



**ADMINISTRATIVE MANUAL
COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION**

**AM 50.49
12-04-07
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TO: All Personnel

FROM: Raj Patel

Superintendent of Building

REFERRAL PROCESS FOR WORK WITHIN PUBLIC EASEMENTS

Grading plans and site building plans often indicate work within public right-of-way or other public easements. All work within a public easement requires a permit from Construction Division. But not all work requires a plan review by Land Development or Construction Division prior to obtaining the Construction permit. The referral process shown below will apply when such off-site work is proposed.

A. The following work shall require an approval from Land Development Division prior to grading/building plan approval by Building & Safety Division:

- All Commercial, Apartment or Industrial developments within an R-3 zone or greater.
- Parkway improvements (i.e., Curb & Gutter, Walk, Driveway) or grading within an unimproved or hillside area. Proposed driveways must comply with the attached Driveway Design Guidelines.
- Any work shown within a Private / Future Street, a setback for Future Highway Dedication or a Slope Easement.

Land Development Division will provide a plan approval indicating the work is ready for a Construction permit.

B. The following work shall require an approval from Construction Division prior to grading/building plan approval by Building & Safety Division:

- Storm drain work impacting a Los Angeles County Flood Control District drainage facility.
- Any work within or encroaching on a Los Angeles County Flood Control District easement.

Construction Division will provide a plan approval indicating the work is ready for a Construction permit.

C. The following work shall not require an approval from Land Development or Construction Division prior to grading/building plan approval by Building & Safety Division:

- Parkway improvements (i.e., Curb & Gutter, Walk, Driveway) in an area that is already developed and improved and does not require R-3 zone improvements. Note: Proposed driveways must comply with the attached Driveway Design Guidelines. Otherwise, a referral to Land Development Division shall be required.
- Slope setbacks encroaching on a public easement or right-of-way.

Attach.

MM:rs

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ATTACHMENT DRIVEWAY DESIGN GUIDELINES

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Driveway Profiles

The change in grade between the roadway cross-slope and the slope of the driveway apron must permit drivers to make the transition between the highway and the abutting site. An excessive change in grade will cause the front or rear bumper to drag on the surfaces of the highway or the driveway. Drivers will then make the driveway maneuver at an angle instead of executing a 90° turn.

The ease with which the driveway maneuver should be made is a function of the character of the highway. Access drives to highways of statewide importance should enable the driver to execute a smooth, low-speed 90° turn maneuver. Recommended maximums for the change in grade between the roadway cross-slope and the driveway apron are given in Table 7-10. For example, with the common -2 percent cross-slope on a major urban arterial roadway, the apron slope should be between -6 percent and +2 percent (a 4 percent change in grade). Lower-class roadways commonly have steeper cross-slopes. With a -4 percent cross-slope on a collector or local street, a +12 percent maximum apron slope results in a 16 percent change in grade. Normal construction practice can result in a smooth transition between the pavement cross-slope and the driveway apron, as well as between segments of the driveway having different slopes when the change in grade is less than 5 percent. On driveway connections to roadways other than major arterials, "rounding" can provide an acceptable transition when the change in grade is 8 percent or less. Suggested practices are indicated in Table 7-11. Table 7-12 gives the length of vertical curves for extreme changes in grade between the pavement cross-slope and the driveway apron, and between changes in grade between driveway segments. Profiles are illustrated in Figures 7-39, 7-40 and 7-41.

Care needs to be taken to prevent stormwater from flowing from the roadway onto the abutting property when the site is below the roadway elevation. On roadways having a curb and gutter, this can be accomplished by use of a verticle curve as illustrated in Figure 7-39. On uncurbed roadways, this can be accomplished by use of a swale at the edge of the shoulder (option 1) or at the foot of the driveway (option 2) to control stormwater runoff as illustrated in Figure 7-41.

Table 7-10. Suggested Maximum Change in Grade Between the Roadway Cross-Slope and the Driveway Slope

Roadway	Driveway	
	High Volume	Low Volume
Major Arterial	5%	6%
Minor Arterial	6%	8%
Major Collector	7%	9%
Minor Collector	-	10%
Local	-	12%

Table 7-11. Suggested Driveway Design Profile Design Practice

Driveway Connection	Design
Arterial Roadways:	
A ¹ ≤ 4%	"Rounding" ²
A > 4%	Design Vertical Curve
Collector Roadways:	
A ≤ 8%	"Rounding"
A > 8%	Design Vertical Curve
Local Residential Streets:	
A ≤ 10%	"Rounding"
A > 10%	Design Vertical Curve

