

# ***County of Los Angeles Department of Public Works***



## ***Facility Transfer and Improvement Security Release Procedures Manual***

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## **Private and Miscellaneous Transfer Drains**

A storm drain system built by a private developer, City, or Caltrans must be formally accepted for operation and maintenance by the Los Angeles County Flood Control District (LACFCD). It is the responsibility of the transfer drain applicant to maintain the drain in proper operating condition until the drain is officially accepted. All fees and agreements shall be updated to the satisfaction of the Department of Public Works, prior to the reduction and/or exoneration of the security.

### 1. Security Reduction

To receive a security reduction, the applicant must request from Construction Division a percent completion status memo listing the percent of work completed to be sent to LDD. Once the memo is received, the security for the drain may be reduced as follows:

- A. 50 percent reduction in the security will be granted if the drain is deemed 75 percent completed. 75 percent completion is warranted if all the following criteria have been met:
  - i. The storm drain must have an operable outlet as defined by Construction Division.
  - ii. 100 percent of the reinforced concrete pipe and required structures for the storm drain system must be in place and an interim underground inspection, performed by Construction Division, must indicate no broken or misaligned pipes.
  - iii. All backfill in the trenches are completed.
  - iv. All compaction reports have been provided to the inspector along with backfill certificates.
  - v. All laterals and catch basins are in place and sealed.
  - vi. All basin excavation has been completed.
  
- B. 75 percent reduction in the security will be granted if the drain is deemed 95 percent completed. 95 percent completion is warranted if all the following criteria have been met:
  - i. The storm drain must have an operable outlet as defined by Construction Division.
  - ii. 100 percent of the reinforced concrete pipe and required structures for the storm drain system must be in place and an interim underground inspection, performed by Construction Division, must indicate no broken or misaligned pipes.
  - iii. All backfill in the trenches are completed.
  - iv. All compaction reports have been provided to the inspector along with backfill certificates.

- v. All laterals and catch basins are in place and sealed.
- vi. All concrete structures have been completed.
- vii. All fencing, access roads, stairways, and handrails installed and secured.

## 2. Security Exoneration

The transfer becomes effective when the Chief Engineer of the LACFCD (for drainage facilities within the Flood Control District) or the Chief Engineer for Los Angeles County (for drainage facilities outside the Flood Control District) sends a letter to the developer and/or city accepting the transfer and conveyance of the drainage facilities. 100 percent of the security will be exonerated when the drain is deemed transferred to LACFCD. The acceptance letter is processed by Land Development Division (LDD) and requires the applicant to do the following:

- A. Obtain a Notice of Field Acceptance (NOFA) from Construction Division, which will include sign-off from the flood maintenance superintendant and the County underground Head Inspector.
  - i. Applicant must submit a request to Construction Division for final review once the drain has been built in accordance with the County approved plans. This NOFA is valid for one year. After this date, a surface inspection by the flood maintenance superintendant must be conducted and all deficiencies corrected. This inspection will be coordinated by LDD.
  - ii. If the drain is not transferred within three years of the initial underground inspection, a complete reinspection of the facilities is required and must be conducted through Construction Division. Contact Construction Division's Permit Section for additional information. Please be advised that the cost of the reinspection and the mitigation of any deficiencies are the responsibility of the applicant.
  - iii. The County reserves the right to request a reinspection prior to transfer if there is apparent evidence that the drain was not properly maintained or there is reason to believe that the drain may have suffered damage.
- B. Pay a transfer processing fee to LDD for each requested storm drain. The fee is based on the current fee schedule available in LDD.
- C. Submit the original Mylar tracings with all As-built revisions approved by LDD. Revisions must be processed and approved prior to any construction modifications.

