

GUIDELINES FOR SUBMITTING HAUL ROUTE APPLICATIONS WITH IMPORT OR EXPORT AMOUNTS GREATER THAN 1,000 CUBIC YARDS

The purpose of this bulletin is to establish guidelines for the minimum information required for a haul route application. A haul route hearing before the Board of Building and Safety Commissioners (“BBSC”) is required for all applications for import or export of more than 1,000 cubic yards of soil in the “hillside” area, as designated by the current Bureau of Engineering Basic Grid Map No. A-13372, and as referenced in ZIMAS, as a “Special Grading Area.”

The following shall be submitted by the applicant to the Board of Building and Safety Commission Office located at 201 N. Figueroa St, Room 1030, Los Angeles, CA 90012:

1. A completed “Application for Review of Technical Reports and Import-Export Routes” (attached) 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 completed **Haul Route Questionnaire**. The questionnaire (attached) shall include the location of borrow and/or dispersal sites, all streets included in the route, the proposed truck staging areas, and the maximum gross weight of the trucks when loaded.
3. A completed **Environmental Review Questionnaire**. A copy of the signed applicable environmental document (i.e. Categorical Exemption (CE), Mitigated Negative Declaration (MND), Negative Declaration (ND), or Environmental Impact Report (EIR)), must be submitted with the haul route application or the package will not be accepted.
4. An **8-1/2" x 11" haul route map** showing the project site, all involved streets along the hauling route, and the direction of travel to and from the end of the route.
5. A copy of the **grading plan** (maximum 11" x 17" size sheets), showing the location and amounts of cut and/or fill, and export/import amounts.
6. 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.
7. One copy of a **300-foot vicinity map** (attached) identifying all lots within a 300 foot radius of the exterior boundaries of the project site. The map shall show public facilities such as schools, hospitals, libraries, and city parks within the vicinity of the project site.
8. A complete **list of property owners and three sets of self-adhesive labels** for all parcels shown on the 300-foot radius vicinity map. The listed owners shall be cross-referenced with the lots identified on the vicinity map.
9. A completed **information accuracy certificate**.

If you have any questions regarding the status of your haul route application, you may contact the Commission Office at (213) 482-0466 or review the status online at, [http://www.ladbs.org/docs/default-source/publications/misc-publications/importexport-route-\(haul-route\)-requests-status-table.pdf](http://www.ladbs.org/docs/default-source/publications/misc-publications/importexport-route-(haul-route)-requests-status-table.pdf).