



City of West Hollywood  
California 1984

## ENGINEERING DIVISION CONCURRENT PLAN CHECK PROGRAM

Each applicant needs to thoroughly review the conditions of development issued by the Planning Division in the format of a Resolution approving your project's development. Each project has specific requirements for items which need to be approved by the Engineering Division prior to issuance of the Building Permit.

The list below identifies the typical set of items which need to be submitted and/or incorporated into the design of your project. Also, included are the various plan check fees associated with the submittals.

1. **Street & Parkway Improvement Plan:** Guidelines on what to include in the plan can be found on the City's website, [www.weho.org](http://www.weho.org). Click on City Hall, then City Divisions, then to Engineering, and finally Development Services. Download the document titled *Street and Parkway Improvement Plan Guidelines*. The plan sheet(s) shall be labeled "Street and Parkway Improvement Plan" and be reflected as such on the sheet index. Submitted plans must be signed and stamped by a Civil Engineer, licensed to practice in the State of California. Submitted plans shall be consistent with the Architectural and Landscaping plan sheets. There is an Engineering Division plan check fee due at the time of submittal.
2. **Construction Period Mitigation Plan:** This document must be approved by the City prior to issuance of Building Permits. Guidelines on what to include in the Construction Period Mitigation Plan and a sample can be found on the City's website, [www.weho.org](http://www.weho.org). Click on City Hall, then City Divisions, then to Engineering, and then Development Services. Download the document titled *Construction Mitigation Plan Guidelines*. Do not leave any item blank, if item does not apply to your project, state as such in answering the item. Also included with the guidelines is an example that shows some of the common things that the City is looking for in this document. There is an Engineering Division plan check fee due at the time of submittal of the construction period mitigation plan.

The construction period mitigation plan shall be prepared by the applicant and submitted to the Building Official, City Engineer and the Director of Community Development for approval, prior to issuance of a building permit. Included in this plan:

- a. Specify the names, addresses, telephone numbers and business license numbers of all contractors, subcontractors, the developer and the architect.

- b. List a designated on-site construction manager, with 24-hour contact information to be used only in case of emergency.
- c. Describe how demolition of any existing structures is to be accomplished.
- d. Designate the permitted waste haulers and recyclers and include the construction period disposal and recycling plan.
- e. Indicate where any cranes are to be located for erection and construction.
- f. Describe how much of the public street, alleyway, or sidewalk is proposed to be used in conjunction with construction.
- g. Set forth the extent and nature of any pile-driving operations.
- h. Describe the length and number of any tiebacks which must extend under the property of other persons.
- i. Provide a drainage plan and describe all BMPs (best management practices) that will be used to prevent construction debris from entering the storm drain system.
- j. Specify the nature and extent of any dewatering and its effect on any adjacent buildings.
- k. Describe anticipated construction-related truck routes, number of truck trips, hours of hauling and parking locations.
- l. Specify the nature and extent of any helicopter hauling.
- m. State whether any construction activity beyond normally permitted hours is proposed.
- n. Describe any proposed construction noise mitigation measures.
- o. Describe construction-period security measures including any fencing, lighting, and security personnel.
- p. Provide a construction-period parking plan which shall minimize use of public streets for parking.

3. **Solid Waste & Recycling:** The project must be designed to incorporate solid waste and recycling operations in a convenient manner. The following are the general guidelines for the design of the trash and recycling storage area:

- a. Plans shall clearly show the dimensions (length and width) of the areas designated for trash and recycling bins. Residential developments with more than 4 units are required to have bin service for trash and recyclables.
- b. Although it is the City's preference to not have trash chutes, if trash chutes are designed into the project, separate chutes shall be provided for the collection of recyclables and solid waste.
- c. The trash and recyclables storage area must be on a level surface and consider the logistics of the removal and replacement of the bins.

- d. The safety of trash hauler personnel must be considered when placing the storage area in a subterranean garage with a steep driveway ramp incline.
  - e. If the trash location is put at grade, the trash and recyclables storage area shall be inside a specially designated structure or on the outside of a structure in an approved fence or wall enclosure, an interior courtyard area or in the rear or interior side yards.
  - f. Exterior trash and recyclables storage areas shall not be located in a required front yard, street side yard, parking space, and landscaped or open space areas.
  - g. The storage areas shall be accessible to residents and/or employees (commercial projects) at all times.
  - h. Driveways and aisles shall provide unobstructed access for collection vehicles and personnel with at least the minimum clearance required by the collection methods and vehicles utilized by the designated collector.
4. **Demolition and Construction Debris Recycling Plan:** Prior to the issuance of any demolition permit, the applicant shall submit to the Environmental Services Specialist a Demolition and Construction Debris Recycling Plan, which indicates where select demolition debris is to be sent for recycling. The plan will be subject to review and approval by the City. The plan shall list the material to be recycled and the name, address, and phone number of the facility or organization that will accept the materials.
5. **Designated Waste Haulers:** Demolition debris is to be hauled away only by a hauler permitted to operate in West Hollywood. A list of permitted haulers can be found on the City's website, [www.weho.org](http://www.weho.org). Type "Haulers and Recyclers" in the search box.
6. **Pollution Control Requirements:** For the demolition and construction phases of the work, the project will need to adhere to stormwater pollution regulations that come from National Pollutant Discharge Elimination System (NPDES) permit requirements.

