

City of Loma Linda Community Development Department

25541 Barton Road, Loma Linda, CA 92354 🖀 (909)799-2830 📇 (909) 799-2891

## FENCE/WALL, PATIO, AND SIMILAR SMALL STRUCTURES APPLICATION

APPLICATION TYPE AND FEE:				
Type: Fence/Wall/Hedges	Patio/Small Structure			
Date Filed:	FOR OFFICE USE ONLY Project Case #:			
	with a detailed plot plan to the Community Development Dept. Following may be required, more specifically with the Building and Safety Division.			
SECTION I – CONTACT INFORMATION				
Applicant's Name:				
Mailing Address:				
City:	State: Zip Code:			
Phone:	Email:			
Property Owner's Name:				
	Email:			
Contractor's Name:				
	Email:			
	City Business Lic. #:			
SECTION 2 – PROJECT DETAILS				
Project Address:				
	Zoning District:			
Description of Project (include location on property and materials used):				
Property Yard Setbacks from proposed stru				
Front Yard: Rear Yard:	Side Yards: /			
Provide dimensions if applicable:				
Height of Fence/Wall:	Length of Fence/Wall:			
Proposed Structure's Height:	Square Footage of Proposed Structure:			
location of proposed project, setbac	an or diagram of the proposed project improvement delineating the lot, k dimensions, lot coverage, location of existing structure(s) and street material information or include photos on the plan or on a second page.			

 If any parking or structure is being removed, indicate it on plan. REQUIRED.
 <u>Adjacent Owner Approval:</u> If applicable, complete the Fence/Wall Encroachment Agreement on page three. The neighbor who will be affected by the installation of a fence/wall on the shared property line must sign to

acknowledge they are aware of the construction.

## SECTION 3 – APPLICANT AND OWNER'S SIGNATURE

I fully understand the requirements for this application. Further, I understand approvals are required from various departments such as Public Works and Fire. Inspections and other requirements or conditions may follow upon approval.

**Print Name (Applicant)** 

Signature

Date

Date

Printed Name of Owner or **Property Manager** 

Signature

## SECTION 6 - \*APPROVALS - TO BE COMPLETED BY CITY\*

Approvals are required from the departments listed below prior to submitting the application to the Community Development Department. If approved, the City Planner and Building and Safety Inspector will stamp the submitted Plot Plan. The application and stamped plan will be filed for the record.

		APPROVAL	DATE
1.	Planning Division ( <i>last signature</i> ) _ 909-799-2830		
2.	Building and Safety Division _ 909-799-2836 (Office hours: 8-10 am)		
3.	Public Works Department _ 909-799-4410		
4.	Fire Inspector – Public Safety _ 909-799-2859; 909-799-2853		

WITHIN ONE-YEAR OF THE DATE OF APPROVAL, SUBSTANTIAL CONSTRUCTION OF THE PROJECT SHALL COMMENCE OR THE PERMIT WILL BECOME VOID.

EXPIRATION DATE:

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2023 Fence Wall Patio Small Structure Permit



## **Fence/Wall Encroachment Agreement**

If applicable, complete the fence/wall Encroachment Agreement. The neighbor who will be affected by the installation of a fence/wall on the shared property line must sign to acknowledge they are aware of the construction

I/We, \_\_\_\_\_, owners of the \_\_\_\_\_, owners of the \_\_\_\_\_, Name(s) of Adjacent Property Owner)

Adjacent property located at \_\_\_\_\_, Loma Linda, CA 92354

(Street Address)

Are aware of the construction of a fence, concrete block wall/garden wall/retaining wall on our shared property line.

I/we have discussed the location of said fence, concrete block wall/garden wall/retaining wall with the permit applicant and in absence of exact property corners being in place, agree to the location of the fence/wall and footing, which may or may not encroach onto my/our property.

(Date)

(Signature)

(Date)

(Signature)