



Fence & Wall Permit Application Process

Step 1. See the Public Works Department to determine if there are any issues related to easements and/or rights-of-way that may affect where a fence/wall may be installed on the property. Public Works staff will complete the "Easement and/or Rights-of-Way Information" section of the application.

Step 2. See the Planning Division to submit the Fence & Wall Permit Application. Planning staff will help you identify any applicable standards for designing the fence/wall such as allowable materials, height, location, etc.

Step 3. See the Building and Safety Division for review if the fence/wall includes the following elements:

- a. Walls constructed of block, CMU, etc.
- b. Pilasters.
- c. Wrought iron fences over 6-feet in height.
- d. Any electrical components (automatic fences, etc.)

Submittal Requirements

- 1. Common Wall Agreement.** This form must be signed by all property owners abutting the property.
- 2. Site Plan.** Provide a site plan identifying the fence/wall location and dimensions. The site plan can be hand drawn.
- 3. Elevations.** Provide a drawn elevation, photograph, or brochure of the proposed fence/wall materials. Identify the height, color, and materials.

NOTE: THE PLANNING DIVISION DOES NOT ACCEPT INCOMPLETE APPLICATIONS AND ALL DOCUMENTS ARE REQUIRED AT THE TIME OF SUBMITTAL.



Common Wall Agreement

This agreement does not constitute a certification of the property lines, nor is the placement of a common wall implied as a legal property line. Any questions regarding property lines and their location should be addressed by a Licensed Professional Surveyor or Civil Engineer. To permit the construction of a common property line wall, the City of Pomona requires consent from all affected property owners. The undersigned owner(s) agree to place a common wall(s) between their adjoining properties.

THIS AGREEMENT made and entered into this ____ day of _____, 20____, by the following property owners to permit the construction of a common property line wall:

