

## MONITORING WELL GUIDELINES

1. An Encroachment Permit issued by the Los Angeles County Public Works is required for any monitoring well activity in LA County public right-of-way including, but not limited to, soil vapor (sampling, monitoring, and maintenance), ground water sampling, water level monitoring, general maintenance, and modification. An annual encroachment permit will be issued for routine water and vapor sampling, monitoring, and maintenance.

To apply for a Road Encroachment permit, the applicant needs to register and log into EPICLA at <https://epicla.lacounty.gov/SelfService/#/home>. In the Application Assistant, select “Apply”. On the Search Field, type Road Encroachment and click “Apply”.

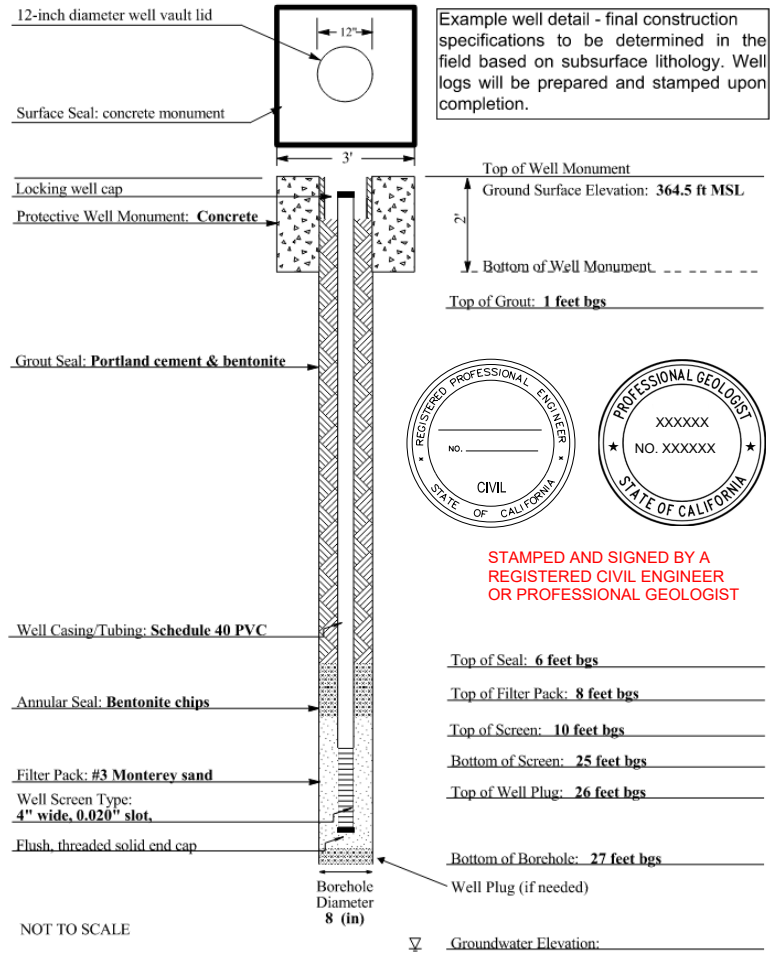
A Road Construction Permit is required for the construction and demolition of monitoring wells and construction of soil vapor extraction. Applications for the construction of new monitoring well(s) in the public road right-of-way include one sampling immediately following construction. A separate annual encroachment permit application is required for additional sampling, monitoring, and maintenance of monitoring well(s), which expires one year from the date of issuance (see Item 1).

2. A complete permit application must be submitted accompanied by all the necessary documentation, approvals and fees as required below:
  - a. To apply for a Road Construction permit, the applicant needs to register and log into EPICLA at <https://epicla.lacounty.gov/SelfService/#/home>.
  - b. A permit issued by the Department of Public Health (DPH) for the construction or destruction of the monitoring well(s). Applications may be found at the following link: [http://publichealth.lacounty.gov/EH/EP/dw/dw\\_mon\\_wells.htm](http://publichealth.lacounty.gov/EH/EP/dw/dw_mon_wells.htm)

Note: Soil Vapor Extraction does not require DPH approval unless well construction reaches saturated zone.

- c. A Certificate of Liability Insurance showing documentation of liability insurance coverage in the amount per the latest “Green Book” requirements. The County of Los Angeles shall be named as co-insured, noted on a separate Additional Insured Endorsement Form, CG 20 12, referencing the general liability insurance policy number shown on the Certificate of Liability Insurance.
- d. If necessary, a Letter of Authorization designating an agent, contractor, or other organization to act as an agent on behalf of the owner/applicant in all matters related to obtaining the encroachment permit.

- e. A site plan showing the location(s) of the monitoring well(s) in the road right of way including the depths of the wells. For monitoring well construction or destruction, include a Well Construction Detail (cross section) of the monitoring well.



**SAMPLE**

- f. A permit issued by the Department of Public Health for the construction or destruction of the monitoring well(s). Applications may be found at the following link: [http://publichealth.lacounty.gov/EH/EP/dw/dw\\_mon\\_wells.htm](http://publichealth.lacounty.gov/EH/EP/dw/dw_mon_wells.htm)
- g. All applicable permit fee (issuance and processing fees) and inspection fee. Fees are subject to annual increases each fiscal year.

Note: Applicants that are applying to construct monitoring wells for franchise utilities, provide a copy of Regional Water Quality Control Board/EPA documents with well sampling/maintenance schedule.