

# Department Of Water and Power ENCROACHMENT PROCESS

## WHERE TO APPLY

221 N. Figueroa, suite 1600 Los Angeles, California 90012

## WHO NEEDS DWP CLEARANCE

The Department of Water and Power maintains and operates an electrical and water system of grids through out the City of Los Angeles. In order to secure access on private property the department is given either, easements in perpetuity or right of ways by land owners both recorded and un-recorded

These easements are called P.U.E. (public utility easement) or waterline easement or right-of-ways and have various widths and vary from property to property. These easements give us the right to install, maintain, upgrade and have access. We do not own the property, we do however have the right to say what can be built or not built on said easement or right of way.

If a landowner is building anything within 10 feet of our easement OR in our easement, **He must submit an encroachment application**

Owner must go through this process also if they wish to

- Relocate or remove any of our equipment on their property
- Request a quitclaim of our easement. If granted there is a separate fee and process for recordation of quitclaim (please read next page)

## HOW LONG DOES THE PROCESS TAKE

The process takes anywhere from **4 to 6 weeks** to get a clearance

## HOW TO APPLY

Applicant must bring 2-sets of hard copies of plans. We need

- Plot Plan or Site Plan – shows the existing condition and proposed project. Should include all dimensions for setbacks and easements if known. Plan should be plotted at full scale. **We do not accept faxes or reduced copies.**
- Elevations – All elevations of project in or near our easement please include all height dimensions, pool equipment, roof height, deck banisters, or any construction that comes close to our electrical lines.
- If project will require subterranean parking or any underground installations please include the elevations or cross sections, including parking layout
- Customer will need to fill out encroachment form which can be completed at counter or ahead of time.

## WHO CAN APPLY

Any representative of the project in question can apply; it does not have to be the owner. Applications for encroachment clearance can be done **before** project goes to building and safety and is recommended.

## HOW MUCH DOES IT COST

There is no cost for clearance process. **Only** if customer needs us to relocate or move any of our equipment, an engineering fee is required (non-refundable) upon final payment clearance is released

## CAN I APPLY ONLINE

At this time we DO allow applicants to email us all their copies in PDF format. It must be printable at full scale. Please email to [encroachments@ladwp.com](mailto:encroachments@ladwp.com) we reserve the right to ask for hard copies if PDF does not meet our standards

# Department Of Water and Power ENCROACHMENT PROCESS

Please contact us at (213) 367-0562 for any inquiries. LADWP – Real Estate Records Section

## QUITCLAIMS

### WHAT IS A QUITCLAIM?

On customer property where the department (LADWP) owns any type of **recorded** easement, the customer has a right to ask for it back if we no longer have use of said easement

### TYPICAL EASEMENTS OWNED BY (LADWP):

#### (HANDLED THROUGH THIS PROCESS)

- Public Utility Easement (P.U.E), usually for overhead or underground power equipment, but not limited to power.
- Water utility easement, used only for Water equipment needs, mostly underground lines

#### (NOT HANDLED THROUGH THIS PROCESS)

- Power un-recorded easements, this type are generally negotiated between owner and department when new service or relocation is needed on land where we have no department easements. These easement are enforced the same as recorded, except when we remove our equipment the easement goes away automatically, “no need for quitclaim”
- The department has purchased special purpose easements over various properties over various years. Customer will be informed if their request falls in this category and will be given contact information for the section handling their type of request. Be aware that these types of easements will need an appraisal for fair-market evaluation for sell back cost, which does not include recording fees.

### HOW LONG DOES IT TAKE TO GET AN ANSWER?

The process takes **3 to 5 weeks** to get an answer. Typically it will be yes or no. In some cases customer is given the option of removing our equipment at a cost to customer and then we will grant the quitclaim.