Subject Property Address: _____

Property Owner Name: _____

Signature _____

Adjoining Property 1 Address: _____

Property Owner Name: _____

Signature _____

Adjoining Property 2 Address: _____

Property Owner Name: _____

Signature _____

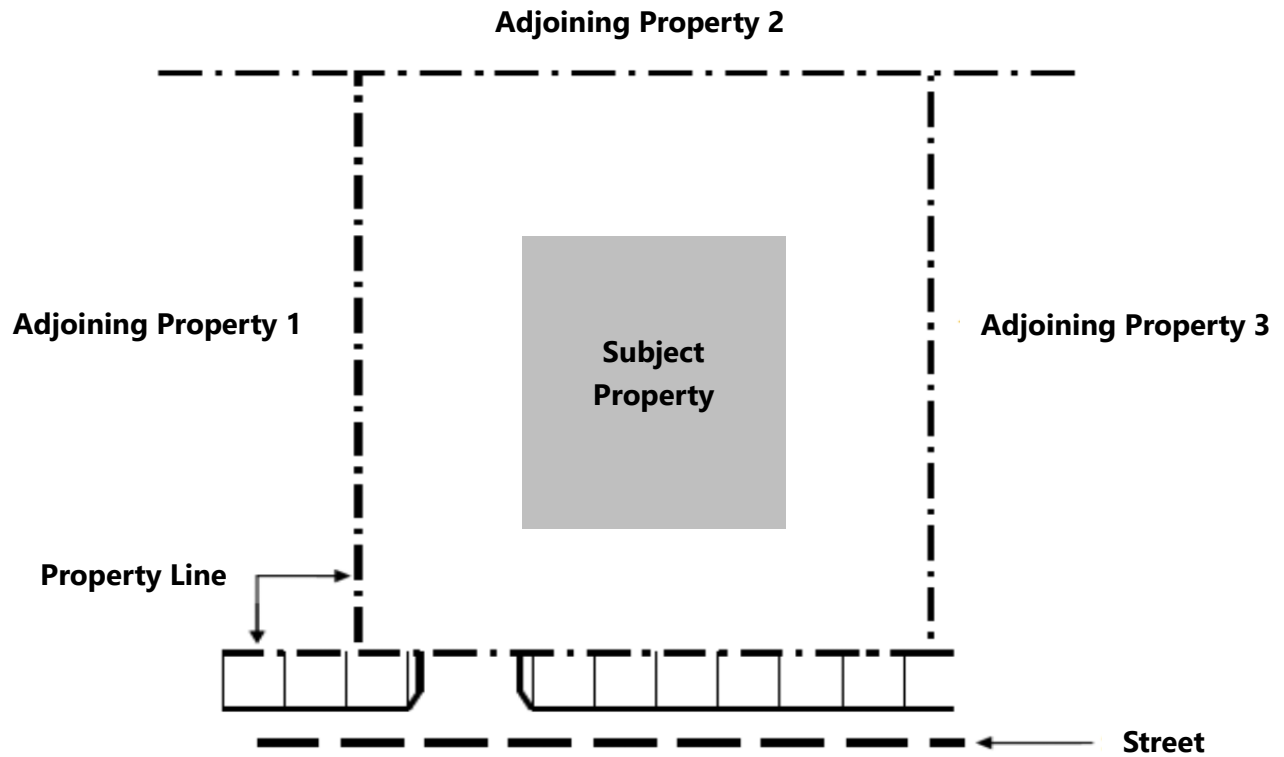
Adjoining Property 3 Address: _____

Property Owner Name: _____

Signature _____



Common Wall Agreement





Project Location

Property Address: _____

Applicant / Owner Information

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Property Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Acknowledgement

Property Lines. I understand and acknowledge that the City of Pomona is not responsible for determining the boundaries of the subject property in relation to this Fence and Wall Permit Application. I acknowledge that the City of Pomona cannot provide owners with the locations of property lines, nor settle property line disputes between neighbors, which are private civil matters that must be settled by the property owners through a private surveyor or in a court of law.

Conditions, Covenants, and Restrictions (CC&Rs). I acknowledge that the City of Pomona is not responsible for determining whether the proposed fence/wall complies with any Conditions, Covenants, and Restrictions (CC&Rs) that may apply to my property, and that may be applicable to the subject property.

Indemnification. I shall defend, indemnify, and hold harmless the City or any of its boards, commissions, agents, officers, and employees from any claim, action, or proceedings against the City, its boards, commissions, agents, officers, or employees to attack, set aside, void, or annul any of the approvals of the project when such claim or action is brought within the time period provided for in applicable State and/or local statutes. The City shall promptly notify the applicants/developers of any such claim,



action, or proceeding. The City shall coordinate in the defense. Nothing contained in this condition shall prohibit the City from participating in a defense of any claim, action, or proceeding and if the City chooses to do so, the appellant shall reimburse the City for attorney's fees by the City.

Applicant / Owner Signature

Signature: _____ Date: _____

Name: _____

Public Works Staff Use Only - Easement and Rights-of-Way Information

Easements: _____

Rights-of Way: _____

Staff Name: _____ Date: _____

Planning Staff Use Only

Approved:

Denied:

Staff Name: _____ Date: _____



Fence / Wall Description

| | | Fence/Wall No 1 | Fence/Wall No 2 | Fence/Wall No 3 |
|-------------------|------------------------|-----------------|-----------------|-----------------|
| Dimensions | Height | | | |
| | Length | | | |
| Location | Front Yard | | | |
| | Side Yard | | | |
| | Rear Yard | | | |
| Materials | CMU Precision | | | |
| | Brick | | | |
| | CMU Decorative | | | |
| | Hedges / Bushes | | | |
| | Stone | | | |
| | Vinyl | | | |
| | Wood | | | |
| | Wrought Iron | | | |
| Other | | | | |



Site Plan

| | |
|--------------------------------|--|
| <p><u>Site Plan</u></p> | |
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