

JOINT TRENCH UTILITY PERMIT GUIDELINES

1. Joint trench utility permits are required when the installation of multiple dry utilities within one common trench is proposed within either the County's general public right of way or within the County's future right of way that is part of a subdivision project. These permits are to be obtained from the Los Angeles County Department of Public Works (LACDPW). The LACDPW does not issue joint trench utility permits for non-subdivision related work proposed on private roads or "private and future" roads.
2. The "Joint Trench Submittal" is one package that contains a complete permit application package from the developer and each utility company that will have their facilities entering the common trench. An incomplete "Joint Trench Submittal" will not be accepted, reviewed, or held in our files to wait for other permit application packages to arrive at our office. No exceptions. The "Joint Trench Submittal" must be submitted to the Alhambra Permit Office. You may submit your complete "Joint Trench Submittal" package to a local field permit office and request that they forward your package to the Alhambra permit office.
3. Before any joint trench permit can be issued, the developer must first apply for a road construction permit (PCCO) and submit a complete permit application package for the street improvements that need to be completed for your subdivision project (i.e., Parcel Map, Tract Map, etc.) or R3/R4 Multi-family Dwelling\Commercial Site. No exception. The Street Improvement plans must be approved by the LACDPW Land Development Division (LDD).
4. The developer's "Joint Trench Submittal" package includes the following:
 - a. Road excavation permit application (PCEX) with the developer and Edison listed as both the Owner/Applicant. The application should contain the following information:
 - 1) Names of all of the utilities entering the common trench
 - 2) State if the joint trench permits are for a subdivision or R3/R4 Commercial/Multifamily dwelling project
 - 3) Length of the longest trench
 - b. 5 sets of plans from each utility company sharing the same trench
 - c. Road encroachment permit application (PCEN) completed by each utility company
 - d. Insurance documentation per the requirements listed in these permit guidelines
 - e. Letter of authorization from the developer if he/she is authorizing an agent to obtain the road excavation permit
5. The developer is responsible for making the necessary arrangements with each utility company to have them submit to the developer a complete permit application package.

6. The developer is responsible for making sure that each utility company's plan accurately shows that the proposed locations for the common trench match one another. Utility plans must have a scale and show their exact locations where facilities are to be installed using public right of way lines and property lines only. No exceptions.
7. The developer is required to have their contractor submit documentation of liability insurance coverage in the amount per the latest Green Book requirements with the County of Los Angeles named as co-insured along with the Department's endorsement form. The documentation is required for the developer to obtain the excavation permit.
8. During the review process, the developer's excavation permit will be reviewed at the same time as the encroachment permits for each utility company. Permit application packages are always reviewed on a first-come, first-served basis to maintain customer service fairness and consistency. No exceptions.
9. Utility companies are required to state on their plans whether their facilities are for a subdivision-related project, commercial site, or multi-family dwelling site.
10. The developer of a subdivision with multiple phases may submit a master plan showing each phase with their "Joint Trench Submittal". The master plan is not a requirement but is often very helpful during the review.
11. The developer is responsible for all permit fees, including non-refundable permit issuance, processing, and mainline fees. Inspection charges for the joint trench excavation permit will be charged to the road construction permit (PCCO). The permit fees will be determined after the permit review has been completed.
12. Submit your complete Joint Trench Submittal to the address below:

**COUNTY OF LOS ANGELES
Department of Public Works
Land Development Division
Atten: Permits and Subdivisions Section
900 S. Fremont Ave.
Alhambra, CA 91803**