

## **Permit Submittal Guidelines for Work in the ROW**

**Revised 6/20/24**

The following information should be provided for each permit application. The City may require additional information in the course of reviewing the application.

### **General Information**

1. A thorough description of the work.
2. Does the work involve pavement removal and restoration?
3. Is a utility outage required?
4. Is the work proposed to be done during the day or night? The City has a Noise Ordinance and night work is not allowed without City Engineer approval. The applicant shall provide a written explanation of why night work is required well in advance of the project for City review.

### **Traffic Control (Noticing requirements also apply see next section)**

1. Work in the ROW cannot be scheduled for streets in the moratorium areas (see map) between Memorial Day and Labor Day.
2. Work on streets with a pavement width of over 24 feet can be proposed to be completed with a lane closure using a standard traffic control detail which leaves at least a travel lane that is 12 feet wide. The applicant should review the site for the pavement width and provide the proposed traffic control detail.
3. Work on streets with pavement widths of less than 24 feet require specific traffic control details tailored to the site. The applicant should review the site for the pavement width and provide the proposed traffic control detail.
4. Work requiring a street closure requires customized traffic control plans tailored to the site.
  - a. Work cannot be schedule for trash collection day for that street. Collection days are listed on the City web site at [http://www.lagunabeachcity.net/cityhall/pw/waste/trash\\_pick\\_up\\_schedule.htm](http://www.lagunabeachcity.net/cityhall/pw/waste/trash_pick_up_schedule.htm)
5. Work requiring a street closure for a dead-end street requires customized traffic control plans tailored to the site which incorporate extra communication and noticing (see Noticing Requirements in the next section).
  - a. Work cannot be scheduled for trash collection day for that street. Collection days are listed on the City web site at [http://www.lagunabeachcity.net/cityhall/pw/waste/trash\\_pick\\_up\\_schedule.htm](http://www.lagunabeachcity.net/cityhall/pw/waste/trash_pick_up_schedule.htm)

## Noticing Requirements

Clear communication with residents regarding work in their neighborhoods that could cause disruption or traffic delays is the goal. Posting of notices, door hangers or letters to residents, and posting in the City's Newsletter are methods to achieve that goal.

If the work requires a two-week notice, as listed below, the item must be submitted for the City's Newsletter.

Therefore, to achieve clear communication the following guidelines apply:

1. Any traffic control measure that simply shifts lanes and does not require flaggers to accomplish the work does not require a two-week notice. (Exception: although the City does not issue permits for Laguna Canyon Road and Coast Highway, any work on these two roads that we are aware of should be in the City's Newsletter)
2. Any traffic control measure that requires the use of flaggers on any street not listed in Table 1 does not require a two-week notice.
3. Any traffic control measure that requires the use of flaggers on streets listed in Table 1 below requires:
  - a. A two-week advance notice to the City; posting of the notice on site and at each end of the proposed work zone;
  - b. If driveway access will be blocked during the work, a door hanger or letter must be delivered to the affected properties at the time of posting.
  - c. On the same day that the notices are posted, e-mail photographs of the postings and copies of the notices to the City at [pwpermit@lagunabeachcity.net](mailto:pwpermit@lagunabeachcity.net) as proof of the 2-week advance notification.
4. Any street closure on any street requires:
  - a. A two-week advance notice to the residents within the street closure boundaries;
  - b. Posting of the notice on site and at each end of the proposed street closure;
  - c. On the same day that the notices are posted, e-mail photographs of the postings and copies of the notices to the City at [pwpermit@lagunabeachcity.net](mailto:pwpermit@lagunabeachcity.net) as proof of the 2-week advance notification.
5. Any street closure on streets listed in Table 1 requires:
  - a. A three-week advance notice to the residents within the street closure boundaries;
  - b. Posting of the notice on site and at each end of the proposed street closure;
  - c. On the same day that the notices are posted, e-mail photographs of the postings and copies of the notices to the City at [pwpermit@lagunabeachcity.net](mailto:pwpermit@lagunabeachcity.net) as proof of the 3-week advance notification.
  - d. The item submitted to the City Newsletter for posting two weeks in a row.

