Appendix D. Geotechnical Report

BOARD OF
BUILDING AND SAFETY
COMMISSIONERS

VAN AMBATIELOS
PRESIDENT

JAVIER NUNEZ
VICE PRESIDENT

JOSELYN GEAGA-ROSENTHAL
GEORGE HOVAGUIMIAN
ELVIN W. MOON

CITY OF LOS ANGELES
CALIFORNIA

ERIC GARCETTI
MAYOR

DEPARTMENT OF
BUILDING AND SAFETY
201 NORTH FIGUEROA STREET
LOS ANGELES, CA 90012

OSAMA YOUNAN, P.E.
GENERAL MANAGER
SUPERINTENDENT OF BUILDING

JOHN WEIGHT
EXECUTIVE OFFICER

GEOLOGY AND SOILS REPORT APPROVAL LETTER

January 25, 2021

LOG # 115264
SOILS/GEOLOGY FILE – 2

Gavin Brodin
269 S. Beverly Dr., Suite 1192
Beverly Hills, CA 90212

TRACT: Replat of a portion of the Lankershim Ranch Land & Water Company (MR 66-83/85)
LOT: 1 PT
LOCATION: 3593 N. Multiview Dr.

CURRENT REFERENCE REPORT/LETTER(S)	REPORT No.	DATE(S) OF DOCUMENT	PREPARED BY
Request for Modification	27544	01/13/2021	LADBS
Geology/Soil Report	GS20-0710	10/16/2020	GeoSystems, Inc.
Oversized Documents	"	"	"

PREVIOUS REFERENCE REPORT/LETTER(S)	REPORT No.	DATE(S) OF DOCUMENT	PREPARED BY
Department Approval Letter	Log # 50867	12/12/2005	LADBS
Geology/Soil Report	GS04-6182R	10/12/2005	GeoSystems, Inc.
Department Approval Letter	Log # 45696-01	03/08/2005	LADBS
Geology/Soil Report	GS04-618-1	02/01/2005	GeoSystems, Inc.
Department Review Letter	Log # 45696	12/03/2004	LADBS
Geology/Soil Report	GS04-618	09/23/2004	GeoSystems, Inc.

The Grading Division of the Department of Building and Safety has reviewed the updated 10/16/2020 report concerning new residential development proposed on a portion of the subject property. The City Navigate LA Maps were utilized during review. Per the current report, previous development addressed in the 2004 and 2005 reports was not performed and the site (about 5 acres), remains vacant and undeveloped.

The five (5) acre property is adjacent to Multiview Drive along the southwest, south, southeast, east and northeast sides. Per the City Navigate LA Maps, a 10-feet-wide, sanitary sewer and storm drain (SS-SD) easement with sewer pipe, extends from Multiview Drive to Fredonia Drive through the property, with the southwestern one-third of the property approximately, located west of the SS-SD easement.

Slopes facing northeast, north, west and northwest with an overall height of over a hundred feet descend from the upper portions of the property along Multiview Drive and extend off-site to the developed properties that front to Fredonia Drive (the lower street). The topography includes spur ridges interrupted by northeast and northwest-trending drainages that merge and extend off-site from the northwest portion of the property.

Geotechnical Maps (Plates 1 and 2 at scales of about 1 inch = 10 feet and 30 feet), with five geologic cross sections A-A', B-B', C-C', D-D', E-E' and F-F' (at a scale of 1 inch = 20 feet), were included. The current

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Geotechnical Map is based on an updated survey, but not all topographic contours were included. Per the 10/16/2020 report (see section titled "Update Report" on pg. 4), a site visit plus additional exploration was performed in August 2020 and descriptions of the site presented previously remain applicable (please see pgs. 4 and 5 in the 09/23/2004 report).

The new residential development is proposed in the southwestern third of the property west of the existing SS-SD easement, on a moderately inclined ridge area. Pgs. 5 and 6 in the 10/16/2020 report include a discussion of the geologic structure. Both northeast and southwest dips were noted with inclinations varying from just over forty (40) to about fifty-five (55) degrees. The assumption for design purposes is that all excavations will expose (and retaining structures will support), adversely-oriented bedding planes (except where retaining walls will support compacted fill).

Per the reports, artificial fill (unit Af) and residual soil (unit Rs) overlie sedimentary bedrock (unit Tt). As documented by visual inspection by the geologist (at boring locations B-1 through B-4), the weathered bedrock zone observed varied from two (2) to nine (9) feet. The fill, soil and weathered bedrock on slopes (pg. 14 in the 10/16/2020 report) are subject to downhill creep. Per the section titled "Site Preparation and Grading" (pgs. 11 and 12 in the 10/16/2020 report), loose slough, fill, soil, vegetation and/or debris should be cleared in building areas, prior to construction/grading.

As shown on the geotechnical map/s and geologic cross sections, *the following are proposed*: *new residence* (three levels including a partial basement level); *detached recreational structure west of the new residence* (two levels including a partial basement); structurally-designed, elevated driveway extending from the street to access the motor court area north of the residence; pool plus spa and level decking in the north pad area; retaining walls with heights varying from about 17 to 23 feet, both as a part of and detached from the building; shoring is recommended and should be anticipated for this project. The consultants recommend to support the proposed structures on conventional and/or drilled-pile foundations bearing on competent bedrock.

Slope grading with new fill slopes configured to no steeper than a horizontal to vertical slope gradient of 2:1 benched and keyed in to the underlying bedrock (and confined within the subject property), will include but not be limited to repairing previous area/s of nuisance surficial erosion mostly in the residual soil.