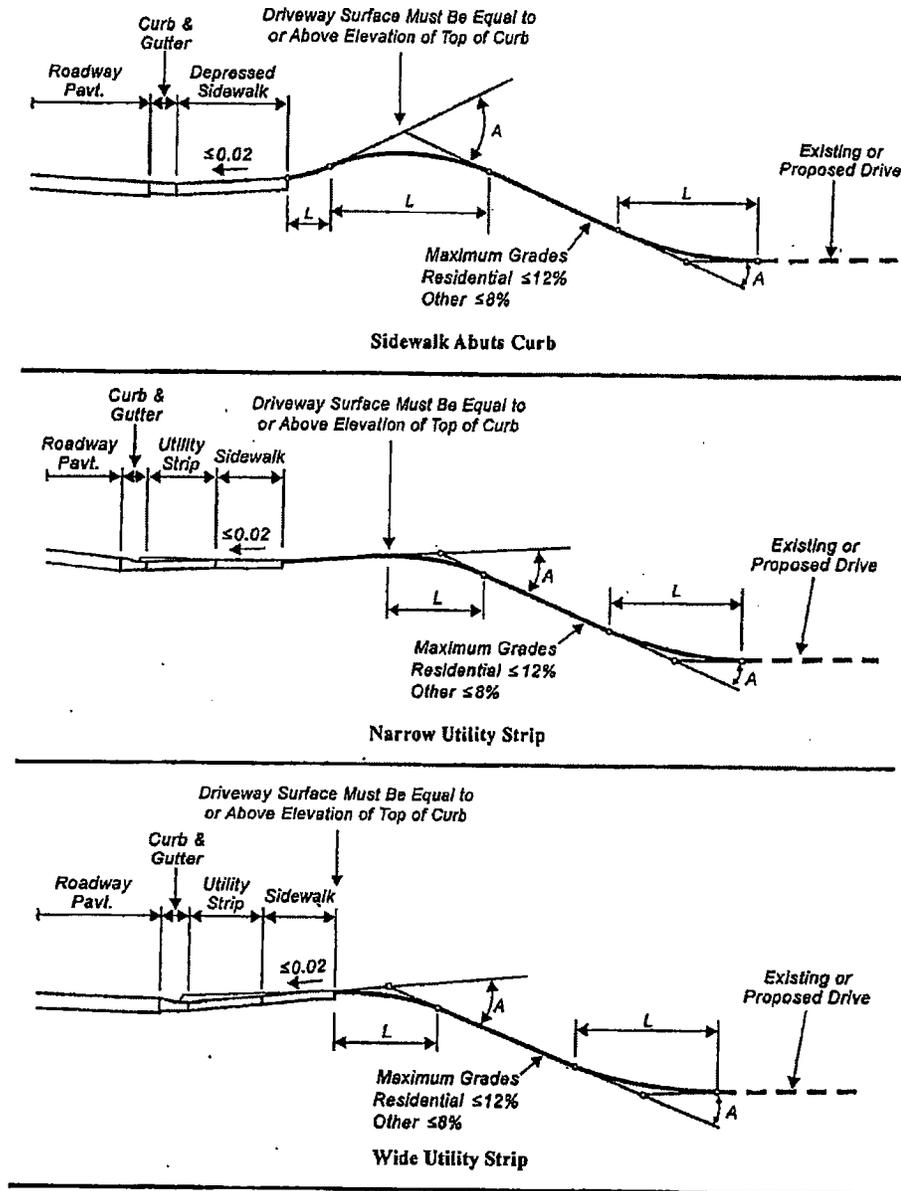
¹A = change in grade between the pavement cross-slope and the driveway apron.

²Taking care to avoid an abrupt change in grade.

Table 7-12. Length of Crest and Sag Vertical Curves for Extreme Changes in Driveway Profile

Algebraic Change in Grade	Length of Vertical Curve (ft.)	
	Sag	Crest
6%	15	5
8%	20	8
10%	25	10
15%	35	20
20%	45	30
25%	55	40

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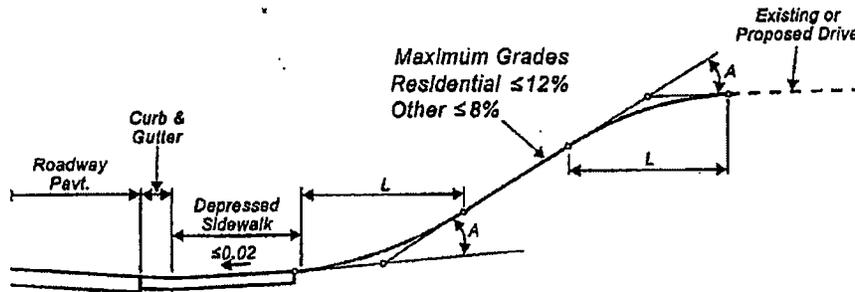


G - Grade (%)
A - Algebraic Difference in Grades (%)
L - Transition (See Tabulated Lengths):
 A ≤ 6%, Transition Curve Is Optional
 A > 6%, Transition Curve is Required

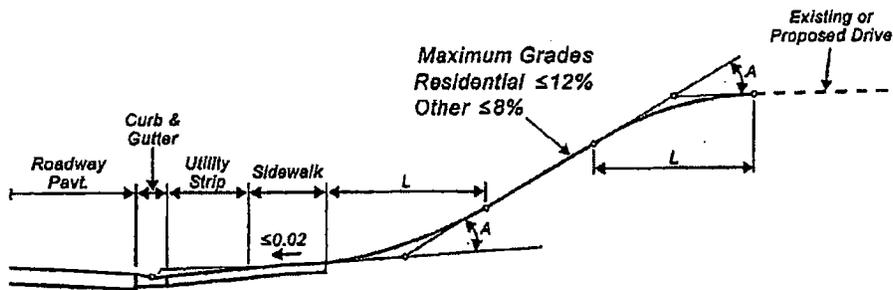
Figure 7-39. Urban Profile, Driveway on a Downgrade

Source: Adapted from Oregon DOT.

7-50 ■ TRANSPORTATION AND LAND DEVELOPMENT



Sidewalk Abuts Curb



G - Grade (%)
 A - Algebraic Difference in Grades (%)
 L - Transition (See Tabulated Lengths):
 A ≤ 6%, Transition Curve is Optional
 A > 6%, Transition Curve is Required

Utility Strip Between Sidewalk and Curb

Figure 7-40. Urban Profile, Driveway on an Upgrade

Source: Adapted from Oregon DOT.

