



HARBOR DEVELOPMENT PERMIT APPLICATION PROCEDURES

INTRODUCTION

A Harbor Development Permit (HDP) is required for “ground breaking activity” including construction, alteration, improvement, erection, remodeling or repair within the Port of Long Beach (Port) Harbor District (see map on page 4). In addition to acquiring an HDP, all applicable City of Long Beach, State, and/or Federal permits (i.e. Fire, Building and Safety, Air District, Water District, Army Corps of Engineers, etc.) are required. For questions on whether your project will require a permit, applicants are encouraged to contact the Port Permits Desk at (562) 283-7102 or HDPdesk@polb.com, with any questions.

WHO SHOULD APPLY?

Applicants are the entity proposing the project; i.e. the leaseholder, property owner, pipeline owner, etc. Contractors are not applicants and can only sign applications and/or permits if the Applicant provides a letter authorizing the Contractor to sign.

WHICH APPLICATION DO I SUBMIT?

Short Form - Minor projects that present no environmental impacts.

Long Form - Large scale development projects that have the potential for causing significant adverse environmental impacts.

Emergency Form - Projects that require immediate action essential to protect public health and the environment.

For recommendations on which form is appropriate for your project please contact the Port Permits Desk at (562) 283-7102 or HDPdesk@polb.com. Applications are available at <http://www.polb.com/permits>.

HOW DO I SUBMIT THE APPLICATION?

The application should be filled out completely with a detailed project description and wet signature (on page 2) from the applicant. Required with the application are maps of the project location, and all available drawings and plans (electrical, structural, traffic control, etc.). Prior to delivering the aforementioned documents, please send the maps, drawings and plans to HDPdesk@polb.com. For assistance with preparing traffic control plans, applicants are encouraged to visit the [Guidelines for Preparing Traffic Control Plans](#).

In addition to your application and drawings, a \$125.00 filing fee is required for projects estimated to cost less than \$100,000.00, and \$275.00 for projects estimated to cost \$100,000.00 or more. The filing fee is to be submitted with all applications for a Harbor Development Permit with the exception of Emergency Permits. Projects that require the preparation of a Negative Declaration or an Environmental Impact Report and a Level II or Level III review will be assessed additional fees to cover all Port costs including staff time, publication and mailing costs, consultant costs, etc. The applicant will be given an estimate of what these fees will be and will be required to sign a reimbursement agreement with the Port before the permit process is continued. Additionally, in order to ensure that accurate as-built data is entered into the Port's database, the Port will perform the as-built survey and will assess the Permittee a minimum fee of \$185.

Amendments - If after receiving your approved permit or during construction you need to revise your project scope or include additional items you are required to amend your permit. Please contact the Permit Desk at HDPdesk@polb.com and explain you would like to amend your permit (reference HDP Number) and provide a description of the desired new scope of work. Include all maps and/or drawings associated with the work.

Extensions – Harbor Development Permits are granted a two year timeline to begin the work, once work has begun the permit is valid for the life of the project. If during that two years you are unable to begin your project you will need to apply for an extension. Please contact the Permit Desk at HDPdesk@polb.com 30 days prior to your permit expiration date and explain that you would like to extend your permit (reference HDP Number) allowing you to start your project. Extensions are available on a one year basis.

PROCESSING THE APPLICATION

Under CEQA, projects will require one of the following three actions:

Categorically Exempt - Project is exempt according to definitions set forth in the State CEQA Guidelines, Article 19.

Negative Declaration - Project is not exempt but has been determined to have no potential for significant environmental impacts.

Environmental Impact Report - Project has been determined to have the potential for causing significant adverse environmental impacts.

Under the Port Master Plan, projects are classified as follows:

Level I - Minor projects with no significant environmental impacts.

Level II - Minor projects with limited environmental impacts which can be mitigated.

Level III - Large projects with the risk of substantial adverse environmental impacts which can be mitigated.

HOW LONG WILL IT TAKE FOR MY PROJECT TO BE APPROVED?

Projects determined to be exempt from CEQA and classified Level I under the Port Master Plan are typically processed within four weeks. Projects which require preparation of a Negative Declaration and a Level II review will take approximately 6-9 months to process. Those requiring preparation of an Environmental Impact Report and a Level III review will take up to 1-2 years to process. The Environmental Planning Division will contact the applicant if a longer review time is necessary. Any scoping meetings or public hearings required by CEQA and the PMP will be conducted within the time frames specified above.

The application is routed to all concerned divisions in the Port for their review and approval. When this is completed and all CEQA and PMP requirements have been fulfilled, the application is sent to the Board of Commissioners, which will consider whether to issue a permit.

LONG BEACH HARBOR DISTRICT

