

REQUIREMENTS FOR PROCESSING REVOCABLE PERMIT REQUESTS

The requesting utility company shall submit the following (**Incomplete submittals shall be returned unprocessed**) addressed to:

BUREAU OF STREET LIGHTING

1149 South Broadway, 2nd Floor
Los Angeles, CA 90015
Attention: Tuan Vo

- An encroachment request letter:
 - a. Explain why the utility company requires to encroach within the Bureau's easement.
 - b. Note whether any street lighting facilities (electroliers, foundations, pullboxes, conduit runs) exist in the area of encroachment.
 - c. If request involves installation of communication equipment, please refer to the Policy, Specifications, and Procedures for Communications Installations on Street Lighting Poles. (see Attachment "C"). In addition, please complete the Application for Communication Installation on Street Lighting Poles (see Attachment "D"). **Submit to Barbara Logsdon instead of Tuan Vo.**
- Existing street lighting installation plan(s), if any.
 - a. This information may be obtained from The Bureau of Street Lighting Records Counter, 1149 South Broadway, 2nd Floor, Los Angeles, CA 90015
- Three copies of utility plot plan, site plan, or engineering plan detailing all of the following:
 - a. Street names, cross streets, property lines, north arrow, and scale of plan.
 - b. Limits of the encroachment.
 - c. Depth of cover of any proposed substructure installed within the encroachment limits.
 - d. Size, depth, and/or profile of any proposed utility vault and/or foundation installed within the encroachment limits.
 - e. Location of proposed combination street lighting/utility pole, utility as offset from property lines, and/or street center lines, including that of cross streets.
 - f. **Existing street lighting facilities (electroliers, foundations, pullboxes, conduit runs), if any.**
 - g. Existing substructures within the vicinity of the encroachment.
 - h. Existing curblines.
 - i. **Street Lighting Notes To The Contractor** (see Attachment "A")
 - j. **Street Lighting approval signature block** (see Attachment "B").
 - k. Company title block (plan must be prepared by the applicant).
 - l.
 - i. The submittal must include design of the pole and foundation to meet the latest City adopted AASHTO requirements. Structural calculations signed and stamped by a California PE Civil/Structural Engineer and shop drawings will be required prior to approval.
 - ii. The replacement pole must look exactly the same in appearance and measurements unless otherwise approved (see Attachment "C").
 - iii. Exceeding the maximum size requirement for the mounted equipment will be approved on a case-by-case basis.
- If no contract exists with the Bureau of Street Lighting, please include a check of \$350 payable to "City of Los Angeles" or \$500 for expedition.

Please contact Tuan Vo at (213) 847-1839, if you require additional information. For questions regarding the installation of telecommunications equipment, please contact Barbara Logsdon at (213) 847-1325.

ATTACHMENT "A"

STREET LIGHTING NOTES TO THE CONTRACTOR

The contractor shall protect and maintain all street lighting facilities existing in the work area. Should any damage to the street lighting system occur, the contractor shall immediately notify the Bureau of Street Lighting, Field Operations Division at (323) 913-4743. After 4:30 PM Monday through Thursday, or 3:30 PM on Friday, contact the Electric Trouble Board of the Department of Water and Power at (800) 821-5278 from the (213) area code, or (800) 821-5279 from the (818) area code.

The contractor shall arrange for the immediate repair and restoration of the damaged street lighting system at no cost to the City. A licensed electrical contractor is required to make all repairs necessary to the street lighting facilities.

The contractor shall install all proposed facilities 12 inches clear of the street lighting foundations, pullboxes, and conduits, except where otherwise stated herein. Two business days prior to working near the street lighting circuit the contractor shall arrange for the presence of a City of Los Angeles, Public Works inspector, (213) 485-5080 or (818) 374-1188, to verify all clearance requirements are met. Where a conflict exists between the street lighting facilities and the proposed improvements, approval for relocation of the street lighting facilities may be obtained by contacting the Street Lighting Engineer at (213) 847-1400.

