APPLICATION FOR REVIEW
OF IMPORT – EXPORT  (EFFECTIVE 5/17/2010)
REV: 7/18  GGI-08

SECTION 91.7006.7.5. 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 COMMISSION OFFICE:

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 (22% + $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 Environmental Review 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)

Footnotes:
1. The department shall not accept an application for "import-export" nor shall a grading permit be used 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.

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.

The associated grading permit must be secured within 12 months from the date of Board approval
and hauling must commence within 18 months from the date of Board approval. Otherwise, a new
Haul Route application and hearing will be required.

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.
A. Address all communications to the Grading Division, LADBS, 201 N. Figueroa St., 3rd 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.

1. LEGAL DESCRIPTION
   Tract:
   Block:                     Lots:                     

2. PROJECT ADDRESS:

3. OWNER:
   Address:                   City:                  Zip:                 
   City:                     Zip:                     
   Phone (Daytime):                     

4. APPLICANT
   Address:                   City:                  Zip:                 

5. GRADING PERMIT APPLICATION #:  

6. PLAN CHECK #:  

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.

10. Applicant Signature: 
    Position:                     

(DEPARTMENT USE ONLY)

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<td>Response to Correction</td>
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Fee Due: Date:  

Fee Verified By: Date:  
(Cashier Use Only)

Sub-total  
One-Stop Surcharge  

ACTION BY:  

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

For Geology  
Date  

For Soils  
Date  

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

Total number of (d) ; Total Export/ (c) x (d) cubic yards; Max Gross Truck Wt.:

hauling days: Import

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

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__

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ENVIRONMENTAL REVIEW QUESTIONNAIRE

JOB ADDRESS: ______________________________________________________________________

Briefly describe the complete project and include the proposed amount of Import/Export of soil for hauling and the number of residential units, if applicable:

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DEPARTMENT OF CITY PLANNING OR PUBLIC WORKS USE ONLY:

☐ The Department of City Planning has analyzed this project, which includes the import/export of soil and hauling, and pursuant to State and City Environmental Quality Act (CEQA) Guidelines, has determined it qualifies for a Categorical Exemption (CE) per the attached Notice of Exemption. (Case No. ______________________________________)

The Notice of Exemption references the following amount of import/export of soil to be hauled: ___________ cubic yards

☐ The Department of City Planning or Public Works has analyzed this project, which includes the import/export of soil and hauling, and pursuant to State and City Environmental Quality Act (CEQA) Guidelines, has prepared or has had another agency prepare the ATTACHED Mitigated Negative Declaration (MND). (Case No. _________________________________________________)

The circulation end date for the above mentioned MND is: ______________________________________________________

The MND references the following amount of import/export of soil to be hauled: __________________________ cubic yards

Mitigated measures for hauling are found on the following MND pages: _____________________________________________

Check one of the following boxes:

☐ No Comments were received during the circulation period.

☐ Yes, Comments were received during the circulation period. These comments and written responses from the agency that prepared the MND are ATTACHED with the MND referenced above.

☐ The Department of City Planning or Public Works has analyzed this project, which includes the import/export of soil and hauling, and pursuant to State and City Environmental Quality Act (CEQA) Guidelines, has prepared or has had another agency prepare the ATTACHED Environmental Impact Report (EIR). (Case No. ___________________________________________________)

The circulation end date for the above mentioned EIR: _______________________________________________________

The EIR references the following amount of import/export of soil to be hauled: __________________________ cubic yards

Mitigated measures for hauling are found on the following EIR pages: _____________________________________________

Check one of the following boxes:

☐ No Comments were received during the circulation period.

☐ Yes, Comments were received during the circulation period. These comments and written responses from the agency that prepared the EIR are ATTACHED with the EIR referenced above.
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.
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 91.7006.7.5 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.

_____________________________  ______________________________  ____________
Signature                       Print Name                         Date

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