As outlined and discussed on pg. 4 in the 10/16/2020 report (see also the section titled "Structural Driveway Slabs and Impact Walls" with specific design recommendations), impact walls are proposed to mitigate for and protect from localized portions of the slope descending from Multiview Drive composed of uncertified artificial fill, currently inclined steeper than 2:1 (about 1.4:1 which is non-conforming). Trim grading of the fill to no steeper than a horizontal to vertical gradient of 2:1 is not considered a feasible option for the following reasons: numerous protected species of trees; extension of fill beneath the street; trimming would necessitate construction of shoring piles and an additional retaining wall.

The referenced request for modification was filed and approved to allow the existing fill on localized portions of the slope descending from Multiview Dr., to remain at their current inclination/s. Affidavit #20210054888 was filed by the owner/s with the Office of the Los Angeles County Recorder indicating that the owner accepts responsibility for maintenance, clearing and repair of the protective impact wall system/s.

Impact walls are proposed to be constructed along portions of the upslope and downslope sides of the new structural driveway including along the upslope side of the "above-grade" portion of driveway adjacent to the garage, as described on pgs. 22 and 23. Impact walls are labeled on the geotechnical map (1 inch = 10 feet) and the geologic cross sections.

Be advised of the following: (*i*) the Permavoid Rainwater Collection System shown on the geotechnical map on the east side of the easement is *not approved* at this time due to the lack of sufficient details; (*ii*) verification of compliance with the height and other requirements in the Zoning Code for retaining walls detached from buildings (including the recommended freeboard height of twelve inches), is a part of the structural plan check

and permitting process. The referenced 10/16/2020 report by GeoSystems is acceptable, provided the following conditions are complied with during site development:

1. Infiltration is *not* recommended (pg. 32) *and is not approved*. The *Permavoid Rainwater Collection System* shown on the geotechnical map and geologic cross section D-D' *is not approved* due to the lack of sufficient details. *Prior to permit issuance*, a detailed supplemental report *from the geologist and soil engineer* shall be submitted with clarification concerning such systems demonstrating that they will not infiltrate water into the subsurface. This report shall be submitted for review to the Grading Division and approved, *prior* to implementation *and in advance of start of any site work*.

2. As recommended (pg. 32 in the 10/16/2020 report), site water shall be conducted in non-erosive devices to the street or other approved location in a manner acceptable to the LADBS and the Department of Public Works. Water shall not be dispersed on to slopes without specific approval from the Grading Division and the consulting geologist and soils engineer.

3. The new residence (and recreation structure) shall be connected to the public sewer system.

4. Approval shall be obtained from the Dept. of Public Works, Bureau of Engineering, and Development Services/Permits Program for proposed removal and/or support of slopes adjoining the public way *and* for grading or construction adjacent to or within the existing 10-feet-wide SS-SD easement.

5. Final plans shall include detailed grading plans based on an accurate licensed survey showing existing topography, keyway locations, sub-drain systems at the base of new fill as recommended, cut and fill and/or trim grading, tops and toes of graded slopes, how specific areas shown of surficial nuisance erosion will be repaired and planted per Ch. 70 in the LA City Building Code.

   Note: the tops and toes of graded (fill or cut) slopes shall comply with sections 7010.3 and 7011.5 and the setbacks from the Permit Area Boundary in Fig. E - Ch. 70 in the LA City Building Code.

6. The following recommendations in the 10/16/2020 report shall be included as part of the final plans and implemented: "Site Preparation and Grading" (pgs. 11 and 12) and grading "Guidelines" on pgs. 37 and 38; "Drainage" and "Preventive Slope Maintenance" (pgs. 32 and 33); "Interior Floors (Concrete Slabs/Wood Floors)" & "Exterior Concrete Slabs and Hardscape" (pgs. 23 and 24); "Structural Driveway Slabs and Impact Walls" (pgs. 22 and 23) including along the upslope side of the "above-grade" portion of driveway adjacent to the garage.

7. Final plans shall be verified and revised as necessary so that the entire face of the building including garage is provided with the required building setback and clearance as required per the Code – the building setback requires grading as shown on geologic cross section C-C, and shall also be provided as required for the portion of building shown on geologic cross section B-B'.

8. Final plans shall show with labeling: all areas where shoring piles will be utilized; all areas where deepened (friction pile) foundations will be utilized; section the entire length of retaining wall/s required to facilitate grading including any return walls – *see* geotechnical map and geologic cross section E-E' for the repair area in the northwest portion of the site *and* the level backfill for horizontal clearance/building setback from the ascending slope for the recreation structure; all areas of grading; keyways and sub-drains (see typical fill slope detail included as Plate FS-1).

9. As discussed, recommended, specified *and* shown with labeling on the geotechnical map and geologic cross sections, *impact walls* shall be provided along the upslope and downslope portions of the driveway to protect the residence, garage and pad areas. The impact walls shall be a minimum

free-standing height no less than three (3) feet, shall be designed for a minimum equivalent fluid pressure of 125 pounds per cubic foot (pcf) and provided with a paved swale. The driveway shall be designed for the load as specified – see pgs. 22 and 23.

10. Affidavit #20210054888 accepting responsibility for maintenance, clearing and repair of the protective impact wall system/s was filed by the owner/s with the Office of the Los Angeles County Recorder.

11. Foundations as recommended (pgs. 12 – 18 and pgs. 31 and 32 in the 10/16/2020 report) shall be approved by inspection by the geologist and soil engineer and shall be supported entirely into either competent bedrock or entirely into certified compacted fill, but not both. The creep load cited on pg. 14 along with the building and foundation setbacks per Code – cited and specified on pgs. 17 and 18 in the 10/16/2020 report, shall apply.