- D. Dedicate all easements and/or fee-title lots for all publicly maintained facilities and access roads/routes to the LACFCD. These may be dedicated per the final map or per separate instrument prepared by Survey/Mapping & Property Management Division. For drains within a City jurisdiction, easements must be quitclaimed to the LACFCD from said City.
  - i. If a separate instrument or quitclaim documents must be prepared for right-of-way acquisition, the applicant shall submit a fee for the processing of those documents. The fee is based on the current fee schedule available in LDD. This fee includes one submittal to Survey/Mapping & Property Management. If additional documents are needed, additional fees will be required.
- E. If the storm drain is located upstream of any storm drain system that is not currently maintained by the LACFCD, the untransferred downstream drain(s) must transfer before or concurrently with the upstream drain.
- F. Obtain all necessary maintenance permits from the Regional Water Quality Control Board, Army Corps of Engineers, and Department of Fish and Game, to the satisfaction of the LACFCD, for all debris basins, channels, and levee linings. These permits must be valid for at least six (6) months beyond the date of acceptance of the drain by the LACFCD. It is the responsibility of the applicant to keep these permits active.
- G. Obtain any applicable connection permits from other jurisdictions and submit them to LDD (e.g., Caltrans, Army Corps of Engineers, City of Los Angeles, etc.).
- H. If revisions to the Flood Insurance Rate Maps were required, the applicant must obtain a Letter of Map Revision (LOMR) from FEMA.
- I. If revisions to the County Adopted Floodway Maps are required, the applicant must update those maps.
- J. If the drain is located within a City jurisdiction, a City Council Resolution, adopted by a four-fifths vote, requesting transfer to the LACFCD for operation and maintenance is required.
- K. A funding source for the Standard Urban Stormwater Mitigation Plan (SUSMP) devices/systems, identified for LACFCD maintenance, is required as conditioned on the approved storm drain plans.

- i. If the drain is located within the unincorporated area of Los Angeles County, the applicant is required to form an assessment district to finance the future ongoing maintenance and capital replacement of the SUSMP devices/systems. An engineer's report is required to be submitted to LDD to calculate these assessments.
  - ii. If the drain is located within a city, the city must provide, either through annual payments to Public Works or through annual assessments or fees collected from their constituents, sufficient funds, as determined by Public Works, to maintain and replace the SUSMP devices/systems. The annual assessments or fees must include provisions for annual increases based on the Consumer Price Index and also have a component to pay for future replacement of the SUSMP devices/systems at the end of the useful life of the devices/systems. An engineer's report is required to be submitted to LDD to calculate these assessments.
- L. If the drain is located outside the Flood Control District, the applicant is required to form an assessment district to finance the future ongoing maintenance and operation of the drainage system. An engineer's report is required to be submitted to LDD to calculate these assessments.

## **Private Contract Sewer**

A sanitary sewer system built by a private developer, city, or agency must be formally accepted for operation and maintenance by the County Engineer of Los Angeles County (County Engineer). It is the responsibility of the applicant to maintain the sanitary sewer system in proper operating condition until the system is officially accepted for operation and maintenance. All fees and agreements shall be updated to the satisfaction of the Department of Public Works, prior to the reduction and/or exoneration of the security.

### 1. Security Reduction

To receive a security reduction, the applicant must request from Construction Division that a percent completion status memo, listing the percent of work completed, be sent to LDD. Once the memo is received, the security for the sewer system may be reduced as follows:

- A. 50 percent reduction in the security will be granted if the system is deemed 75 percent completed. 75 percent completion is warranted if all the following criteria have been met:
  - i. 95 percent of the sanitary sewer system and structures are complete as defined by Construction Division.
  - ii. All laterals are constructed to the property line and sealed.
  - iii. Sand Trap inspection is complete and satisfactory as defined by Construction Division.
  - iv. All compaction reports have been provided to the inspector along with backfill certificates.
  - v. Only manhole adjustments are remaining.
  
- B. 75 percent reduction in the security will be granted if the system is deemed 95 percent completed. 95 percent completion is warranted if all the following criteria have been met (see attached April 9, 2008, memo, Policies for Acceptance of Sewers into the Consolidated Sewer Maintenance District):
  - i. 100 percent of the sanitary sewer system and structures are completed.
  - ii. All laterals are constructed to the property line and sealed.
  - iii. All compaction reports have been provided to the inspector along with backfill certificates.
  - iv. Completion and passing of the Air Tests.
  - v. Request for Provisional House Connection Permit signed by the developer's representative and the Section Head for Construction Division's Permit Section.

- vi. House Connection Waiver signed by the developer's representative.
- vii. Sand Trap inspection is complete and satisfactory.
- viii. As-Built plans along with sewer video submitted to and approved by Sewer Maintenance Division.

