



## APPLICATION FOR REVIEW OF IMPORT – EXPORT (EFFECTIVE 5/17/2010)

REV.: 5/10

GGI-08

SECTION 91.7006.7.4, REQUIRES A PUBLIC HEARING BEFORE THE BOARD OF BUILDING AND SAFETY COMMISSIONERS (BBSC) FOR ANY IMPORT OR EXPORT OF MORE THAN 1,000 CUBIC YARDS OF EARTH MATERIAL IN A GRADING HILLSIDE AREA.

THE FOLLOWING SHALL BE SUBMITTED BY THE APPLICANT TO THE GRADING SECTION:

1. A completed "APPLICATION FOR REVIEW OF TECHNICAL REPORTS AND IMPORT-EXPORT ROUTES" form with a filing fee of \$529.00 for the first 1000 cubic yards and \$100.00 additional for each 1000 cubic yard or portion of 1000 cubic yards, plus surcharges (17% + \$10.00).
2. A copy of the grading plan, showing the location and amounts of cut and/or fill, and export/import amounts.
3. A copy of the Department letter approving soils/engineering/geology reports, when such reports are required pursuant to L.A.M.C. Section 91.7006.2
4. A completed **Haul Route Questionnaire**. The questionnaire shall include the location of borrow and /or dispersal sites, all streets included in the route, the proposed staging area and the maximum gross weight of the trucks when loaded. (ATTACHMENT 1)
5. A completed **City of Los Angeles Categorical Exemption Questionnaire**. Note: If the Department determines that the proposed grading may not be categorically exempt, then an environmental assessment form (EAF) shall be filed with the Department of City Planning for appropriate action. If your project has received a Mitigated Negative Declaration (MND) or if an Environmental Impact Report (EIR) has been prepared, please provide a copy. (ATTACHMENT 2)
6. One (1) copy of a **300-foot vicinity map** showing all lots within 300 feet of the subject property boundaries. Indicate the location of significant physical features which might have bearing on the proposed hauling and show public facilities such as schools, hospitals, libraries and city parks which are in the vicinity of the project site. (ATTACHMENT 3)
7. A **list of property owners and three (3) sets of gummed labels** for all parcels shown on the 300-foot vicinity map. The list shall be cross-referenced onto the vicinity map.
8. **An information accuracy certificate**. (ATTACHMENT 4)
9. An **8-1/2" x 11" haul route map** of appropriate scale which indicates the location of the project site, showing streets and direction of hauling up to and including the end of the route.

If you have any questions regarding the status of your haul route application, after it has been accepted, you may contact the Commission Office, (213) 482-0466.

- Footnotes:
1. The department shall not accept an application for "import - export" nor shall a grading permit be issued until the appropriate agency has filed a "Notice of Determination" approving the project.
  2. The ND, MND or EIR must specifically address the temporary impacts (temporary or cumulative) of the hauling and grading work.

|          |         |
|----------|---------|
| District | Log No. |
|----------|---------|

**APPLICATION FOR REVIEW OF IMPORT-EXPORT ROUTES**

INSTRUCTIONS

- A. Address all communications to the Grading Division, LADBS, 201 N. Figueroa St., 3<sup>rd</sup> Fl., Los Angeles, CA 90012  
Telephone No. (213)482-0480.  
B. Submit one copy of application with items "1" through "4" and "10" completed.  
C. Check should be made to the City of Los Angeles.

|   |  |
|---|--|
| <b>1. LEGAL DESCRIPTION</b><br>Tract: _____<br>Block: _____ Lots: _____<br><b>3. OWNER:</b> _____<br>Address: _____<br>City: _____ Zip: _____<br>Phone (Daytime): _____ | <b>2. PROJECT ADDRESS:</b> _____<br><br><b>4. APPLICANT</b> _____<br>Address: _____<br>City: _____ Zip: _____<br>Phone (Daytime): _____<br>E-mail address: _____ |
|---|--|

**5. Report(s) Prepared by:** \_\_\_\_\_ **6. Report Date(s):** \_\_\_\_\_

**7. Status of project:**       Proposed                       Under Construction                       Storm Damage  
**8. Previous site reports?**       YES      if yes, give date(s) of report(s) and name of company who prepared report(s)

**9. Previous Department actions?**       YES      if yes, provide dates and attach a copy to expedite processing.  
Dates: \_\_\_\_\_

**10. Applicant Signature:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**(DEPARTMENT USE ONLY)**

| REVIEW REQUESTED                                      | FEES | REVIEW REQUESTED                                | FEES | Fee Due: _____<br>Fee Verified By: _____ Date: _____<br>(Cashier Use Only) |
|---|------|---|------|--|
| <input type="checkbox"/> Soils Engineering            |      | No. of Lots                                     |      |  |
| <input type="checkbox"/> Geology                      |      | No. of Acres                                    |      |  |
| <input type="checkbox"/> Combined Soils Engr. & Geol. |      | <input type="checkbox"/> Division of Land       |      |  |
| <input type="checkbox"/> Supplemental                 |      | Other   |      |  |
| <input type="checkbox"/> Combined Supplemental        |      | <input type="checkbox"/> Expedite               |      |  |
| <input type="checkbox"/> Import-Export Route          |      | <input type="checkbox"/> Response to Correction |      |  |
| Cubic Yards: _____                                    |      | <input type="checkbox"/> Expedite ONLY          |      |  |
|   |      | Sub-total                                       |      |  |
|   |      | One-Stop Surcharge                              |      |  |
|   |      | <b>TOTAL FEE</b>                                |      |  |