12. Existing uncertified fill shall not be used for lateral support of deep foundations (1810.2.1).

13. The group effects on lateral behavior of the piles shall be included in the design of the deep foundation, as specified in the section titled "Pile Group Effects" of the referenced report. (1810.2.5)

14. The seismic design shall be based on a Site Class C as recommended. All other seismic design parameters shall be reviewed by LADBS building plan check.

15. All loose foundation excavation material shall be removed. Slopes disturbed by construction activities shall be restored. Work shall be performed so as to not cause falling rocks, soil or debris in any form to fall, roll, slide or flow onto adjoining properties per section 7007 – Ch. 70 in the LA City Building Code.

16. As shown and recommended, the proposed detached recreation building shall be provided with the horizontal clearance/building setback from ascending slopes as required per Code. As recommended, future fill backfilled level against the building wall and against return retaining walls to facilitate the clearance as shown on the geotechnical map and geologic cross section A-A', shall be provided. The new fill shall be placed on bedrock as approved by inspection by the geologist and soil engineer. Note: The rear of the recreating structure building retaining wall shall be provided with a minimum freeboard height of twelve (12) inches and an open "V" drain.

17. All retaining walls below ascending slopes shall be provided with a minimum freeboard height of one (1) foot and an open "V" drain as recommended (pgs. 20 and 32 in the 10/16/2020 report).

18. All retaining walls shall be provided with a standard surface back-drain system and all drainage shall be conducted in a non-erosive device to the street or other approved location in a manner acceptable to the LADBS and the Department of Public Works (7013.11).

19. All new graded slopes shall not exceed a horizontal to vertical slope gradient of 2:1.

20. Temporary excavations shall be shored, lagged, monitored, supported or sloped as specified and recommended (pgs. 25 – 30 in the 10/16/2020 report). *This shall include the following*: unsupported bedding planes shall be shored or sloped back as directed and approved by the geologist at the exposed angle of bedding; the vertical height of *un-surcharged* excavations in favorably-oriented bedrock shall not exceed five (5) feet; the portion above a vertical height of five (5) feet for *un-surcharged* temporary excavations in favorably-oriented bedrock and all excavations in fill, soil or weathered bedrock, shall be sloped to a horizontal to vertical slope gradient not exceeding 1:1 for an overall height to not exceed 10 feet, *or* the excavation shall be shored; *surcharged* excavations shall

be shored. Note: Support shall be considered removed from an adjacent structure, adjacent off-site property or the adjacent street (i.e., the excavation *is surcharged*), *if* the excavation extends below a 1:1 plane projected down from an adjacent structure or adjacent off-site property.

21. The applicant is advised that the approval of this report does not waive the requirements for excavations contained in the General Safety Orders of the California Department of Industrial Relations (3301.1).

22. Prior to the issuance of any permit that authorizes an excavation where the excavation is to be of a greater depth than are the walls or foundation of any adjoining building or structure and located closer to the property line than the depth of the excavation, the owner of the subject site shall provide the Department with evidence that the adjacent property owner has been given a 30-day written notice of such intent to make an excavation (3307.1).

23. All recommendations of the report that are in addition to or more restrictive than the conditions contained herein shall be incorporated into the plans.

24. The geologist and soils engineer shall review and approve the detailed plans prior to issuance of any permit. This approval shall be by signature on the plans that clearly indicates the soils engineer has reviewed the plans prepared by the design engineer; and, that the plans included the recommendations contained in their reports (7006.1).

25. A copy of the subject and appropriate referenced reports and this approval letter shall be attached to the District Office and field set of plans (7006.1). Submit one copy of the above reports to the Building Department Plan Checker prior to issuance of the permit.

26. A grading permit shall be obtained (106.1.2).

27. Existing uncertified fill or the existing soil shall not be used for support of footings, concrete slabs or new fill (1809.2, 7011.3).

28. Slabs on uncertified fill shall be designed as a structural slab (7011.3).

29. Slabs placed on approved compacted fill shall be at least 3½ inches thick and shall be reinforced with ½-inch diameter (#4) reinforcing bars spaced a maximum of 16 inches on center each way.

30. The swimming pool shall be designed for an equivalent fluid pressure of 65 PCF, as recommended.

31. The soils engineer shall review and approve the shoring plans prior to issuance of the permit (3307.3.2).

32. Prior to the issuance of the permits, the soils engineer and the structural designer shall evaluate surcharge loads used in the report calculations for design of the retaining walls and shoring. If the surcharge loads used in the calculations do not conform to the actual surcharge loads, the soil engineer shall submit a supplementary report with revised recommendations to the Department for approval.

33. Shoring shall be designed for the lateral earth pressures specified (pgs. 25 – 30); all surcharge loads shall be included into the design.

34. A shoring monitoring program shall be implemented to the satisfaction of the soils engineer.

35. Shoring shall be designed for a maximum lateral deflection of 1 inch, provided there are no structures within a 1:1 plane projected up from the base of the excavation. Where a structure is within a 1:1

plane projected up from the base of the excavation, shoring shall be designed for a maximum lateral deflection of ½ inch, or to a lower deflection determined by the consultant that does not present any potential hazard to the adjacent structure

36. Retaining walls shall be designed for the minimum lateral earth pressures specified (pgs. 18 – 22 in the 10/16/2020 report). Note: All surcharge loads shall be included into the design. Lateral earth pressure due to earthquake motions shall be in addition to static lateral earth pressures and other surcharge pressures. The at-rest pressures (pg. 19) and seismic loading (pg. 20) shall apply.