2. Security Exoneration

The transfer becomes effective when the County sends a letter to the developer and/or City accepting the transfer and conveyance of the sanitary sewer system. 100 percent of the security will be exonerated when the sewer system is deemed transferred to Los Angeles County. The acceptance letter is processed by LDD and requires the applicant to do the following:

- A. Obtain a NOFA from Construction Division, which will include sign-off from Sewer Maintenance Division and, if applicable, the Sewer Trunk agency: (see attached April 9, 2008, memo, Policies for Acceptance of Sewers into the Consolidated Sewer Maintenance District):
  - i. Applicant must submit a request to Construction Division for final review once the system has been built in accordance with the County-approved plans and when Construction Division has deemed that construction of the tract has progressed to the degree that debris entering the system is not an issue.
  - ii. The County reserves the right to request a reinspection, including revideoing the sewer system, prior to transfer if there is apparent evidence that the system was not properly maintained or there is reason to believe that the system may have suffered damage.
- B. Dedicate all necessary easements and/or fee-title lots for all publicly maintained facilities and access roads/routes to the County of Los Angeles. These may be dedicated per the final map or per separate instrument prepared by Survey/Mapping & Property Management Division.
- C. If a separate instrument or quitclaim documents must be prepared for right-of-way acquisition, the applicant shall submit a deposit for the processing of those documents.
- D. If the system is located upstream of another system that is not currently maintained by the Los Angeles County Consolidated Sewer Maintenance District, the untransferred downstream system(s) must be transferred before or concurrently with the upstream system.

## **Road and Street Lights**

A road, including street lights, built by a private developer, city, or Caltrans must be formally accepted for operation and maintenance by Los Angeles County. It is the responsibility of the applicant to maintain the roads in proper operating condition until they are officially accepted for operation and maintenance. All fees and agreements shall be updated to the satisfaction of the Department of Public Works, prior to the reduction and/or exoneration of the security.

### 1. **Security Reduction**

To receive a security reduction, the applicant must request from Construction Division that a completion status memo, listing the percent of work completed, be sent to LDD. Once the memo is received, the security for the road, and street lights, may be reduced as follows:

- A. 50 percent reduction in the security will be granted if the road and street lights are deemed 75 percent completed. 75 percent completion is warranted if all the following criteria have been met:
  - i. curbs, gutters, and sidewalks are in place and in acceptable condition as defined by Construction Division.
  - ii. Aggregate Base approved by the field inspector.
  - iii. Street light(s), conduits, and bases are in place.
  - iv. Sewer lines are at 95 percent complete.
  - v. Storm drain system is at 95 percent complete.
  - vi. Compaction Test reports on subgrade and aggregate base have been submitted to the inspector.
  
- B. 75 percent reduction in the security will be granted if the road and street lights are deemed 95 percent completed. 95 percent completion is warranted if all the following criteria have been met:
  - i. Curbs, gutters, and sidewalks interim punch list is completed to 95 percent as defined by Construction Division.
  - ii. Base Pavement completed to 95 percent as defined by Construction Division.
  - iii. Compaction reports on base pavement have been submitted to construction inspector.
  - iv. Street light(s) installation is completed.
  - v. Street Name signs are installed.
  - vi. First inspection of the street trees has taken place.

## 2. Security Exoneration

The transfer becomes effective when the Chief Engineer of Los Angeles County sends a letter to the developer accepting the transfer and conveyance of the roads, which will include the street lights and traffic signals. 100 percent of the security will be exonerated when the roads are deemed transferred to Los Angeles County. The acceptance letter is processed by LDD and requires the applicant to do the following:

- A. Obtain a NOFA from Construction Division, which will include sign-off from Road Maintenance and Traffic and Lighting Divisions (for the street lights).
  - i. Applicant must submit a request to Construction Division for final review once all the roads and traffic lights have been built in accordance with the County-approved plans.
  - ii. The County reserves the right to request a reinspection, prior to transfer, if there is apparent evidence that the roads and street lights were not properly maintained or there is reason to believe that the roads may have suffered damage.
- B. Dedicate all necessary right of way to the County of Los Angeles. These may be dedicated per the final map or per separate instrument prepared by Survey/Mapping & Property Management Division.
  - i. If separate instrument or quitclaim documents must be prepared for right-of-way acquisition, the applicant shall submit a deposit to LDD for the processing of those documents.
- C. If the road is not directly connected to another road that is currently maintained by Los Angeles County, the road cannot be accepted by Los Angeles County.
- D. For private and future streets, which are not accepted for operation and maintenance by Los Angeles County, the security will be exonerated once the applicant has completed Item 1 above.

