

Above Ground Facility (AGF) Submittal Packet

Applicant Name	Contact Phone
_____	_____
Project Title/ Location	Contact Email
_____	_____
U-Permit Reference #	Date
_____	_____
Work Order No.:	Plan Checker
_____	_____

Required with Initial Plan Check Submittal

1. Completed AGF Submittal Checklist.

Required with Corrections Resubmittal

1. AGF Correction Checklist
2. Notification of AGF Installation
3. Occupant Notification

Fees (LAMC 62.08 IV – Permit Fees)

Payments/fees can be paid on-line through BOE's [Universal Cashiering System](#) or a check made payable to the City of Los Angeles and mailed to:
 City of Los Angeles, Bureau of Engineering
 Central District – AGF Group
 201 N. Figueroa Street, Suite 300
 Los Angeles, CA 90012

AGF SUBMITTAL CHECKLIST

Applicant must check "OK" or "N/A" for each item. City Staff to complete "Comments"

Item		Applicant		Comments
		OK	N/A	
1.	Site/Landscaping Plan (LAMC 62.08.III.C1) <ul style="list-style-type: none"> • Private Engineer's CA Professional Engineer's stamp and signature required on all sheets • Site and/or landscaping plan to scale • Elevation drawings • Specification and dimensions pertaining to existing street improvements • Parkway alignment • Proximity to building • View corridors • Potentials noise levels • Details necessary to determine compliance with the aesthetic and public safety requirements of the Above Ground Facility Specification and Procedures 	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Before/After Photo Simulations (LAMC 62.08.III.C1) <ul style="list-style-type: none"> • Before installation photographs showing the location of the proposed AGF • Renderings of the installed AGF with appurtenance including power meter boxes and surrounding elements • Include a 90-degree view from across the Right-of Way 			

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		OK	N/A	
3.	Identification of Equipment (LAMC 62.08.III.C2)	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Mailing Address Labels (LAMC 62.08.III.C3) <ul style="list-style-type: none"> Include a copy of the First Notice Letter and Registered Mail Receipts shall also be submitted 	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Zoning Information (LAMC 62.08.III.C4) <ul style="list-style-type: none"> Include No. of existing AGFs in city blocks 	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Cultural Affairs Commission Approval (LAMC 62.08.III.C5) <ul style="list-style-type: none"> CAC approved AGF model with cabinet treatment details, cabinet dimensions and AGF volume size 	<input type="checkbox"/>	<input type="checkbox"/>	
7.	AGF Owner Information (LAMC 62.08.III.C6) <ul style="list-style-type: none"> Name and address of the AGF owner Contact telephone numbers Address and location of the AGF installation Any other information pertaining to the maintenance of the AGF 	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Graffiti Mitigation Plan (LAMC 62.08.III.C7 and LAMC 62.08(V)E) <ul style="list-style-type: none"> The plan submitted to BOE requires and shall include: <ul style="list-style-type: none"> Name, mailing address, phone number, and E-mail address for a single point of contact responsible to resolve graffiti issues How the AGF owner will maintain the AGF free from graffiti and other defacements (i.e. stickers, posters) Plan for inspecting the AGF a minimum of four (4) times per year, including the resources dedicated to mitigating graffiti Statement the AGF surfaces shall be restored to its original exterior appearance The AGF shall be a color similar to the existing surrounding landscape. The exterior of the AGF shall resist graffiti or be painted with anti-graffiti paint and be maintained in a "like-new" condition at all times. 	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Permit Fees (LAMC 62.08.IV) <ul style="list-style-type: none"> Application deposit of \$1,000 Hardship Waiver Deposit of an additional \$1,000 	<input type="checkbox"/>		<ul style="list-style-type: none"> \$1,000 paid on _____. \$2,000 (HW req) paid on _____.
10.	Collocation Infeasibility Study (Monopoles Only) Per the Formal Co-Location Requirement Board Report was adopted on 11/20/2019 , Applicants shall consider all existing poles within the area of interest for co-location. If Co-location is not feasible, a Site Analysis must be submitted for surrounding light and utility poles and include: <ul style="list-style-type: none"> Locations of the existing poles Pole details Reasons for co-location infeasibility of each pole A letter from BSL analyzing the co-location 			
11.	Formal Aesthetic Requirement (Monopoles Only) Per the Formal Aesthetic Requirement Board Report was adopted on 4/3/2019 , all monopoles must be consistent with the design of City-approved integrated poles. If the integrated pole design is not City-approved, the proposed monopole should be designed to match the existing streetlight facilities as closely as possible and the new design must be approved by the BSL and the CAC to verify design consistency with other City-approved integrated poles.			

