



City of Loma Linda Community Development Department

25541 Barton Road, Loma Linda, CA 92354 ☎ (909)799-2830 📠 (909) 799-2891

FENCE/WALL, PATIO, POOL & SIMILAR SMALL STRUCTURES APPLICATION PERMIT

APPLICATION TYPE AND FEE (\$100 EACH):

Type: Fence/Wall/Hedges Patio (similar small structures) Pool

FOR OFFICE USE ONLY

Date Filed: _____ Project Case #: _____

The application must be submitted along with a detailed plot plan to the Community Development Dept. Following Planning approval, other permits or fees may be required, more specially 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: _____

Phone: _____ Email: _____

Contractor's Name: _____

Phone: _____ Email: _____

License #: _____ City Business Lic. #: _____

SECTION 2 – PROJECT DETAILS

Project Address: _____

Assessor's Parcel Number (APN): _____ - _____ - _____ Zoning District: _____

Description of Project (include location on property and materials used): _____

Property Yard Setbacks from proposed structure to each property line:

Front Yard: _____ Rear Yard: _____ Side Yards: _____ / _____

Provide dimensions if applicable:

Height of Fence/Wall: _____ Distance of Pool to Property Line: _____

Property Structure's Height: _____ Square Footage of Proposed Structure: _____

Plot Plan: Please provide a plot plan or diagram of the proposed project improvement delineating the lot, location of proposed project, setback dimensions, location of existing structure(s) and street name frontage. If applicable, provide 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.**

Adjacent Owner Approval: If applicable, provide a signed letter from the neighbor who will be affected by the installation of a fence/wall on the shared property line. Contact information must be included in the letter.

SECTION 3 – APPLICANT AND OWNER’S SIGNATURE

I fully understand the requirements for a fence/wall, patio, and pool permit 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
Printed Name of Owner or Property Manager	Signature	Date

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.

	<u>APPROVAL</u>	<u>DATE</u>
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: _____
