

CITY OF LOS ANGELES, BUREAU OF STREET LIGHTING

ELECTROLIER RELOCATION

PROCESSING INFORMATION

1. The petitioner shall submit a request, and reason for this request, and provide a brief description of the electrolier and location of electrolier and/or pullbox to be relocated. This can be done via the public counter, phone, e-mail, fax or letter.

You may contact Roger Hsu at (213) 847-1550 Roger.Hsu@lacity.org
Win Pham at (213) 847-1551 Win.Pham@lacity.org

Our fax number is (213) 847-1842

Our address is Bureau of Street Lighting
Private Development Division,
1149 S. Broadway, Suite 160
Los Angeles, CA 90015

2. Upon review and acceptance of the above request **a meeting shall be scheduled between the petitioner and BSL staff**. At this meeting the petitioner shall submit the following:

- Two deposits in the amount of \$600.00 and \$150.00 payable to the City of Los Angeles.
*This is an estimate for the design of an engineering sketch and the electrical acceptance. If the charges are less than the estimate, you will be refunded the difference. You will be billed for the difference if the charges are more than the estimate.
- A sketch based on a field check, performed by the petitioner or his designee, of the subject property showing the distances between electrolier to be relocated and proposed driveway or construction, the preferred new location of electrolier (all attempts shall be made to accommodate this preference), distance between existing and preferred location of electrolier to be relocated, closest cross streets, plus any other pertinent information (catch basins, power poles, trees, utility boxes, etc).
- A copy of the approved (fees paid) Class "A" Permit for the new construction.
- Pictures of the site and proposed equipment to be relocated. Provide a substructure map, if available, of the area.
- The conditional agreement form, properly endorsed, requesting approval for electrolier relocation. The conditional agreement form will be supplied at the scheduled meeting.

3. The Bureau of Street Lighting will then prepare a sketch (within 21 days) and:

- Provide the petitioner with said sketch. The petitioner shall then take the approved sketch to the district office of the Bureau of Engineering involved and obtain an E-Permit (excavation permit). An \$11,000 refundable bond will be required on the "E-permit" for each electrolier to be relocated. If no electrolier, a \$5000 bond for each pullbox to be relocated will be required. The Bureau of Contract Administration shall be contacted to arrange for inspection. The Department of Water and Power shall also be contacted to provide safety clearance before any work is done. After the final inspection, the Bureau of Contract Administration will send a completion notice to the Bureau of Engineering, who will implement procedures to exonerate the bond.