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Additional Comments:

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AGF CORRECTIONS CHECKLIST

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Project Title/ Location	Contact Email
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U-Permit Reference #	Date
_____	_____
Work Order No.:	Plan Checker
_____	_____

				City Plan Checker		Comments
Item				YES	NO	
1	Type of AGF Application:			<input type="checkbox"/>	<input type="checkbox"/>	
	• AGF			<input type="checkbox"/>	<input type="checkbox"/>	
	• V			<input type="checkbox"/>	<input type="checkbox"/>	
	• HW + V			<input type="checkbox"/>	<input type="checkbox"/>	
2	Type of AGF / Number	Cabinet	Electrical Meter Pedestal	Monopole	Other	
Below Grade Requirement Area (LAMC 62.08.II.A)						
Note: Per LAMC 62.08.IX.E , Electric meters and telecommunication tie-in facilities are exempt from the Below Grade Requirements						
Item				YES	NO	Comments
3	City Planning Specific Plans (SP) (LAMC 11.57)			<input type="checkbox"/>	<input type="checkbox"/>	
4	Historical Preservation Overlay Zones (HPOZ) (LAMC 12.20.3)			<input type="checkbox"/>	<input type="checkbox"/>	
5	Areas adjoining sites designated as Historic Significance (ZI 145-XXXX)			<input type="checkbox"/>	<input type="checkbox"/>	
6	Areas adjoining Open Space (OS) (LAMC 12.04.05)			<input type="checkbox"/>	<input type="checkbox"/>	
7	Along a Scenic Highway			<input type="checkbox"/>	<input type="checkbox"/>	
8	Pedestrian Oriented Districts (POD) (LAMC 13.07)			<input type="checkbox"/>	<input type="checkbox"/>	
9	Community Design Overlay Districts (CDO) (LAMC 13.08)			<input type="checkbox"/>	<input type="checkbox"/>	
10	Areas designated by the Board of Public Works as "underground AGF areas" (Added by Ord. No. 175,366, Eff. 9/1/03.)			<input type="checkbox"/>	<input type="checkbox"/>	

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Item		City Plan Checker		Comments
		YES	NO	
Hardship Waiver Requirements (LAMC 62.08.II.A) Note: BOE shall process an application for HW within 45 days				
11	Is a Hardship Waiver required?	<input type="checkbox"/>	<input type="checkbox"/>	
12	<p>If the AGF is located within SP, HPOZ, POD, and CDO, an approval from the Planning Department is required.</p> <p>Has the approval from the Planning Department been received? (LAMC 62.08 (II) B) (See the following additional notes)</p> <p>A. Per the adoption of the Board Report on 10/3/2008, any proposed AGF located within the <u>South Central Alcohol Sales Specific Plan</u> shall not require a Hardship Waiver. The Board has waived the hardship requirement.</p> <p>B. For any proposed AGF located within the <u>West Los Angeles Transportation Improvement and Mitigation Specific Plan</u> and <u>Coastal Transportation Corridor Specific Plan</u>, approval from the Planning Department is not required because the Planning Department does not regulate these Specific Plan areas. However, the application still requires additional \$1,000 and a Hardship Waiver Board Report.</p>		<input type="checkbox"/>	
If a Hardship Waiver is required, per LAMC 62.08 (II) B, the following items must be submitted:				
13	Technical and/or Financial Infeasibility Report (LAMC 62.08 (II) C.1)	<input type="checkbox"/>	<input type="checkbox"/>	
14	Report prepared by BOE that documents all comments received by those parties notified per LAMC 62.08 (VIII) D	<input type="checkbox"/>	<input type="checkbox"/>	
15	Report showing investigation of all private property alternatives and justification for not selecting any of the alternatives if the AGF is within 200 feet of a commercial or manufacturing zone (C2, C4, C5, CM, MR1, M1, MR2, M2, and M3 as defined by LAMC 12.14 , 12.16 , 12.17 , 12.17.1 , 12.17.5 , 12.17.6 , 12.18 , 12.19 , and 12.20). At least 2 private property alternatives must be documented. (LAMC 62.08 (II) C.3)	<input type="checkbox"/>	<input type="checkbox"/>	
16	A map indicating the service area for the proposed AGF which demonstrates that no less than 50% of the AGFs benefit shall be specifically intended to service customers in the restricted area. (LAMC 62.08 (II) C.4)	<input type="checkbox"/>	<input type="checkbox"/>	
17	A statement by BOE staff that the Applicant has completed all other requirements of the AGFSP including any reports or comments from the Planning Department. (LAMC 62.08 (II) C.5)	<input type="checkbox"/>	<input type="checkbox"/>	
18	Hardship Waiver Deposit of \$1,000 (LAMC 62.08 (IV) B)	<input type="checkbox"/>	<input type="checkbox"/>	