The contractor shall proceed with extreme caution when working near the high voltage series circuit. Unauthorized work on the series circuit can result in severe injury or death. The contractor shall notify the Bureau of Street Lighting, Field Operations Division (323) 913-4743 two business days prior to working near the street lighting circuit.

ATTACHMENT "B"

This plan has been reviewed by the Bureau of Street Lighting and approved for the encroachment of new utilities within the Bureau of Street Lighting easement as specified hereon and within this plan:

of vault/cabinet locations: _____ # of conduit locations: _____

of proposed combination Street Lighting-Utility poles: _____

linear footage of conduit: _____ lf

Approved By:

_____, _____
Director, Bureau of Street Lighting Date

**City of Los Angeles
Bureau Of Street Lighting**

REVISED

**POLICY, SPECIFICATIONS, and PROCEDURES for
COMMUNICATIONS INSTALLATIONS ON
STREET LIGHTING POLES**

This report addresses the installation of communications equipment on street lighting facilities within the City of Los Angeles. The Bureau of Street Lighting recognizes the need and customer demand for these installations. This report also addresses the specifications required to maintain the street lighting systems in operation to meet the needs for lighting of streets and public ways.

POLICY

In approving, implementing and executing the policy, specifications and procedures contained in this report, it is not the intent of the City of Los Angeles to conflict with State or Federal laws, codes, or regulations.

Installations of communications equipment shall not be in conflict with any codes or specific plans of the Department of Planning, Building and Safety, or Department of Water and Power.

The installation of the communication equipment shall adhere to all the guidelines and safety requirements of the Standard Specifications for Public Works Construction, The "Work Area Traffic Control Handbook", the State of California High Voltage Electric Safety Orders (low and high voltage), the PUC General Order No. 95 and the Special Specifications for Street Lighting Construction.

SPECIFICATIONS

1. Installation Requirements

Installations of communications equipment shall be placed only on pre-approved steel or concrete poles that are taller than 25' in height and affixed with a cobrahead luminaire.

Communications equipment may not be mounted on a pole with traffic signal equipment.

A pole may have only **one** piece of communication equipment mounted in accordance with the restrictions specified below. Additional devices would need to be reviewed and approved by the Bureau of Street Lighting on a case-by-case basis.

All facilities installed shall meet all clearance requirements from overhead power lines as specified in General Order No. 95.

Ornamental poles shall not have communications equipment attached.

Attachment to existing street lighting equipment

The communication equipment may be placed on the pole, arm (steel only) or luminaire in accordance with the following requirements.

- **POLE MOUNTED**

Location: Any communications equipment mounted on the pole must be placed within the top 3 feet of the electrolier.

Attachment: The equipment shall be securely fastened to the pole and shall not extend more than 6" from the exterior of the pole. The equipment shall not extend more than 6" up from the top of the pole.

Weight: The equipment shall **not weigh more than 20 pounds.**

Size: The unit shall have a **maximum surface area of 1 square foot on each side.**

- **ARM MOUNTED (Units shall not be placed on aluminum arms)**

Location: Any communications equipment mounted on the arm must be securely fastened.

Attachment: The equipment shall be securely fastened to the arm and shall not extend more than 6" from the exterior of the arm.

Weight: The equipment shall **not weigh more than 12 pounds.**

Size: The unit shall have a **maximum surface area of 1 square foot on each side.**

- **LUMINIARE MOUNTED**

Location: Any communications equipment mounted on the luminaire must be securely fastened.

Attachment: The equipment shall be securely fastened and shall not extend more than 6" from the exterior of the luminaire.