37. With the exception of retaining walls designed for hydrostatic pressure, all retaining walls shall be provided with a subdrain system to prevent possible hydrostatic pressure behind the wall. Prior to issuance of any permit, the retaining wall subdrain system recommended in the soils report shall be incorporated into the foundation plan which shall be reviewed and approved by the soils engineer of record (1805.4).

38. Installation of the subdrain system shall be inspected and approved by the soils engineer of record and the City grading/building inspector (108.9).

39. Prefabricated drainage composites (Miradrain, Geotextiles) may be only used in addition to traditionally accepted methods of draining retained earth.

40. The geologist and soils engineer shall inspect all excavations to determine that conditions anticipated in the report have been encountered and to provide recommendations for the correction of hazards found during grading (7008 & 1705.6).

41. All friction pile drilling and installation shall be performed under the inspection and approval of the geologist and soils engineer. The geologist shall indicate the distance that friction piles penetrate into competent bedrock in a written field memorandum. (1803.5.5, 1704.9)

42. Prior to pouring concrete, a representative of the consulting soils engineer shall inspect and approve the footing excavations. The representative shall post a notice on the job site for the LADBS Inspector and the Contractor stating that the work inspected meets the conditions of the report. No concrete shall be poured until the LADBS Inspector has also inspected and approved the footing excavations. A written certification to this effect shall be filed with the Grading Division of the Department upon completion of the work. (108.9 & 7008.2)

43. Prior to excavation or any site work an initial inspection shall be called with the LADBS Inspector/s. During the initial inspection, the sequence of construction; shoring pile installation; friction pile installation; grading; drainage details; protection fences; and, dust and traffic control will be scheduled (108.9.1). These shall be performed under the inspection and approval of the soils engineer and deputy grading inspector (1705.6, 1705.8).

44. All man-made fill shall be compacted to a minimum 90 percent of the maximum dry density of the fill material per the latest version of ASTM D 1557. Where cohesionless soil having less than 15 percent finer than 0.005 millimeters is used for fill, it shall be compacted to a minimum of 95 percent relative compaction based on maximum dry density. Placement of gravel in lieu of compacted fill is only allowed if complying with LAMC Section 91.7011.3.

45. Prior to the placing of compacted fill, a representative of the soils engineer shall inspect and approve the bottom excavations. The representative shall post a notice on the job site for the LADBS Inspector and the Contractor stating that the soil inspected meets the conditions of the report. No fill shall be placed until the LADBS Inspector has also inspected and approved the bottom excavations. A written certification to this effect shall be included in the final compaction report filed with the Grading Division of the Department. All fill shall be placed under the inspection and approval of the

soils engineer. A compaction report together with the approved soil report and Department approval letter shall be submitted to the Grading Division of the Department upon completion of the compaction. In addition, an Engineer's Certificate of Compliance with the legal description as indicated in the grading permit and the permit number shall be included (7011.3).

STEPHEN DAWSON
Engineering Geologist II

DAN L. STOICA
Geotechnical Engineer I

SD/DLS:sd/dls
Log No. 115264
213-482-0480

cc: GeoSystems, Inc., Project Consultant
VN District Office

CITY OF LOS ANGELES
DEPARTMENT OF BUILDING AND SAFETY
Grading Division

District	Log No. 115264

APPLICATION FOR REVIEW OF TECHNICAL REPORTS

INSTRUCTIONS

A. Address all communications to the Grading Division, LADBS, 221 N. Figueroa St., 12th Fl., Los Angeles, CA 90012 Telephone No. (213)482-0480.
B. Submit two copies (three for subdivisions) of reports, one "pdf" copy of the report on a CD-Rom or flash drive, and one copy of application with items "1" through "10" completed.
C. Check should be made to the City of Los Angeles.

1. LEGAL DESCRIPTION
Tract: Lankershim Ranch Land & Water Company Tract
Block: _____ Lots: 1

3. OWNER: Gavin Brodin
Address: 269 S. Beverly Drive STE 1192
City: Beverly Hills Zip: 90212
Phone (Daytime): 3109946657

2. PROJECT ADDRESS: 3593 Multiview Drive

4. APPLICANT Andrew Odom
Address: 11150 W. Olympic Blvd #700
City: Los Angeles Zip: 90064
Phone (Daytime): 3104055352
E-mail address: andrew@crestrealestate.com

5. Report(s) Prepared by: GeoSystems INC

6. Report Date(s): Oct 16 2020

7. Status of project: ☐ Proposed ☐ Under Construction ☐ Storm Damage

8. Previous site reports? ☐ YES if yes, give date(s) of report(s) and name of company who prepared report(s)

9. Previous Department actions? ☐ YES if yes, provide dates and attach a copy to expedite processing.

Dates:

10. Applicant Signature: Position:

(DEPARTMENT USE ONLY)

REVIEW REQUESTED	FEES	REVIEW REQUESTED	FEES
☐ Soils Engineering		No. of Lots	
☐ Geology		No. of Acres	
☑ Combined Soils Engr. & Geol.		☐ Division of Land	
☐ Supplemental		Other	776.00
☐ Combined Supplemental		☑ Expedite	362.00
☐ Import-Export Route		☐ Response to Correction	
Cubic Yards:		☐ Expedite ONLY	
		Sub-total	1089.00
		Surcharge	249.58
		TOTAL FEE	1338.58

