

# HAUL ROUTE APPLICATION SUBMISSION COVID-19 GUIDELINES

Email ALL nine items on Haul Route Application Package (attached) to [ladbs.haulrequest@lacity.org](mailto:ladbs.haulrequest@lacity.org) for review before arriving at LADBS Offices. All Application Packages are required to be reviewed before submitting the hardcopy of the Haul Route application packages.

(Info Note: Haul Routes will only be processed if the Environmental Assessment is complete.)

Commission Office staff will inform applicant if additional information is required or if Application Package is complete.

Once Application Package is complete. Arrive at 201 N. Figueroa Street. Request a **YELLOW** "Message Slip"

Application will be quarantined for a minimum of 24 hours prior to Commission Office receiving items.

Submit **YELLOW** "Message Slip", complete Haul Route Application Package and check to: "Attn. To: 10th Floor - Commission Office"

Filing Fee Check will be routed to Cashier for the Applicant. After processing through Cashier, the receipt and applicable document(s) will be emailed to Client.

Commission office will process the Haul Route Application, and then route application to the Department of Transportation and Bureau of Street Services for their written approval.

*(Info Note: This process will take approximately 3 months.)*

After receiving approval from Bureau of Street Services and Dept. of Transportation a Hearing Date will be scheduled and Applicant will be notified.