

BRENTWOOD PARK®
PROPERTY OWNERS ASSOCIATION

**Procedure for Revocable Permits and
Guidelines for Encroachment in Border Areas
2006 EDITION**

Revocable Permits are required from the Los Angeles Department of Public Works (DPW) for any proposed private use that encroaches into the public-right-of-way of the City of Los Angeles. The portion of the public right-of-way between the curbface and the property (lot) line, mostly 25-foot wide within the Brentwood Park area (See map on reverse side) is usually referred to as the street border or parkway areas. Many owners respect the border area and place any walls/fences/ hedges/gates on their private property outside of the border area. However, when there is a request for an encroachment, see the attached Guidelines, your Brentwood Park Property Owners Association (Association) will conduct an investigation and write a letter with our recommendations for the owner to submit to DPW - Bureau of Engineering with the application for the Revocable Permit. Existing encroachments do not constitute justification for additional or revised encroachments without an additional permit.

Whenever a District Engineer determines that a proposed encroachment is unacceptable or a negotiated agreement with the owner is not possible, the request may be referred or appealed to the Board of Public Works (Board). All requests for a revocable permit are investigated and reported on by District Engineering staff after submittal of a completed application, payment of a fee, attaching the letter of recommendation from the Association, including a copy of the title to show proof of ownership, a landscape and hardscape plan showing the proposed encroachment and proof of liability insurance naming the City of Los Angeles as an additional insured. When approved, the revocable permit will be issued.

Brentwood Park is unique among Los Angeles communities because most of its streets provide for a 75-foot road easement resulting in large border areas because of its narrow streets. Border areas vary from 15 to 42.5-feet in width. Treatment of these border areas vary from block to block with some maintained open and unobstructed and some with fences and tall hedges encroaching very near the curb. Many properties with encroachments do not have a revocable permit and therefore are in violation of the Los Angeles Municipal Code. Revocable permits become null and void upon sale or legal transfer of ownership of any property subject to an existing revocable permit. Under these circumstances, a new revocable permit must be applied for by, and issued to, a new owner for all properties with encroachments in the border area.

Any fence/wall/hedge/gate or other proposed improvement greater than 6-feet in height in the RA zone and 3.5-feet in height in the front yard of the RE-11 zone requires a height variance from the Department of City Planning. The Land Use Committee may require or recommend that some proposals be referred to the Cultural Affairs Commission for consideration because the Commission has review and approval authority for improvements in border areas.

Because of the variety of border area conditions throughout Brentwood Park and the desire of the District Engineer to approve encroachments that comply with requirements of the City and the existing streetscape of the neighborhood, the Land Use Committee of the Association initially reviews all requests for encroachment and issues a report of its findings based on the Association Guidelines. The contact person on the Land Use Committee is Steve Gilbert, phone number (310) 710-4099, e-mail steve@ssgilbert.com. If there are any questions for West Los Angeles District Engineering staff on this procedure, the contact phone numbers are (310) 575-8626 or 8530.