Weight: The equipment shall **not weigh more than 12 pounds.**

Size: The unit shall have a **maximum surface area of 1 square foot on each side.**

Replacement of existing street lighting equipment

Existing street lighting poles may be replaced, at the cost of the applicant, to accommodate weight in excess of maximum requirements. This replacement shall be in accordance with the following requirements:

- The submittal must include design of the pole and foundation to meet the latest City adopted AASHTO requirements. Structural calculations signed and stamped by a California PE Civil/Structural Engineer and shop drawings will be required prior to approval.
- The replacement pole must look exactly the same in appearance and measurements unless otherwise approved.
- Exceeding the maximum size requirement for the mounted equipment will be approved on a case-by-case basis.

2. Electrical Requirements

The communications equipment will obtain service from the street lighting system. Additional power cables will not be allowed in the street lighting poles, but communication lines will be permitted.

It is the responsibility of the applicant to determine the operating voltage of the existing system that is to be utilized. The Bureau currently has some high voltage circuits that will not be available for attachment of telecommunication equipment. If the location is necessary, the communications carrier will need to pay for the conversion to low voltage of the electroliners impacted. Contact the Bureau of Street Lighting for a cost estimate.

The communications equipment shall require no more than 1.5 amps operational current or 2 amps start up current at 120 Volts from the street lighting system.

Any equipment that exceeds the maximum amps allowed will be considered based on the existing system capacity and future expansion needs.

The power shall be obtained through the photocell connection unless otherwise approved. The applicant shall exercise extreme care and caution when attaching to the electrical system of the streetlight. It is the responsibility of the applicant to ensure that the attachment is done properly and the streetlight is not damaged and works properly.

The photocell must be securely placed back on the cobrahead unit. If the photocell is not securely put back, the streetlight will not operate and any repair calls to this location as a result of this installation will be charged to the applicant's work order and billed to the applicant.

3. Aesthetic Requirements

- Color

The communication units shall be a color matching the existing luminaire, pole or arm or be white, brown, grey or beige.

- Amount of installations

I. For city blocks less than 1000 feet in length the limit is four (4).

II. For city blocks equal to or greater than 1000 feet in length the limit is four (4), plus one (1) additional communication equipment for every additional 250 feet of city block length.

III. In Industrial (LAMC 12.17.5 – 12.20) zones, there is no limit per city block.

- Restricted installations

Communications equipment may **not** be installed on poles with the following conditions:

- poles with more than one art display already attached. Art display refers to banners or other permanent medallion;
- poles operating on series circuits;
- poles with traffic signal equipment;
- poles that have upright luminaries;
- arms that are aluminum.

4. Maintenance

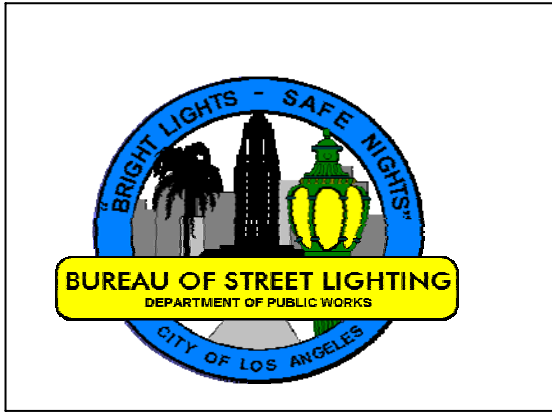
In the event that the pole is knocked down or required to be removed the cost and physical relocation of the communications equipment are the sole responsibility of the applicant. The company will have 48 hours from notification by BSL to remove their equipment and relocate on the streetlight replacement or adjacent pole.

The Bureau has the right to refuse installation on any streetlight based on safety or aesthetic reasons. The Bureau has the right to order the removal of any existing communications facility for safety, aesthetic or possible interference with the operation of the streetlight or other equipment within the vicinity.

Any damage to the streetlight during installation of the communication equipment shall be the responsibility of the applicant.

Application No.: _____

Permit No.: _____



Site Permit Application

To Install and Maintain Permanent
Communication Equipment
on Street Lighting Poles.
Expires 1 year from issue date.