**ACTION BY:** \_\_\_\_\_

**THE REPORT IS:**       NOT APPROVED  
 APPROVED WITH CONDITIONS       BELOW       ATTACHED

|             |       |
|-------------|-------|
| _____       | _____ |
| For Geology | Date  |
| _____       | _____ |
| For Soils   | Date  |
| _____       |       |
| _____       |       |
| _____       |       |
| _____       |       |
| _____       |       |
| _____       |       |

CITY OF LOS ANGELES  
DEPARTMENT OF BUILDING AND SAFETY

ATTACHMENT 1

HAUL ROUTE QUESTIONNAIRE

JOB ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION Tract: \_\_\_\_\_ Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

IMPORT: \_\_\_\_\_ cubic yards;  EXPORT: \_\_\_\_\_ cubic yards

From: \_\_\_\_\_ To: \_\_\_\_\_  
(Address) (Address)

**LOADED TRUCK ROUTE:** \_\_\_\_\_

**EMPTY TRUCK ROUTE:** \_\_\_\_\_

**LOCATION OF STAGING AREA:** \_\_\_\_\_; Max # of trucks staged: \_\_\_\_\_  
(i.e. street name, on site, etc.)

**Type of Truck:**  Bottom Dump;  18-Wheeler;  5-Axle;  Truck and Trailer;  10-Wheeler Dump

Total # of trips per day: \_\_\_\_\_; Truck capacity: \_\_\_\_\_ cubic yards; Total amount of \_\_\_\_\_  
(a) (b) cubic yards per day (a) x (b) = (c)

Total number of \_\_\_\_\_; Total Export/ \_\_\_\_\_ cubic yards; Max Gross \_\_\_\_\_  
hauling days: (d) Import (c) x (d) Truck Wt.:

Proposed Hauling Days: M T W Th F Sat Sun Hours: From \_\_\_\_\_ a.m., To \_\_\_\_\_ p.m.  
(check)

**Owner's Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_ (alt): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip Code

**Applicant's Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_ (alt): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip Code

**Hauling Contractor's Name:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip Code

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**CITY OF LOS ANGELES**  
DEPARTMENT OF BUILDING AND SAFETY

**ATTACHMENT 2**

**CATEGORICAL EXEMPTION QUESTIONNAIRE**

JOB ADDRESS: \_\_\_\_\_

To determine if the Project is exempt from CEQA, please answer the following questions placing an “x” on the appropriate box. **NOTE: false or incorrect statements may delay processing and approval of the haul route.**

Briefly describe project (include the number of residential units, if applicable):

- 
1. Does the export or import of earth exceed 1,000 cubic yards of earth from/to the project site?  Yes  No
  2. Will the grading involve the removal of protected trees (*Ord. No. 177,404*)?  Yes  No
  3. Is the project located in a waterway or wetland or within an officially designated (by federal, State or local governmental action) scenic corridor, or specific plan?  Yes  No
  4. Is there any evidence of soil contamination at the site?  Yes  No
  5. If the project consists of proposed dwelling units and is located in the A or R Zones, Will the project require the construction of retaining walls not in compliance with Section 12.21 C8 of the LAMC?  Yes  No
  6. Is there an Environmental Impact Report (EIR), Mitigated Negative Declaration (MND) or a Negative Declaration (ND) which has been prepared for the proposed development?  Yes  No  
 ND/MND/EIR NO. \_\_\_\_\_ Date: \_\_\_\_\_

For Projects involving only an alteration of land (i.e. grading only):

7. Is the grading to be done on land with an existing slope of less than ten percent (<10%)?  Yes  No
8. Is the grading to be done on land with an existing slope of fifteen percent or less ( $\leq 15\%$ )?  Yes  No

If grading on land with a slope of fifteen percent or less ( $\leq 15\%$ ):

- 5a. Will the total amount of cut exceed 20,000 cubic yards?  Yes  No  
 5b. Will the total amount of fill exceed 20,000 cubic yards?  Yes  No

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*print: Applicant's name* \_\_\_\_\_ *Signature* \_\_\_\_\_ *Date* \_\_\_\_\_ *E-mail* \_\_\_\_\_ *Telephone* \_\_\_\_\_

