewed on a case-by-case basis. If additional fencing is approved, it shall be installed at the User's expense. Such fencing shall become the property of LADWP should the Agreement be terminated. If LADWP requires the fence to be removed, it will be done at User's expense.

24. A suitable access to the transmission line rights-of-way through 20-foot-wide gates with the ability to have multiple interlocking bail-type padlocks must be provided to permit entrance of LADWP vehicles. User shall contact the Right of Way Group at (213) 367-2972 to coordinate the installation of a LADWP padlock on the gates.
25. A permanent, unobstructed 20-foot patrol road, accessible at all times by LADWP maintenance personnel shall be provided and maintained. A wider patrol road width will be required on curved segments. The patrol road must remain open and unobstructed, excluded from any watering, and kept as dry as possible at all times. The patrol road shall be located in the center of the transmission line right-of-way unless specified elsewhere by the Agreement.
26. The designated patrol road must be designed to withstand a combined weight of 40,000 pounds in accordance with the American Association of State Highway and Transportation Officials H20-44 wheel loadings. There must also be a sufficient turning radius at all patrol road junctures to allow large LADWP maintenance vehicles to maneuver. The minimum turning radius on all patrol roads and intersections is 80 feet. Areas outside of the designated patrol roads may be designed to a lesser standard if User holds LADWP harmless for any damages incurred as a result of LADWP operations.
27. No ponding shall be allowed within the transmission line rights-of-way. Grading shall be designed so as to eliminate all ponding conditions within the transmission line rights-of-way.
28. An area at least 50 feet around the base of each tower, measured from the outermost surfaces of the footings, must remain open and unobstructed for necessary maintenance, including periodic washing of insulators by high-pressure water spray. Clearances of 100 feet may be required under circumstances where access is limited.
29. In the vicinity of the towers (not within patrol roads), decomposed granite or other non-organic materials, which vehicles can drive on and intended to discourage pedestrian traffic from being in the area, may be required.
30. Protective barriers may be required to protect towers. Acceptable barriers include, but are not limited to, curbs, removable bollards, and k-rails.
31. No benches, boulders, ornamental structures are allowed in the transmission line rights-of-way.
32. No improvements of any kind may be installed in the transmission line rights-of-way without the written permission of LADWP.
33. No vehicles may be inhabited while parked on the transmission line rights-of-way.
34. No unleashed animals (six foot leash maximum) are allowed underneath the transmission line rights-of-way. Further, no animals shall be utilized for security measures or be housed on the transmission line rights-of-way, unless otherwise approved by LADWP in writing.

35. Storage of hazardous waste and flammable materials is not permitted within the transmission line rights-of-way area.
36. User shall be responsible for maintenance of the entire transmission line rights-of-way within the limits of the Agreement in a neat, clean, and weed-free condition, including landscaping and parkways between fences and public streets.
37. User shall be required to post a sign on site containing the contact person and a telephone number in the event that vehicles must be moved.
38. Vehicles parked under the transmission line rights-of-way may be subject to water spotting from occasional transmission line insulator washing operations. User must post a prominently displayed sign stating, "This area may be subject to water spotting at any time from transmission line insulator washing operations".
39. Vehicles carrying any flammable, explosive, or corrosive loads, including hazardous materials or hazardous wastes, or "placarded loads" (defined as those which are required by law or regulation to carry signs defining its contents for public safety) shall not be allowed within the transmission line rights-of-way area at any time.
40. User shall take all reasonable measures to minimize disturbances to neighboring businesses or residences, including but not limited to control of dust from their activities and noise, and shall be responsible for resolving any complaints/disputes from adjacent property owners or the public to the satisfaction of LADWP.
40. Temporary advertising banners/signage, if allowed, may only be attached to the transmission line right-of-way fencing. The banners/signage may not be larger in size than the fencing, must be of flame retardant material, must be mounted with grommets and metal fasteners every 24 inches around the perimeter, and must meet any local advertising ordinances. Free standing signs shall be subject to the written approval of LADWP.
41. Any lighting proposals shall be submitted to and approved by LADWP's Transmission Construction and Maintenance Division prior to installation.