

JOINT TRENCH UTILITY PERMIT GUIDELINES

1. Joint trench utility permits are required when the installation of multiple dry utilities (i.e., power, telephone, and CATV) within one common trench is proposed within either the County's public right of way or within the County's future right of way that is part of a subdivision project. These permits are to be obtained from the Los Angeles County Public Works (LACPW).
2. For subdivision projects, prior to issuance of any joint trench utility permit the developer must first apply for a road construction permit and submit a complete permit application package for the street improvements (i.e., Street Improvement Plan, Parcel Map, Tract Map, etc.). The Street Improvement Plan must be approved by the LACPW Land Development Division (LDD) – Road and Grading Section. The developer must register and log into EPICLA to apply for a road construction permit.

<https://epicla.lacounty.gov/SelfService/#/home>.

Issuance of the Joint Trench utility excavation permit is contingent on meeting the requirements below.

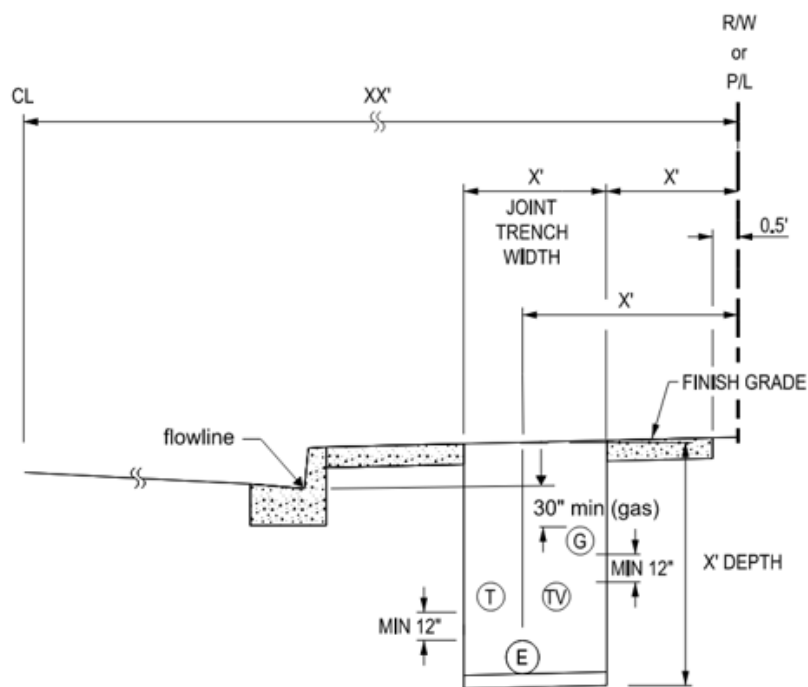
3. The developer's "Joint Trench Submittal" package includes the following:
 - a. Road excavation permit application showing the developer and Southern California Edison (SCE) listed as both the Owner/Applicant. The developer/SCE must apply for a road excavation permit through EPICLA homepage: <https://epicla.lacounty.gov/SelfService/#/home>.

The excavation permit application should contain the following information:

- 1) Names of all utilities entering the joint trench.
- 2) Length of the joint trench shall be indicated in EPICLA > Details > Description field and on plan.
- 3) Contractor information and Certificate of Insurance (COI).
- 4) Electronic copy (PDF) of the approved Street Improvement Plan (for subdivision projects).
- 5) Electronic copy (PDF) of SCE plan. The plan shall be drawn to scale. Profile and cross section must be included in the plan. See example below.
- 6) Letter of Authorization from the developer if he/she is authorizing an agent to obtain the road excavation permit.

NOTE: Fees (issuance, processing, mainline check (if applicable) and inspection for the joint trench excavation) will be charged to the road excavation permit.

- b. Each utility company sharing the same trench shall apply for a road encroachment permit through EPICLA homepage: <https://epicla.lacounty.gov/SelfService/#/home>. Electronic copy (PDF) of utility plan, profile and cross section, and COI shall be included. Issuance and processing fees will be processed.
 - c. The developer can apply for a road encroachment permit for one or more dry utilities sharing the same trench, provided approved plans from utility companies are submitted.
- 4. The developer is responsible for making the necessary arrangements with each joint utility to submit individual road encroachment permit applications in EPICLA if utility companies are applying for their own road encroachment permits.
 - 5. The developer is responsible that each joint utility's plans are accurate with respect to other utilities in the joint trench. Utility plans must be scaled and show the exact locations for their facilities relative to the road right of way and property lines.
 - 6. The developer of a subdivision with multiple phases may submit a master plan showing each phase with their "Joint Trench Submittal". The master plan is not a requirement but is often very helpful during the review.



EXAMPLE JOINT TRENCH CROSS SECTION

NOT TO SCALE

Horizontal Clearance

Utilities shall not be installed closer than minimum of 12 inches from any other utility within the same level.

NOTES:

1. SHOW & LABEL EACH UTILITY INSIDE THE JOINT TRENCH.
2. SHOW HORIZONTAL & VERTICAL DIMENSIONS OF EACH UTILITY.
3. SHOW DISTANCE SEPARATION BETWEEN UTILITIES.