Fee Due: 1338.58
Fee Verified By: Date: 11.10.20
(Cashier Use Only)

Los Angeles Department of Building and Safety
Metro 4th Floor 11/12/2020 8:08:12 AM
User ID: gramos
Receipt Ref Nbr: 2020317001-10
Transaction ID: 2020317001-10-1
GRADING REPORT $726.00
SYSTEMS DEV SURCH $65.34
GEN PLAN MAINT SURCH $76.23
DEV SERV CENTER SURCH $32.67
CITY PLAN SURCH $65.34
PLAN APPROVAL FEE $363.00
MISC OTHER $10.00
Amount Paid: $1,338.58
PCIS Number: NA
Job Address: 3593 MULTIVIEW DRIVE
Owners Name: GAVIN BRODIN

ACTION BY:

THE REPORT IS: ☐ NOT APPROVED
☐ APPROVED WITH CONDITIONS ☐ BELOW ☐ ATTACHED

For Geology _____ Date _____

For Soils _____ Date _____

CITY OF LOS ANGELES
CALIFORNIA

BOARD OF
BUILDING AND SAFETY
COMMISSIONERS

VAN AMBATIELOS
PRESIDENT

JAVIER NUNEZ
VICE PRESIDENT

JOSELYN GEAGA-ROSENTHAL
GEORGE HOVAGUIMIAN
ELVIN W. MOON

ERIC GARCETTI
MAYOR

DEPARTMENT OF
BUILDING AND SAFETY
201 NORTH FIGUEROA STREET
LOS ANGELES, CA 90012

OSAMA YOUNAN, P.E.
GENERAL MANAGER
SUPERINTENDENT OF BUILDING

PROCESSING OF DOCUMENTS BY THE GRADING DIVISION DURING TEMPORARY OFFICE CLOSURE TO THE PUBLIC DUE TO THE COVID-19

March 24, 2020
(Revised April 2, 2020)
(Revised April 14, 2020)
(Revised May 4, 2020)

REF: Submittal of documents to the Grading Division during temporary office closure to the public due to the Covid-19
The April 2, 2020 Revised Memorandum added instructions on how to identify the District where the project is located (useful for submittals of compaction reports)
The April 14, 2020 Revised Memorandum provided a generalized email address for the Grading Division Administrative Support Staff
This May 4, 2020 Revised Memorandum modifies GRADING PRE-INSPECTION (GPI) WAIVER REQUESTS procedures

This Memorandum provides information on how the Los Angeles Building and Safety - Grading Division (LADBS-GD) will process documents during the temporary office closure. Please note that these procedures may be modified to suit specific conditions.

LADBS established "Drop-off/Pick up" areas at the Figueroa Plaza (Metro), Marvin Braude Building (Van Nuys), and the West Los Angeles office (Sawtelle). Soils, geology, and compaction reports; Grading Pre-Inspection and Grading Pre-Inspection waiver applications; requests for modifications; and, Covenant & Agreements (Affidavits) will need to be dropped off at any of these locations. Tract Maps, Parcel Maps, Lot Line Adjustment, and Certificate of Compliance will need to be dropped off and picked up at the Figueroa Plaza location only.

Please drop off these documents on the box with the sign "Soils/Geology Reports & GPI Waivers Only" located at the "Drop-off/Pick up" areas.

Instruction to process Grading plans can be found under Section "IV. Plan Check" in the document titled "Announcement No. 3, March 21, 2020", available at the following link: https://ladbs.org/docs/default-source/publications/misc-publications/Continuity-of-Operations-for-LADBS.pdf. This document can also be downloaded from our website www.ladbs.org, by clicking on "Continuity of Operations for LADBS Services. Click Here.", then on "Plan Check, Permitting, and Inspection Guidelines".

SOILS, GEOLOGY, AND COMPACTION REPORTS

1. Prior to submittal of a geology and/or soils report or a compaction report, customers may email a pdf-copy of the report and the application to the Grading Division at ladbs_gradingdivision@lacity.org.

   The application can be downloaded at the following link: https://www.ladbs.org/docs/default-source/forms/plan-check-2014/app21.pdf?sfvrsn=12, or it can also be downloaded from our website www.ladbs.org, by clicking on "Forms & Publications" on the top menu, then clicking on "Permit Applications" under the "Forms" subtitle, and after scrolling down, clicking on "Application for Review of Technical Reports" (identified as "PC/GRAD.App-21" on the left-hand side of the page).

   In the event the report is too large, email the portion of the report where the proposed development is clearly described and email plans and cross sections that show the existing and proposed grading and structures.

2. The LADBS-GD staff will email the customer with the required fees for review of the report.

   The fees will be assessed in accordance with the fee schedule which can be obtained at the following link: http://ladbs.org/docs/default-source/forms/plan-check-2017/fee-schedule-for-grading-report-reviews-pc-grad-feesched07.pdf?sfvrsn=15, or they can also be downloaded from our website www.ladbs.org, by clicking on "Forms & Publications" on the top menu, then clicking on "Permit Applications" under the "Forms" subtitle, and after scrolling down, clicking on "Fee Schedule for Grading Report Reviews" (identified as "PC/GRAD/Fee.Sched.08-2014" on the left-hand side of the page).

