



Shoring Plan and Tieback Agreement

The Civil Engineering Division reviews the shoring plan and tieback information to determine if the project affects the public right-of-way and utilities. The following are requirements for projects that affect the public right-of-way:

- A. The Applicant shall submit a copy of the shoring and excavation plans to include:
 - a. Limits of the excavation
 - b. Offsite improvements adjacent to the excavation (curbs, gutters, sidewalks, poles, signs, trees, etc.)
 - c. Adjacent streets and alleys with dimensions (pavement width, centerline location, and right-of-way width)
 - d. Location, size, and depth of utilities with dimensions from the property line
 - e. Tieback encroachment into the public right-of-way and a cross section showing the clearance to nearby utilities. The City requires a minimum clearance of 3-feet between tiebacks and utilities.
 - f. Pedestrian detour plan, showing the location of pedestrian safety canopies or barricades in streets, if required.
 - g. Include General Notes
 - Owner is responsible for repair of all damage to offsite improvements caused by construction. Call Public Works Inspector at (310) 458-8737 for inspection of offsite improvements at substantial completion of onsite work.
 - All labor, equipment, and material required for offsite improvements are the responsibility of the Developer.
 - No work shall be done within the public right-of-way without prior approval and permit from the Public Works Department.
 - All offsite work shall be done in accordance with the Standard Specifications/Drawings for Public Works Construction, current edition as amended by the city of Santa Monica, and City of Santa Monica Standards.
 - All survey points shall be protected or reestablished if they are removed, damaged, or destroyed during construction. All tieback rods in public right-of-way shall be de-tensioned after completion of construction.
 - No construction material will be stored in the public right-of way
 - All concrete footings or portions of soldier beams and concrete encasement within the public right-of-way shall be removed to a depth of 5 feet below the finished surface grade.
- B. Tiebacks installed in the public right-of-way require an executed Tieback Agreement (to be prepared by the City Attorney). Submit Exhibits "A", "B", and the Agreement Background Data to the Civil Engineering Plan Checker.



Exhibit “A” to the agreement is a legal description of the property parcel being developed. A copy of a current title report shall be submitted to enable the City to check this item. A sample follows:

EXHIBIT “A” SAMPLE

PARCEL DESCRIPTION:

Lot X of Tract XXXXX in the City of Santa Monica, County of Los Angeles, State of California, as per map recorded in Book X Page XXX of Miscellaneous Records, in the Office of the County Recorder of said County.

END OF EXHIBIT “A” SAMPLE

Exhibit “B” to the agreement includes a plot plan showing the outline of the property being developed, the address of the Property, the street property lines, the extent that the tiebacks extend into the public right-of-way, a North arrow, the names of the streets/alleys and a typical tieback section. The typical tieback section shows the tieback to be removed or decoupled to at least 15 feet below the finished surface grade of the right-of-way, the tieback to clear the nearest utility by at least 3-feet, the maximum horizontal and vertical encroachment into the right-of-way. Attached is an example of an Exhibit “B”.

Agreement Background Data required to prepare the agreement:

- Contact person name/title, company name, and address
- Developer’s full legal name and address
- Owner’s full legal name and address
- Attorney’s name, company name, and address if applicable
- Legal company name, title, and name of person authorized to sign the agreement for the Owner and Developer (if different than Owner)
- Property address
- Name of City right-of-way where encroachment occurs
- Project description (e.g. Five story mixed use multifamily residential over subterranean parking and commercial project.)
- Estimated length of time (months) from Tieback Agreement execution to beginning of tieback installation
- Estimated length of time (months) to finish tieback installation
- Estimated length of time (months) from Tieback Agreement execution to end of project construction



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