

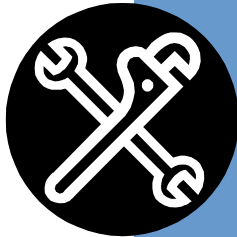


City of Bellflower  
Department of Public Works  
16600 Civic Center Drive  
Bellflower, California 90706  
Phone: (562) 804-1424  
Fax: (562) 925-8660  
www.bellflower.org



## Typical Public Works Associated Development Fees

- Lot Line Adjustment: \$650.00
- Tentative Tract Map: \$2,125.00
- Tentative Parcel Map: \$2,125.00
- Final Tract Map: \$2,325.00
- Final Parcel Map: \$1,725.00
- General ROW Inspection Fees:
  - 1) Inspection of sidewalk: \$20/50 lineal feet
  - 2) Inspection of driveway apron: \$50/each
  - 3) Inspection of street cut: \$40/ per 50 lineal feet
  - 4) Inspection of alley improvements: \$40/50 lineal feet
  - 5) Inspection of curb or curb and gutter: \$20/ per 50 lineal feet.
  - 6) Inspection of tree installation: \$70/each



# City of Bellflower Department of Public Works

## Procedures and Requirements for Obtaining Public Works Approval



“ The Friendly City”

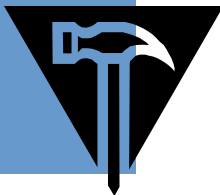
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## General Information

The City of Bellflower requires Department of Public Works ministerial or permit approval for various documents and projects. Some of these documents include: Tentative Tract Maps, Tentative Parcel Maps, Lot Line Adjustments and Development Review Board Submittals. City Capital Improvement Projects, and all projects which encroach into the Right-of-Way (ROW) require permits. Typically, the approval process is multi-fold, and is generally handled by the City Engineer and/or the Maintenance Superintendent. This informational brochure will provide you with guidelines and directions in order to obtain Department of Public Works approval in the smoothest way possible.



*Generally, all work performed within the Public Right-of-Way will require an Encroachment Permit. This permit can be obtained at the front counter at City Hall.*



### Required Documentation

In order for Department of Public Works staff to consider a development project for approval, certain documents must be presented for Staff's review. The complexity and the specificity of each document depends on the type of project or proposal being presented. Sample project descriptions and required Public Works related documents are as follows:

- 1) Lot Line Adjustment— title report, plans, project application, fee.
- 2) Development Review Board— typically depends on the type of proposal. Usual requirements are project plans which shows all ROW improvements, drainage plan, parking plan, legal description, in addition to project application.
- 3) Encroachment Permit— permit application, refundable deposit if necessary, detailed drawing if necessary, fee.

In addition to these required documents, staff may request further documentation on a case-by-case basis—usually when the project is of the complexity that requires additional analysis.

To further assist those seeking Public Works approval, there are readily available handouts at the public front counter at City Hall. Also, Staff is readily available to discuss your specific questions as well.

In general, Staff will review all submitted applications and additional documentation for accuracy and compliance with all City, County, State, and Federal regulations and standards, and guide you through the approval process.

The basic element in performing any type of work in the



*All work completed within the Public Right-of-Way must comply with Standard Plans for Public Works Construction outlined by the American Public Works Association (APWA).*



### Obtaining an Encroachment Permit

Public Right-of-Way (ROW), aside from Staff's review, is the Encroachment Permit. The following are a few guidelines regarding requirements in obtaining such a permit:

- Generally, only C8 or A Licensed Contractors can pull Encroachment Permits for work performed within the Right-of-Way (ROW). However, Staff will determine exceptions to this policy on a case-by-case basis.
- Depending on the project, a plan will be required specifying the scope of work as well any other elements that Staff may deem necessary, ie. installation of a driveway apron, existing and proposed ROW improvements, traffic signal upgrades, other.
- Aside from a variable fee for the permit itself (depending on the scope of work), a refundable deposit fee will be assessed (again depending on the scope of work) of five (5) times the amount of the permit fee. This deposit is refundable upon completion of the work for which the permit was pulled.
- Upon completion of the proposed work, a Contractor must schedule a final inspection with Public Works to obtain final approval and, if applicable, obtain any refundable deposit due
- Other requirements may be required at the discretion of the City Engineer or Maintenance Superintendent.

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