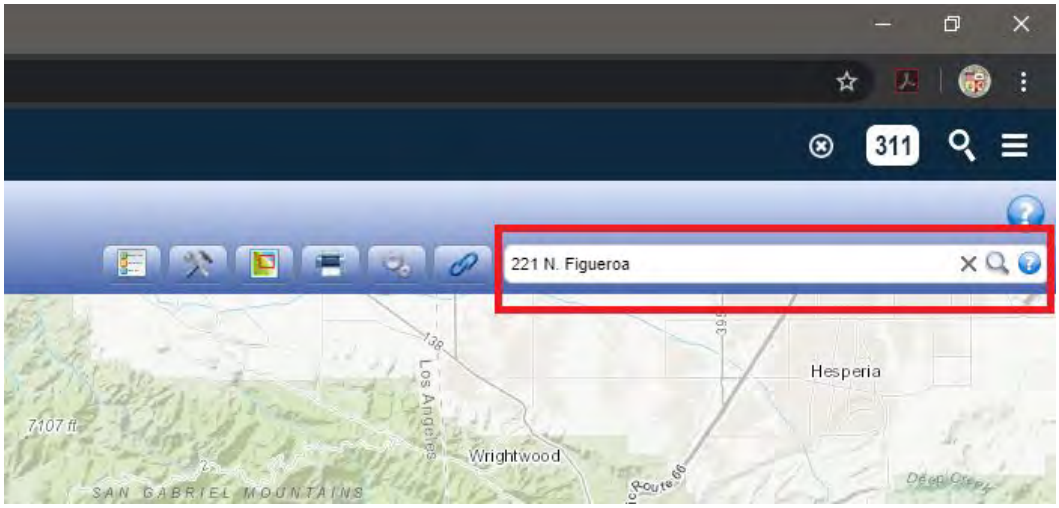
3. When ready to submit, customers may drop off two copies of the report, one copy of the report shall be wet stamped and signed by the licensed engineer and geologist, if applicable, a pdf-copy of the report in a flash drive or a CD, the application, and a check with the review fees drawn to the Los Angeles Department of Building and Safety.

   Please note that all geology and/or soils reports are reviewed by the geology and engineering staff located only at the Downtown Metro Office. Compaction reports are reviewed by the District Grading Inspector located at the Downtown Metro Office, Van Nuys Office, and West Los Angeles Office.

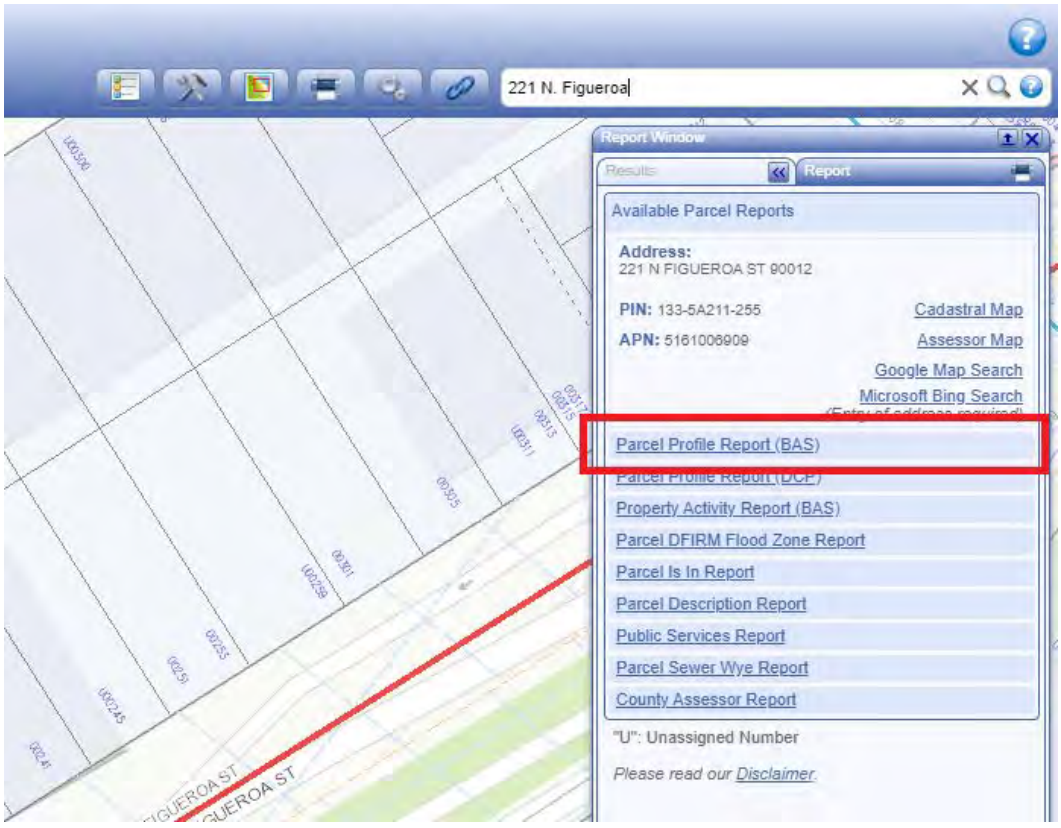
4. Geology, soils, and/or compaction reports may be submitted at Downtown Metro Office, Van Nuys Office, and West Los Angeles Office regardless of the location of the project. However, to minimize the transfer of reports between offices, and if convenient for the applicant, compaction reports may be submitted to the branch office where the project is located. Customers may identify the District where the project is located by using the City's Geographical Information System (GIS), NavigateLA. The steps needed to identify the District are presented below.

   a. Access NavigateLA by using the following link https://navigatela.lacity.org/

b. Enter the project address (address number & street name) into the search field located at the upper right corner of the screen. Click the "Magnifying Glass" symbol to initiate the search.