6. If any street closure is proposed for a **dead-end street**, extra communication through a 30-day advance notice to the residents is required. This advance notice will allow residents to properly plan items such as: construction or renovation activities, moving trucks or special deliveries, and other events that require the residents to plan, and schedule, well in advance.
  - a. Emergency equipment access must be provided.
  - b. The work cannot be scheduled for trash collection day. Collection days are listed on the City web site at [http://www.lagunabeachcity.net/cityhall/pw/waste/trash\\_pick\\_up\\_schedule.htm](http://www.lagunabeachcity.net/cityhall/pw/waste/trash_pick_up_schedule.htm)
  - c. The 30-day advance notice should include:
    - i. Instructions for vehicle parking locations and exact times when all vehicles must be relocated past the closure if the residents desire to use their vehicle for that day.
    - ii. An appropriate telephone number for questions regarding the road closure issues.
  - d. Submit a draft of the 30-day advance notice for City review. A sample construction notice that the City issues for our regular slurry seal projects is available at [http://www.lagunabeachcity.net/cityhall/pw/public\\_works\\_permits.htm](http://www.lagunabeachcity.net/cityhall/pw/public_works_permits.htm). Please consider utilizing a similar format to clearly convey the upcoming work to the affected residents.
  - e. After the 30-day advance notice is approved by the City, the notice shall be posted at the site of the work and the street closure and sent out at least 30 calendar days before the scheduled work. On the same day that the notices are posted, e-mail photographs of the postings and copies of the notices to the City at [pwpermit@lagunabeachcity.net](mailto:pwpermit@lagunabeachcity.net) as proof of the 30-day advance notification.
  - f. A 2-week notice of the work shall be delivered to each property via door hanger or letter as a reminder that a road closure will occur and vehicular access to their property will be blocked. On the same day that the notices are posted, e-mail photographs of the postings and copies of the notices to the City at [pwpermit@lagunabeachcity.net](mailto:pwpermit@lagunabeachcity.net) as proof of the 2-week advance notification.
  - g. A 1-week notice of the work shall be delivered to each property via door hanger or letter as a reminder that a road closure will occur and vehicular access to their property will be blocked. This notice shall include a direct contact number of the assigned construction coordinator who may field calls from concerned residents during the work or in case of an emergency during the work. On the same day that the notices are posted, e-mail photographs of the postings and copies of the notices to the City at [pwpermit@lagunabeachcity.net](mailto:pwpermit@lagunabeachcity.net) as proof of the 1-week advance notification.

### **Vegetation Management Work**

1. The traffic control methods necessary to perform the work and the associated noticing requirements apply.

2. If tree removals are proposed, they must follow the City of Laguna Beach Tree Removal Policy.
3. Tree locations must be compared with the Heritage Tree List.
4. Tree trimming should be to ANSI A300 Standards

### **Utility Pole Replacement**

1. SCE utility pole replacements must follow the Memorandum of Agreement and all pole replacements require a notice to be placed on the pole at least two weeks in advance of the work. The applicant will be required to provide a two-week advance notice to the residents, posting of the notice on site and provide proof of the posting by emailing a photograph of the posting to the City at [pwpermit@lagunabeachcity.net](mailto:pwpermit@lagunabeachcity.net) as proof of the 2-week advance notification.
2. The traffic control methods necessary to perform the work and the associated noticing requirements also apply.

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Table 1

Alta Laguna Drive (between Park and Temple Hills)
Alta Vista
Balboa Avenue
Bluebird Canyon Drive
Cliff Drive (between Coast Hwy and Broadway)
Coast Highway
Cress Street
Cypress Drive
Del Mar Avenue
Forest Aveue
Glenneyre Street
High Drive (between Monterey, Cypress and Hillcrest)
Hillcrest Drive
La Mirada Street
Laguna Canyon Road including Broadway
Monterey Drive
Monterey Street (northerly of West Street)
Nyes Place
Park Avenue
Skyline Drive
Summit Drive
Temple Hills Drive
Thalia Street
Third Street (Forest to Park)