

Bureau of Engineering

Notice

March 4, 2021

Notice No. 04

To All: Senior Managers
Division/District Managers
Group Managers

Subject: **WAIVER NUMBERS NO LONGER NEEDED**

In the past, a Waiver of Damages (waiver) was often required for physical encroachments other than a franchise facility into a City of Los Angeles (City) right-of-way. In the waiver, the property owner agreed to indemnify the City should any claim result from the installation. The property owner also agreed to remove and/or maintain the installation at the direction of the Board of Public Works (Board). The waiver was recorded and ran with the property until a recordable release was executed by the Board.

The District Offices used to request Waiver Numbers that were issued/coordinated via Project Award and Control (PAC) Central Records. The Waiver Number was for an internal tracking of the related documents. The number served as an index to the archived document for future reference and retrieval.

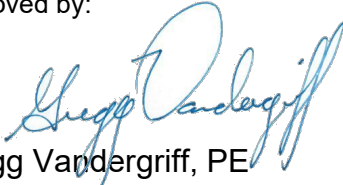
Waiver Numbers were issued for waivers, Indemnification Agreements, Right-of-Ingress/Egress Covenants to Run with the Land, and Acknowledgments of Easements. The waivers are officially recorded electronically by the County of Los Angeles (County).

Waiver Numbers issued by PAC are no longer needed as the waivers are now tracked by the County. From this date forward, Waiver Numbers will no longer be issued and staff should not contact PAC to request a Waiver Number.

Since waivers are now tracked by County recorder numbers, a map note with the parcel to identify the document number from the County Recorder's Office is sufficient to document the waiver recorded with the County.

Even though Waiver Numbers are no longer needed, the waiver or Notice of Acknowledgement of Easement are still required for any encroachment upon a City Easement.

(RMK DW)

PAC/GV/JC/gva Notice No. 04	Approved by:  Gregg Vandergriff, PE Division Engineer, PAC
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