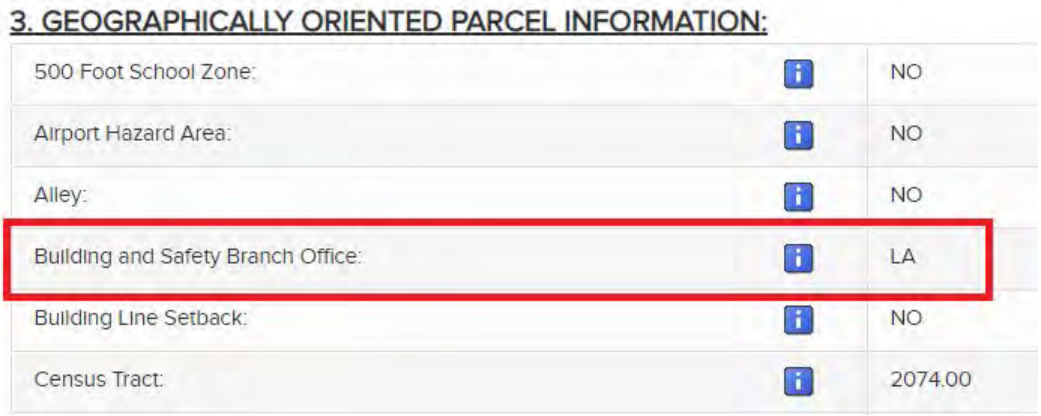
c. A "Report Window" will appear immediately below the search field. Click on the "Parcel Profile Report (BAS)" to generate the parcel profile report. A separate window or tab will appear with the report.



d. Scroll down to section "3. Geographically Oriented Parcel Information" and look for "Building and Safety Branch Office". The offices are identified as follows:

- LA: Downtown Metro Office (221 N. Figueroa Street)
- VN: Van Nuys Office (6262 Van Nuys Boulevard)

- WLA: West Los Angeles (1828 Sawtelle Boulevard)
- SP: San Pedro. For the purposes of this memorandum, projects within the SP District will be processed by the WLA office.



5. The LADBS-GD staff will email the customer the assigned log number for reference purposes.

6. After the report has been reviewed, LADBS-GD staff will email a pdf-copy of the Department Approval or Review letter to the applicant, and the consultant(s).

GRADING PRE-INSPECTION (GPI) WAIVER REQUESTS

1. Prior to submittal for a GPI waiver customers should start the permit application process with Plan Check to obtain a **Clearance Sheet**. Instructions to start your permit application process can be found under Section "IV. Plan Check" in the document titled "Announcement No. 3, March 21, 2020", available at the following link: https://ladbs.org/docs/default-source/publications/misc-publications/Continuity-of-Operations-for-LADBS.pdf. This document can also be downloaded from our website www.ladbs.org, by clicking on "Continuity of Operations for LADBS Services. Click Here.", then on "Plan Check, Permitting, and Inspection Guidelines".

2. Once the **clearance sheet** has been obtained, customers shall email a pdf-copy of the site plan, the clearance sheet, and the GPI Waiver application to the Grading Division at ladbs_gradingdivision@lacity.org.

   The GPI Waiver application can be downloaded from the following link http://ladbs.org/docs/default-source/forms/plan-check-2017/application-for-gpi-waiver.pdf?sfvrsn=10, or it can also be downloaded from our website www.ladbs.org, by clicking on "Forms & Publications" on the top menu, then clicking on "Permit Applications" under the "Forms" subtitle, and after scrolling down, clicking on "Application for GPI Waiver" (identified as "PC/GRAD/App 21" on the left-hand side of the page).

3. The LADBS-GD staff will review if the GPI can be waived. In the event the GPI cannot be waived, LADBS-GD staff will inform the applicant to apply for a GPI. Instructions for applying for a GPI are presented in a subsequent section of this memorandum.

In the event the GPI can be waived:

a. The LADBS-GD staff will email the customer notifying that the GPI can be waived.
b. The customer shall drop off the GPI waiver application, support documents, **clearance sheet,** and a check with the fees of $83.82 drawn to the Los Angeles Department of Building and Safety.
c. Once the check is received, the GPI will be waived in the system. The customer can verify that the GPI has been waived in the "Permit & Inspection Report" module, that can be accessed from the "Services" drop-down menu in our www.ladbs.org website.

GRADING PRE-INSPECTION (GPI) REQUESTS

1. In order to submit for a GPI, customers shall drop off the application, a set of plans, a copy of the soils and geology reports, if available, and a check with the fees drawn to the Los Angeles Department of Building and Safety.

   The application can be downloaded at the following link: http://ladbs.org/docs/default-source/forms/plan-check-2014/application-for-building-permit-or-grading-and-certificate-of-occupancy-pc-str-app01.pdf?sfvrsn=29, or it can also be downloaded from our website www.ladbs.org, by clicking on "Forms & Publications" on the top menu, then clicking on "Permit Applications" under the "Forms" subtitle, and after scrolling down, clicking on "Application for Building Permit or Grading and Certificate of Occupancy" (identified as "PC/STR/App.001-2014" on the left-hand side of the page).

   The fees can be obtained at the following link: http://ladbs.org/docs/default-source/forms/plan-check-2017/fee-schedule-for-grading-report-reviews-pc-grad-feesched07.pdf?sfvrsn=15, or they can also be downloaded from our website www.ladbs.org, by clicking on "Forms & Publications" on the top menu, then clicking on "Permit Applications" under the "Forms" subtitle, and after scrolling down, clicking on "Fee Schedule for Grading Report Reviews" (identified as "PC/GRAD/Fee.Sched.08-2014" on the left-hand side of the page).