Helpful guidelines regarding these requirements can be found on the City's website [www.weho.org](http://www.weho.org) and type "Urban Runoff" in the search box.

Projects are required to have a Storm Water Pollution Prevention Plan (SWPPP) or Standard Urban Stormwater Mitigation Plan (SUSMP) depending on the size and scope of your project. These plans require installation of things that need to be incorporated into the project design and will require a detailed review and approval by the City prior to the issuance of the building permits.

- a. For sites involving less than 1 acre of disturbed area, an Owner's Certification must be prepared. For sites on hillsides, or those with at least 1 acre of disturbed area a Local Storm Water Pollution Prevention Plan (LSWPPP) must be prepared.
- b. For sites with more than 1 acre of disturbed area, a Storm Water Pollution Prevention Plan (SWPPP) must be prepared and the Contractor must provide evidence to the Building and Safety Division that a Notice of Intent (NOI) has been submitted to the appropriate State agency.
- c. If construction will be carried out on the project between October 1 and April 15, a Wet Weather Erosion Control Plan must be prepared. The preparation, submittal and adherence to all City requirements are the responsibility of the Contractor.
- d. Some projects require a Standard Urban Stormwater Mitigation Plan (SUSMP) to be incorporated into the project design. This plan must specify the various infrastructure components and Best Management Practices (BMPs) for the project post construction which will control/prevent non-storm water discharges.

7. **Driveway Considerations:** The location of any new driveway access point shall be reviewed on a case by case basis and approved by the City Engineer as a part of the review of the Street and Parkway Improvement Plan for the project's frontage.

- a. Any abandoned or unused driveways along a property's frontage shall be removed and replaced with City standard curb, gutter, sidewalk and/or landscaped parkway.
- b. The design for the driveway should follow the latest edition of APWA Standard Plans 110-2 "Driveway Approaches." The construction notes on the Street and Parkway improvement plan shall include the following items:
  - i. Location of the center line of the proposed driveway.
  - ii. Dimensions for the W, X and Y of the driveway apron.
  - iii. Residential driveways shall be four inch (4") thick Portland Cement Concrete, commercial driveways shall be six inch (6") thick Portland Cement Concrete.
- c. **Driveway slope:** The Proposed driveway(s) should be designed to have a functional driveway and prevent vehicles from scraping when entering and exiting the driveway approach.
  - i. In your design you should plot a profile of the vehicular travel path on a sheet of paper at a scale of 1/2" = 1'. Then using the template provided, the plotted profile shall show that the driveway is able to accommodate the vehicular entrance and exit without hitting the points on a vehicle front, tail and

undercarriage. Grade breaks and elevations for the driveway approach shall be called out on the plans.

- ii. Trash and Recycling Impacts: For projects with subterranean garages, often the project proposes a trash and recycling area in the subterranean garage. However, if the driveway slope is greater than 11% it becomes nearly impossible to push a fully loaded trash bin up such a steep slope. Also, in a subterranean garage the ceiling heights are often designed too low for a truck to service the bins. Therefore, if the driveway slope is going to be steep, the designer shall consider locations at grade for the trash and recycling area. Having the trash and recycling areas at grade rather than in a subterranean garage may affect the footprint or layout of a building, therefore the architect or designer shall consider this early on in the design of the project.