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		YES	NO	
26	Cabinet Foundation (LAMC 62.08.V.G) A. Concrete pads shall be a color that is consistent with adjacent surrounding sidewalks. Concrete pads shall join to the nearest scoreline of the existing concrete pavement. If there is no existing sidewalk, concrete pads shall be an earth-tone color that is consistent with the existing surrounding earth.	<input type="checkbox"/>	<input type="checkbox"/>	
27	Density Threshold (LAMC 62.08.V.H) A. The maximum number of AGF installations in the public right-of-way per city block shall be as follows: <ol style="list-style-type: none"> I. For city blocks in which the 2 adjacent intersections are less than 1000 feet, the threshold is 3. (LAMC 62.08.V.H.1) II. For city blocks in which the 2 adjacent intersections are equal to or greater than 1000 feet, the threshold is 3 plus a maximum of 1 additional AGF for every additional 250 feet of adjacent intersection separation. (LAMC 62.08.V.H.2) III. In Parking zones (LAMC 12.12.1) and Industrial Zones(LAMC 12.17.5 - 12.20), there is no AGF threshold. (LAMC 62.08.V.H.3) 	<input type="checkbox"/>	<input type="checkbox"/>	
28	Is Variance (Density Threshold) Request required? (LAMC 62.08.V.H) *BOE shall process the variance request within 35 days, 5 additional days for each variance request.	<input type="checkbox"/>	<input type="checkbox"/>	
Public Safety Requirements (LAMC 62.08.VI)				
29	Boulevards and Avenues (formally Major and Secondary Highway) Pedestrian Passage (LAMC 62.08.VI.A) A. The AGF shall be located in sidewalks or parkways such that there is a minimum 6 feet unobstructed distance between the edge of cabinet and the property line. If the paved sidewalk is less than 6 feet wide, additional concrete sidewalk shall be constructed to provide a minimum 6 feet wide paved sidewalk between the edge of cabinet and the property line.	<input type="checkbox"/>	<input type="checkbox"/>	
30	Non-Boulevards and Avenues (formally Non-Major and Non-Secondary Highway)Pedestrian Passage (LAMC 62.08.VI.B) A. The AGF shall be located in sidewalks or parkways such that there is a minimum 4 feet unobstructed distance between the edge of cabinet and property line. If the paved sidewalk is less than 4 feet wide, additional concrete sidewalk shall be constructed to provide a minimum 4 feet wide paved sidewalk between the edge of cabinet and the property line.	<input type="checkbox"/>	<input type="checkbox"/>	
31	Pedestrian Passage Distances(LAMC 62.08.VI.C) A. In public right-of-way with <u>no existing sidewalk pavement</u> , the AGF shall be located in the parkway such that a 4 foot unobstructed distance is provided for pedestrian passage by one of the following: <ol style="list-style-type: none"> I. When there is no curb face, a minimum 4 feet unobstructed distance between the edge of cabinet and the edge of pavement, or II. When there is a curb face, a minimum 4 feet unobstructed distance between the edge of cabinet and the curb face, or III. A minimum 4 feet unobstructed distance between the edge of cabinet and property line. 	<input type="checkbox"/>	<input type="checkbox"/>	