2. The LADBS-GD inspector will visit the site and generate a report.

3. The LADBS-GD staff will email the GPI report to the applicant.

TRACT MAPS, PARCEL MAPS, LOT LINE ADJUSTMENT, AND CERTIFICATE OF COMPLIANCE

1. To obtain a map stamp for the division of land, please call the LADBS-GD (Metro Office) at (213) 482-0480 and provide the following information based on the type of map to be stamped. Your call will be directed to the appropriate staff member to process your request.

Parcel Map Exempt (PMEX), Lot Line Adjustment (LLA) or Certificate of Compliance (COC):

a. Your name, telephone number, and email address.

Project site address and legal description (Lot, Block, and Tract).

b. The LADBS-GD staff will contact the applicant by telephone and/or email to provide the appropriate fees for the submission.
c. Complete Items #1 to #4 of the "Application for Review of Technical Reports" and sign at Item #10. The application can be downloaded at the following link: https://www.ladbs.org/docs/default-source/forms/plan-check-2014/app21.pdf?sfvrsn=12, or it can also be downloaded from our website www.ladbs.org, by clicking on "Forms & Publications" on the top menu, then clicking on "Permit Applications" under the "Forms" subtitle, and after scrolling down, clicking on "Application for Review of Technical Reports" (identified as "PC/GRAD.App-21" on the left-hand side of the page).
d. Drop-off the maps, application form, and payment at a drop-off box located at the Metro Office.

Tract Maps (VTT & TT) or Parcel Maps (PM):

a. Your name, telephone number, and email address.
b. Project site address and legal description (Lot, Block, and Tract), the total number of lots for the subdivision, and the acreage for the subdivision.
c. The LADBS-GD staff will determine whether a soils report or geology/soils report will be required for the map stamp process per information bulletin P/BC 2017-132.
d. The LADBS-GD staff will contact the applicant by telephone and/or email to provide the appropriate fees for the submission.
e. Complete Items #1 to #9 of the "Application for Review of Technical Reports" and sign at Item #10. If reports are not required for the map stamp, please do not fill in Items #5 to #9. The application can be downloaded at the following link: https://www.ladbs.org/docs/default-source/forms/plan-check-2014/app21.pdf?sfvrsn=12, or it can also be downloaded from our website www.ladbs.org, by clicking on "Forms & Publications" on the top menu, then clicking on "Permit Applications" under the "Forms" subtitle, and after scrolling down, clicking on "Application for Review of Technical Reports" (identified as "PC/GRAD.App-21" on the left-hand side of the page).
f. Drop-off the maps, application form, and payment at a drop-off box located at the Metro Office.

Restamp of Tract Maps (VTT & TT), Parcel Maps (PM), Parcel Map Exempt (PMEX), Lot Line Adjustment (LLA), or Certificate of Compliance (COC):

a. Your name, telephone number, and email address.
b. Project site address.
c. The LADBS-GD staff will determine whether the maps had been previously stamped. No additional fees are required for the restamping of maps.

   d. Drop-off the maps and a copy of prior application form showing payment at a drop-off box located at the Metro Office.

2. Drop-off Location & Retrieval of Completed Maps:
   a. Lobby of the Metro Office: 201 N. Figueroa Street, Los Angeles, CA 90012.
   b. The completed maps will be available for pick up at the Metro Office drop-off location.

REQUEST FOR MODIFICATIONS OF BUILDING ORDINANCE

1. Customers may email a pdf-copy of the Request for Modification (RFM) to the Grading Division at ladbs_gradingdivision@lacity.org.

   The application can be downloaded at the following link: http://ladbs.org/docs/default-source/forms/plan-check-2014/request-for-modification-of-building-ordinances-(blank).pdf?sfvrsn=10

2. The LADBS-GD staff will email the customer a pdf-copy of the RFM with the required fees for review of the RFM, and further instructions, as appropriate.

3. When ready to submit, customers may drop off one copy of the RFM emailed by the LADBS-GD staff, and a check with the review fees drawn to the Los Angeles Department of Building and Safety.

4. After the RFM has been reviewed, LADBS-GD staff will email a pdf-copy of the processed RFM to the applicant.

COVENANTS AND AGREEMENTS (AFFIDAVITS)

1. Customers may email a pdf-copy of the C&A to the Grading Division at ladbs_gradingdivision@lacity.org. If there are questions regarding how to fill out the C&A, call the LADBS-GD (Metro Office) at (213) 482-0480 for assistance.

2. The LADBS-GD staff will review the C&A and will contact the applicant with comments or modifications, or to notify the customer to proceed with the next step.

3. The applicant will get notarized signature(s) of the owner(s) for the C&A.

4. Mail or drop off (at a Department drop-off box) the original, notarized C&A form back to the LADBS-GD (Metro Office).

5. LADBS-GD staff will sign the lower portion of the C&A, upon satisfactory review of the C&A, and will notify the applicant to pick up the form from the Metro Office drop-off location.

6. The applicant will take the C&A for recordation at the Los Angeles County Recorder's Office. Please note that the County Recorder's office may be temporarily closed to the public.

7. After the C&A has been recorded at the County Recorder's Office, **return the original document or a certified copy of the document** to the LADBS-GD (Metro Office) by mail or drop off the recorded C&A at a drop-off box.

PLEASE PRINT CLEARLY ON THE APPLICATIONS. The Department is not responsible for delays due to illegible contact information.

For further questions, please call (213) 482-0480.

LADBS - GRADING DIVISION