Name:

Title:

Company and address:

Tel. No.:

Applicants who lease Bureau of Street Lighting (BSL) pole(s) must submit detailed information: a completed application, communication equipment specifications, and installation plans for each pole the applicant wishes to lease. Applications will be officially accepted only when all required documents are received. Applicants shall submit a \$200.00 non-refundable processing fee with each complete application package. Application packages may be submitted in person, by courier, or electronic file transfer to the Bureau at: Tuan.vo@lacity.org Ph 213-847-1839

Location of installation:

Street Address:

Nearest Cross St

Street Light ID number:

Is this a pole replacement project?

If so, what is the manufacturer and Catalog number of proposed replacement pole:

If not

Describe Equipment to be installed:

Manufacturer and catalog number:

Weight:

Will this equipment draw any BSL power?

If so

What is the power in Watts:

Current in Amps:

Voltage:

If you have any questions please call James Quigley, Street Lighting Engineer at (213) 847- 1459.

E-mail James.Quigley@lacity.org

Application No.: _____

Permit No.: _____

1. Applicants insurance entity and contact information. _____

2. The BSL will need to maintain the street light attached to this pole. According to the FCC what is the unsafe working radius of your equipment. If greater then 2' what is the procedure to shut your equipment down? Who is the primary and secondary contact for a shut down? Add attachment if necessary. _____

3. Site Latitude and Longitude: _____

4. Annual Rent: Seven Hundred Dollars (\$700.00) per unit.

5. Special Access Requirements: _____

6. BSL Contact for Emergency: 323-913-4744

7. Applicant's Contact for Emergency: _____

8. Applicant Address for Notice Purposes:

Atten: _____

9. BSL Address:
Bureau of Street Lighting
1149 South Broadway, Ste 200
Los Angeles, CA 90015

COMMENTS

This space is reserved to describe any special circumstances or clarify any issues you wish to bring to our attention. If additional space is required, please use additional blank sheets and attach herein. Type "see attached" below.

Application No.: _____

Permit No.: _____

APPLICANT'S NOTES

1. The Bureau has the right to refuse installation on any street light based on safety or aesthetic reasons. The Bureau has the right to order the removal of any existing communications facility for safety, aesthetics, or possible interference with the operation of the street light or other equipment within the vicinity.
2. Repair of any damage to the street light during installation of the communication equipment shall be the responsibility of the applicant. No costs for such damages shall accrue to the Bureau of Street Lighting.
3. In the event a pole with mounted communications equipment is knocked down or required to be removed, the cost and physical relocation of the communications equipment are the sole responsibility of the applicant. The applicant will have 48 hours from notification by the Bureau of Street Lighting to remove their equipment and relocate the equipment onto the street light replacement or an available adjacent pole.
4. In the event a communications replacement pole (a pole installed by the applicant because the existing street light is not able to handle the communications equipment) is knocked down, the Bureau of Street Lighting will install a temporary pole and notify the applicant. The applicant shall replace the temporary pole with an approved communications replacement pole and deliver the temporary pole to the Bureau of Street Lighting's Field Operations Division (maintenance yard) at NO cost to the City.
5. In the event a communications replacement pole is required to be removed, the cost and physical removal of the pole are the sole responsibility of the applicant. The applicant may submit another Application for Communications Installation to the Bureau of Street Lighting for a new communications replacement pole at a new location, or for attachment of equipment on an available adjacent pole.
6. A sticker obtained from BSL must be attached to the installed equipment indicating company, Contact, and permit number.

If you have any questions please call James Quigley, Street Lighting Engineer at (213) 847- 1459.
E-mail James.Quigley@lacity.org

BSL:
Bureau of Street Lighting
City of Los Angeles

APPLICANT:

By:
Its:

By: _____
Print Name: _____
Its: _____
Date: _____

By: _____
Print Name: _____
Its: _____
Date: _____

Final Approval for installation by: _____ Date: _____ Print Name: _____
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