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		City Plan Checker		Comments
Item		YES	NO	
32	<p>Minimum Curb Face Distances (LAMC 62.08.VI.D) The AGF shall have a minimum <u>18 inches unobstructed distance</u> from edge of cabinet to curb face. If there is <u>no curb face</u>, the AGF shall have a minimum <u>4 feet unobstructed distance</u> from the edge of cabinet to edge of pavement.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
33	<p>Vehicular Line of Sight and Sight Distance (LAMC 62.08.VI.E)</p> <p>A. The AGF shall not be located in the "visibility triangle" or shall not be in <u>45 feet from the point of intersection</u> of the extended curb lines or edges of roadway.</p> <p>B. The AGF shall not be located adjacent to driveways and alley intersections where they would reduce the sight distance for exiting vehicular traffic to less than 200 feet. 25ft/15ft clearance from short side/far side from exit lane on driveways and alleys</p> <p>C. Poles and monopoles are exempt from the visibility triangle and the driveway/alley clearance per LAMC 62.200.B</p>	<input type="checkbox"/>	<input type="checkbox"/>	
34	<p>Proximity to Buildings, Houses, Structures (LAMC 62.08.VI.F) The AGF shall not be located immediately in front of buildings, houses, structures or public stairs such that it causes a violation of ADA guidelines for pedestrian passage. It shall not obstruct pedestrian passage from private property to the public right-of-way.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Future Street Improvement Requirements (LAMC 62.08.VII)				
35	<p>Has the BSL Revocable Permit been submitted?</p> <p>A. Applicants are hereby notified that future street lighting conduit installation may occur under a proposed AGF installation if the AGF foundation is located within 4 feet of the distance from the curb face. All AGF owners shall be responsible for the cost of relocation of their AGFs in conflict with any future street improvement or driveway installation initiated by the City.</p> <p>B. If the proposed <u>AGF is located within 4 feet from the curb face</u>, a Revocable Permit from BSL is required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Permit Processing Requirement and Procedure (LAMC 62.08.VIII)				
36	<p>Has a field investigation been performed? (LAMC 62.08.VIII.A.1-3) A field investigation is required when:</p> <p>A. AGF is a hardship waiver</p> <p>B. AGF has a request for variance</p> <p>C. AGF has received opposition or appeal from notification or all other cases on a case by case basis.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
37	<p>Joint-Trenching Review Requirements (LAMC 62.08.VIII.B.1-2) AGFs that require trenching for substructure components shall be subject to joint trenching following a Utility Permit Joint-Trenching Review process:</p> <p>A. Where the City or the Applicant becomes aware that 2 or more Applicants propose construction in the same street or general vicinity. This requirement will be reviewed and evaluated by BOE and DOT staff and modified based on right-of-way conditions.</p> <p>B. AGF installations that qualify for joint-trenching shall modify their substructure design to accommodate the trench alignment selected by BOE staff.</p>	<input type="checkbox"/>	<input type="checkbox"/>	

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		YES	NO	
Additional Requirements				
38	Monopole Installation Requirements: (LAMC 62.08.VIII.A)	<input type="checkbox"/>	<input type="checkbox"/>	
	A. Structural Calculations	<input type="checkbox"/>	<input type="checkbox"/>	
	B. Co-Location Requirements (per the Formal Co-Location Requirement Board Report was adopted on 11/20/2019) shall include:	<input type="checkbox"/>	<input type="checkbox"/>	
	I. Site Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
	II. Analysis for Co-Location Opportunity Letter from BSL	<input type="checkbox"/>	<input type="checkbox"/>	
39	Formal Aesthetic Requirements (A formal Aesthetic Requirement Board Report was adopted on 4/3/2019)	<input type="checkbox"/>	<input type="checkbox"/>	
	A. CAC Approval on monopole design	<input type="checkbox"/>	<input type="checkbox"/>	
	B. BSL Approval on monopole design	<input type="checkbox"/>	<input type="checkbox"/>	
Occupation Notification (Board Policy 798)				
If the AGF installation requires Variance Request or Hardship Waiver Request and affects multi-unit buildings, Occupant Notification is required for the second notice.				
40	Is occupant notification required?			
If occupant notification is required, the following shall be submitted. Only adjoining lots and lots across the adjoining lots must be notified.				
41	1-50 units:			
	A. Copy of First-Class Mail Notice			
	B. Copy of occupant address list			
42	51 units or more:			
	A. Post of Notice on Site			
	B. Copy of occupant address list			
43	If property access is not available a written statement is required containing the following:			
	1. Building address			
	2. Reason the Applicant was unable to verify the unit address			
	3. Details of the attempts made to verify			

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Notification of AGF Installation (LAMC 62.08.VIII.D)				
Stakeholder	1 st Notice (Date)	2 nd Notice (Date)	Appeal? (Yes or No)	
Council District No.:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Neighborhood Council:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Homeowner Association #1:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Homeowner Association #2:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adjoining Lot				
1. Address: Owner: APN:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Address: Owner: APN:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Abutting Lot				
1. Address: Owner: APN:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Address: Owner: APN:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lots Across Right-of-Way				
1. Address: Owner: APN:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Address: Owner: APN:			Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Address: Owner: APN:			Yes <input type="checkbox"/>	No <input type="checkbox"/>