**DEPARTMENT USE ONLY:**

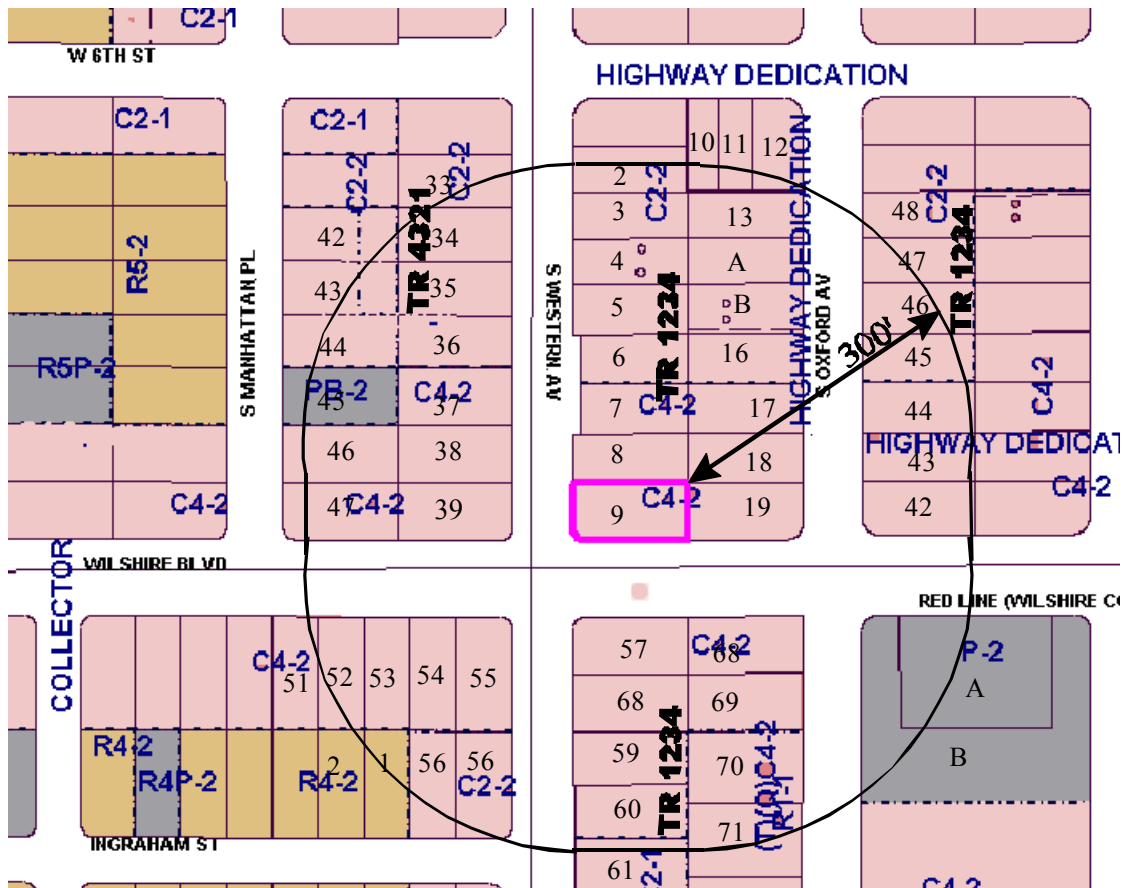
- The questionnaire has been reviewed and the grading/hauling as described is categorically exempt by Pursuant to Article III, Class \_\_\_\_\_, Subcategory \_\_\_\_\_ of the City of Los Angeles CEQA Guidelines.
- The ND, MND or EIR adequately addresses the grading/hauling for the project.
- The ND, MND or EIR does not adequately address the grading/hauling project, or the effects of soil contamination or potential protected tree removal (if applicable). A Reconsideration is required. Contact the Department of City Planning, Environmental Review Section at 213-978-1332.
- An assessment addressing the effects of the grading/hauling project is required **prior to submitting the haul route application**. Complete an Environmental Assessment Form (EAF) and submit to the Department of City Planning for appropriate action, 201 N. Figueroa St., 4<sup>th</sup> floor, (213) 482-7077.

Comments: \_\_\_\_\_

**CITY OF LOS ANGELES  
DEPARTMENT OF BUILDING AND SAFETY**

**ATTACHMENT 3**

**300 FEET RADIUS MAP SAMPLE**



Indicate the location of significant physical features which might have bearing on the proposed hauling and show public facilities such as schools, hospitals, libraries and city parks which are in the vicinity of the project site.

**RADIUS MAP:** Identifies all the properties within 300 feet of the property.

**THREE SETS OF LABELS:** Labels must contain the current owner's name and mailing address of each lot within the area circumscribed by the 300' radius. Labels must be cross-referenced to the radius map so the owner of each lot can be identified in relationship to the map.

**CITY OF LOS ANGELES**  
**DEPARTMENT OF BUILDING AND SAFETY**

**ATTACHMENT 4**

**INFORMATION ACCURACY STATEMENT**

I hereby certify that, to the best of my knowledge, the attached vicinity map correctly depicts the notification area required by Section 91.7006.7.4 of the Los Angeles Municipal Code. Further, I hereby certify that, to the best of my knowledge, as of \_\_\_\_\_, the attached list correctly identifies the names and addresses of the latest owners of the properties indicated on the attached vicinity map.  
*(date list was obtained \*)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\* The list must be no older than six months at the time of application.