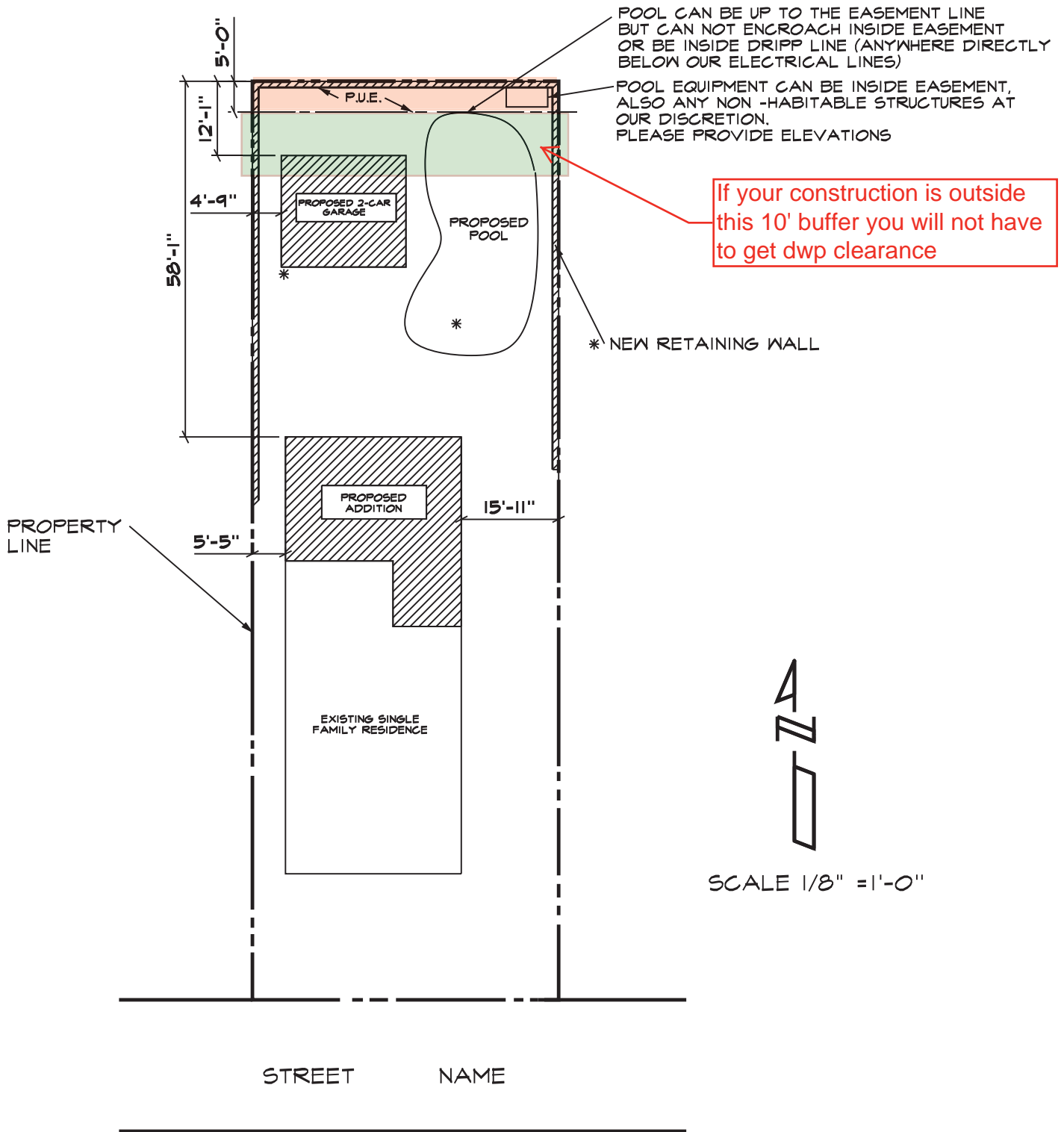
### ONCE APPORVED HOW MUCH DOES IT COST:

At the present time the cost is \$ 6,420.00 Which includes all paperwork necessary to record the quitclaim, including approval by our Energy Efficiency Commission, Board of water and Power and but not limited to City Council final approval

### HOW LONG DOES IT TAKE FOR FINAL RECORDATION?

**15 months +/-**

In general a quitclaim recordation (beginning to end) can take up to 15 months



\* ANY CONSTRUCTION WITHIN 10' OF OUR EASEMENT OR IN OUR EASEMENT REQUIRES ENCROACHMENT CLEARANCE FROM LA DEPT. OF WATER AND POWER

## MINIMUM REQUIREMENT FOR PLOT PLAN SUBMITTAL TO DEPARTMENT OF WATER AND POWER ENCROACHMENTS

# Encroachment Application

**Los Angeles Department Of  
Water & Power (LADWP)  
Real Estate Group**  
111 N. Hope St., Room 1025  
Los Angeles, CA 90012-2964

Map #: _____ - _____	Date: _____
District: _____	Real Estate File #: _____
	WMIS#: _____
<input type="checkbox"/> Check this box if application was previously submitted. Previous WMIS# _____	

**Building & Safety Application No.** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**Other Permit No.** \_\_\_\_\_

Required for LADWP electronic clearances of Building & Safety permits.

I am the Owner / Agent of certain real property described as:

Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Tract: \_\_\_\_\_  
 Address: \_\_\_\_\_ T.G. Page #: \_\_\_\_\_

I am requesting that the Los Angeles Department of Water and Power:

Grant me permission to construct/install \_\_\_\_\_

On/near a portion of the easement(s) as shown on the enclosed plans (2 copies).

Abandon and/or quitclaim all/a portion of the easement(s) as recorded in:  
 Book \_\_\_\_\_, Page(s) \_\_\_\_\_ of \_\_\_\_\_ within the above described lot(s).

Relocate the LADWP's \_\_\_\_\_ near/within the above described lot(s).

**Include 2 sets of full scale plans  
 (Site, Exterior Elevation, Survey, and Subterranean if applicable)**

( ) - ext.

(Print owner's name & no. if different from applicant)

(Applicant-Print Name)

**Not accessible by LADWP personnel during  
 normal working hours (i.e. loose dogs, locked gates,  
 etc.) or if a field meet is required.**

**Contact person:** \_\_\_\_\_

Name: \_\_\_\_\_

Home/Work: ( ) - ext.

Cell: ( ) - \_\_\_\_\_

*Please Do Not Write in the Boxed Area - For LADWP Use Only*

Real Estate Doc. No.	Type Of Document	Date	Recording Data	Width Of Easement

**Mail All Correspondence to:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_  
 ( ) - \_\_\_\_\_  
 Fax: ( ) - \_\_\_\_\_  
 Email: \_\_\_\_\_