



# 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 1,000 cubic yards and \$100.00 additional for each 1,000 cubic yard or portion of 1,000 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.

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

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

INSTRUCTIONS

- A. Address all communications to the Commission Office, LADBS, Suite 1030, 201 N. Figueroa St., Los Angeles, CA 90012  
Telephone No. (213) 482-0466.  
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> Tract: _____ Block: _____ Lots: _____ <b>3. OWNER:</b> _____ Address: _____ City: _____ Zip: _____ Phone (Daytime): _____	<b>2. PROJECT ADDRESS:</b> _____  <b>4. APPLICANT</b> _____ Address: _____ City: _____ Zip: _____ Phone (Daytime): _____ E-mail address: _____
---	--

<b>5. GRADING PERMIT APPLICATION #:</b> _____	<b>6. PLAN CHECK #:</b> _____
---	-------------------------------

**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: _____ Fee Verified By: _____ Date: _____ (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		
		Surcharge		
<b>ACTION BY:</b> _____		<b>TOTAL FEE</b>		
<b>THE REPORT IS:</b> <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> APPROVED WITH CONDITIONS <input type="checkbox"/> BELOW <input type="checkbox"/> ATTACHED				
_____			Date	
For Geology				
_____			Date	
For Soils				

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**

**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:

---

---

**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.

Print: Name of Planning/Public Works staff

Signature

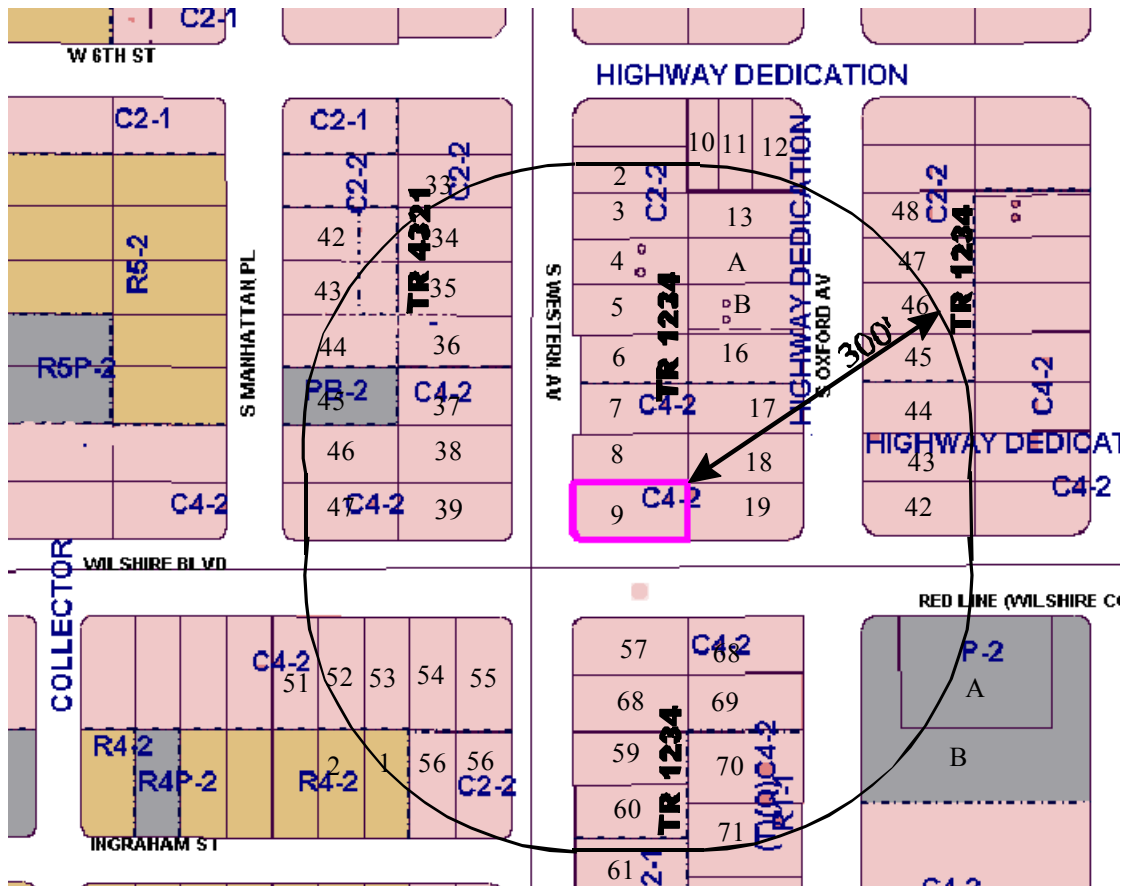
Date

Telephone Number

**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 91.7006.7.5 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.  
*(date list was obtained \*)*

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

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