## **Street Trees**

Street trees installed by a private developer, city, or Caltrans must be formally accepted for maintenance by Los Angeles County. It is the responsibility of the applicant to maintain the street trees in proper condition until they are officially accepted for maintenance. All fees and agreements shall be updated to the satisfaction of the Public Works prior to the reduction and/or exoneration of the security.

The acceptance becomes effective when the Chief Engineer of Los Angeles County sends a letter to the developer accepting the transfer and conveyance of the street trees. 100 percent of the security will be exonerated when the street trees are deemed transferred to Los Angeles County. The acceptance letter is processed by LDD and requires the applicant to do the following:

- A. Obtain a NOFA from Construction Division, which will include sign-off from Road Maintenance Division:
  - i. Applicant must submit a request to Construction Division for final review once all the street trees have been installed in accordance with County-approved plans and maintained for at least one year. Construction Division will issue an original NOFA upon completion of the installation of the street trees and a second NOFA at least one year later.
  - ii. The County reserves the right to request a reinspection, prior to transfer, if there is apparent evidence that the street trees were not properly maintained.

## **Traffic Signals**

A traffic signal built by a private developer, city, or Caltrans must be formally accepted for operation and maintenance by Los Angeles County. It is the responsibility of the applicant to maintain the traffic signal in proper operating condition until they are officially accepted for operation and maintenance. All fees and agreements shall be updated to the satisfaction of Public Works prior to the reduction and/or exoneration of the security.

The acceptance becomes effective when the Chief Engineer of Los Angeles County sends a letter to the developer accepting the transfer and conveyance of the traffic signal. 100 percent of the security will be exonerated when the traffic signals are deemed transferred to Los Angeles County. The acceptance letter is processed by LDD and requires the applicant to do the following:

- A. Obtain a NOFA from Construction Division, which will include sign-off from Traffic and Lighting and Operational Services Divisions.
  - i. Applicant must submit a request to Construction Division for final review once all the traffic signals have been built in accordance with County-approved plans.
  - ii. The County reserves the right to request a reinspection, prior to transfer, if there is apparent evidence that the traffic signals were not properly maintained.

## **Water Securities**

A water system built by a private developer must be formally accepted for operation and maintenance by the Water District in that area. To release a water security held by LDD for the Water District, the applicant must submit a request, in writing, to said district requesting that they notify LDD to release any security. All fees and agreements shall be updated to the satisfaction of Public Works prior to the exoneration of the security. A letter will be sent by LDD to the applicant releasing the security.

## **Monuments Securities**

To release the monument security, the applicant must submit a request, in writing, to LDD, for inspection of installed monuments along with an inspection fee. The fee is based on the current fee schedule available in LDD. If the monument inspection fails, the applicant will be notified, and the applicant must submit another written request, along with another inspection fee, to have the monuments reinspected. Once the monument inspection passes and all fees and agreements are updated to the satisfaction of Public Works, the security will be then released and a letter will be sent to the applicant.

## **Tax Securities**

To release tax security held by LDD, the applicant must submit a request, in writing, to the Tax Collector's office. Once all current taxes are paid in full, and there are no delinquent taxes, the Tax Collector's office will notify LDD to release any leftover security. If the depositor secured the future taxes with cash, Certificate of Deposit, or Letter of Credit, the applicant may use said security to pay the current and/or delinquent taxes.

## **Department of Regional Planning (DRP) Securities: Private Pavement, Lot Trees, Fences, Walls, etc.**

To release any security required by the DRP, the applicant must contact DRP to schedule an inspection. Once the applicant has met all the requirements set by DRP, a letter will be issued by DRP and sent to LDD authorizing the release of those securities. All fees and agreements shall be updated to the satisfaction of Public Works prior to the exoneration of the security. Once LDD has released the security, a letter will be sent to the applicant notifying them of said release.