<b>DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION FEE SCHEDULE FY 13-14</b>		<b>FY 13-14 BASE FEE</b>
<b>PLAN CHECKING - INITIAL FEE *</b>		
Storm Drain, Traffic Signal Plans		1,000.00
Street and Parkway Improvement Plan		500.00
Road Deed		300.00
Construction Period Mitigation Plan (Major Projects)		500.00
Construction Period Mitigation Plan (Minor Projects)		100.00
<i>* Further fee payment may be required if actual costs exceeds the above fees</i>		
<b>ENVIRONMENTAL SERVICES:</b>		
<b>PLAN CHECKING - INITIAL FEE *</b>		
Storm Water Pollution Prevention Plan (Major Projects) SWPPP		1,000.00
Storm Water Pollution Prevention Plan (Minor Projects) SWPPP		500.00
Construction & Demolition Recycling Plan		250.00
Post Construction Recycling Plan (New Developments)		50.00
<i>* Further fee payment may be required if actual costs exceeds the above fees</i>		

- 8. **Preconstruction Meeting:** A preconstruction meeting shall be scheduled with the City's Public Works Inspector prior to any work being done in the City. Please call (323) 848-6379 to schedule a preconstruction meeting.

9. **Encroachment Permits:** Separate Encroachment Permits must be approved by the City Engineer and Public Works Inspector prior to commencement of any activities affecting the public right-of-way. Prior to issuance of each Encroachment Permit, the applicant shall submit to the satisfaction of the City's engineering division details regarding the scope activities covered by the Encroachment Permit. These activities may include, but not be limited to:
- a. Excavation – staging of haul trucks, haul routes, site clean up
  - b. Bins – dumpsters, haul trucks
  - c. Temporary fencing/pedestrian barricade/façade protection
  - d. Office – construction office in public right of way
  - e. Material Deliveries
  - f. Material Storage
  - g. Concrete Pours – staging of trucks, clean out, clean up
  - h. Worker Parking – renewed monthly
  - i. Construction Equipment – crane, gunite equipment, scaffolding, etc.
  - j. Traffic and Pedestrian Management Safety Plan at project (traffic control plans, pedestrian access)
  - k. Public Improvements, Sidewalk, Curb, Gutter, Driveways

<b>DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION FEE SCHEDULE FY 13-14</b>		<b>FY 13-14 BASE FEE</b>
<b>CONSTRUCTION ENCROACHMENT PERMITS</b>		
<b>Construction Site Parking - Commercial Area</b>		
Work trucks/contractor/worker parking at jobsite frontage parking Per parking meter, per day, includes signs for posting		20.00
<b>Construction Site Parking - Residential Area</b>		
Work trucks/contractor/worker parking at jobsite frontage parking		
Per month, per parking space (24') does not include sign for posting		100.00
Per vehicle per day		20.00
<b>Concrete Construction in the Public Right of Way</b>		
Removal, Replacement or Construct concrete, including but not limited to, commercial driveway, curb & gutter, parkway drain, curb drain, cross gutter, wheelchair ramp, and sidewalks etc.		350.00
Removal, Replacement or Construct concrete residential driveway, or sidewalk only		100.00
Concrete Trucks, in and out the same day		100.00

<b>Construction Equipment in the Public Right of Way</b>	
Initial Permit Issuance & two days	450.00
Per each additional day	150.00
<b>Lifting Equipment in the Public Right of Way</b>	
Bucket truck, boom lift, scissor lift, fork lift, small truck mounted crane, per vehicle per day. Large oversized cranes shall be charged per Construction Equipment	100.00
<b>Material Containers (Dumpsters) in the Public Right of Way</b>	
In & out same day	100.00
Initial Permit Issuance & two days	350.00
Per each additional day	150.00
<b>Oversized Load</b>	
Permit Issuance, (includes sign posting to prohibit parking along travel route, notifications to law enforcement, etc.)	350.00
<b>Pedestrian Protection</b>	
Scaffolding, construction safety barrier, temporary construction fencing, pedestrian barrier, water barricade, façade protection, etc. per month.	350.00
<b>Sewer Installation in the Public Right of Way</b>	
Mainline, lateral, manhole, sewer saddle, etc. repair, rehabilitation or new line.	450.00
<b>Temporary No Parking Sign</b>	
Per Sign	5.00
<b>Temporary Structures (Construction Office)</b>	
Permit Issuance, initial month	350.00
Each additional month per square foot	2.00
<b>Utilities (Water, Cable, Electric, Gas, etc.)</b>	
Service cut, mainline service, repair, or replacement. Initial permit issuance	450.00
Service cut, mainline service, repair, or replacement. Per each additional week	450.00
<b>Blocking Traffic Lanes During Weekday A.M. or P.M. Peak Hours</b>	
Per minute on Major Highways (7a.m. to 9 a.m.; or 4 p.m. to 7 p.m.)	50.00
<i>Major Highways: Santa Monica Blvd., Sunset Blvd, Melrose Ave, Beverly Blvd., La Brea Ave., Fairfax Ave., Crescent Heights Blvd., Robertson Blvd., La Cienega Blvd., Fountain Ave., San Vicente Blvd.</i>	