



# CITY OF POMONA ADDRESS ASSIGNMENT REQUEST

Applicant/Requestor: \_\_\_\_\_

Return Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Existing Project  
Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE PLAN MUST BE SUBMITTED WITH ADDRESS ASSIGNMENT REQUEST**

**FEE PER CURRENT PUBLIC WORKS FEE SCHEDULE**

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CITY STAFF USE ONLY:

Date Submitted: \_\_\_\_\_ Atlas Sheet: \_\_\_\_\_

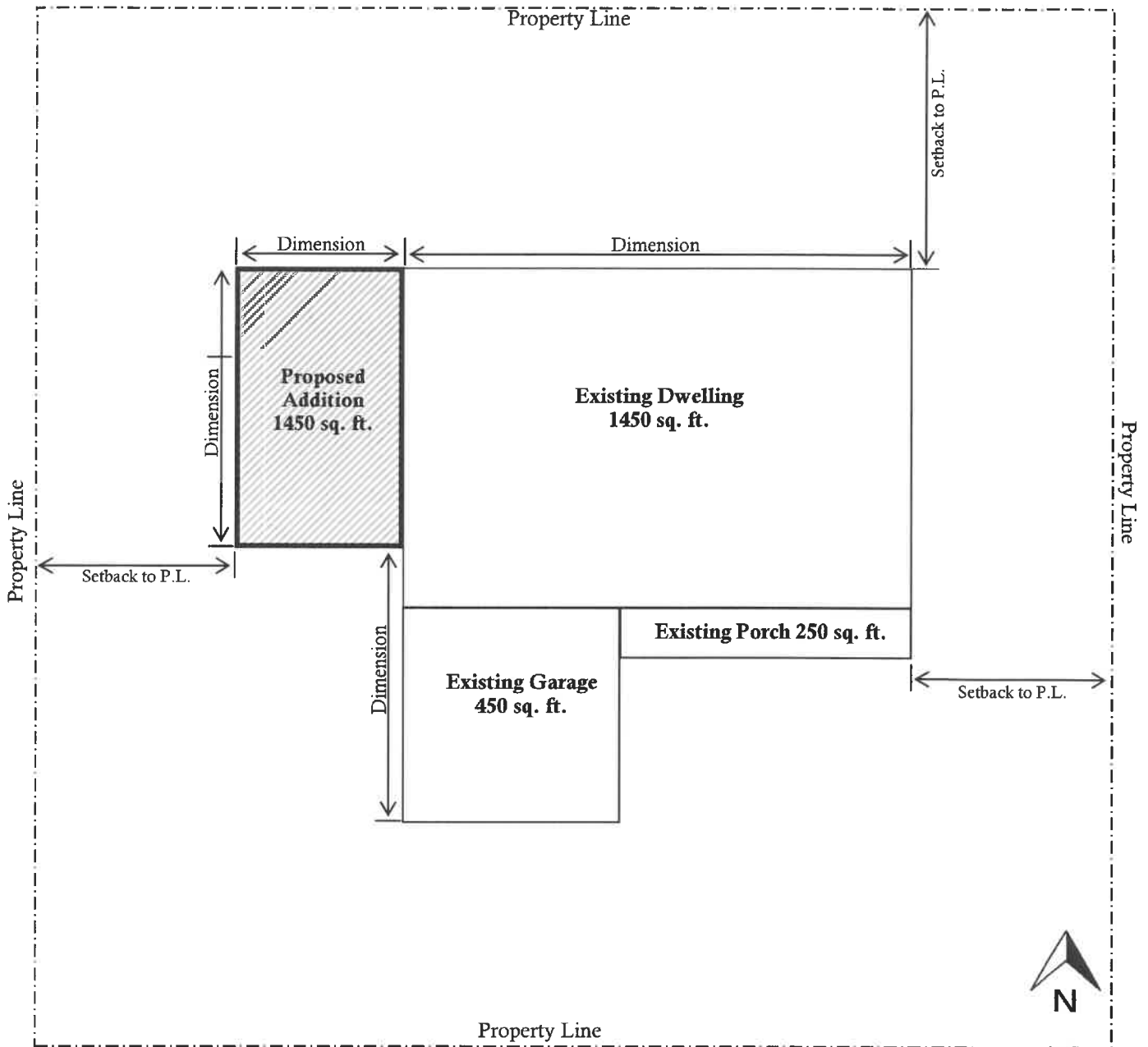
MISC- \_\_\_\_\_ - \_\_\_\_\_

Processed By: \_\_\_\_\_



# City of Pomona — Building and Safety Division

## Sample Site Plan



Property Owner's Name  
Property Address  
Phone Number  
Scope of Work  
Designer's Name & Signature  
Site Area & Lot Coverage



City of Pomona Development Services Department  
**Accessory Dwelling Unit (ADU)  
Plan Check Guide**

**BEFORE YOU SUBMIT**

**Separate Address for the ADU – Public Works 909-620-2281**

- A new address assignment for the ADU is required PRIOR to plan check submittal. See Publics Works.
- All plans should reference the new address for the ADU.
- A new address is required for separate mailing by the United States Postal Service.
- A new address is required for separate gas and/or electric utility meters. Southern California Gas and Southern California Edison **WILL NOT** set an additional meter for an existing billing address. Contact the respective utility agency for questions regarding new meters.
  - SCE 1-800-655-4555
  - So Cal Gas 1-877-238-0092

**Water and Sewer Services – Water Resources 909-620-2212**

- Prior to finalizing your plans for submittal, it is important to determine if you will need to upsize your main water line or your main sewer line. The number of all plumbing fixtures that will be feeding into the existing water and sewer lines for your property may be impacted by the addition of bathrooms, kitchens, laundry rooms, etc.

**Electrical Services - Building & Safety 909-620-2371**

- If a separate meter is not proposed for the electrical utilities, a Load Calculation for the existing panel will be required when your plans are submitted in order to determine the ability of your existing service to provide sufficient power to the new ADU. In some cases a separate meter may be required.
- If a subpanel is proposed a single line diagram will be required upon submittal, showing the main panel size and location for the exiting dwelling and the subpanel size and location for the ADU along with the location of any new conduit connecting the main dwelling panel to the ADU subpanel.

**Gas Services - Building & Safety 909-620-2371**

- If a separate gas meter is not proposed, it is important that you determine the capability of your existing gas line to provide enough gas pressure to any additional gas outlets that may be a part of your ADU development such as gas stoves, gas water heaters, gas furnaces or gas wall heaters. In some cases a separate meter may be required.
- It is recommended you consult with So California Gas prior to determining how the utilities will be set up at your property and any costs involved before you finalize your plans for submittal. They can provide you with cost information and availability of services.

**Zoning Standards - Planning 909-620-2191**

- Contact Planning regarding applicable development standards including, but not limited to, setbacks, building height, lot coverage, unit size, etc.
- For ADUs proposed in Historic Districts, a Major Certificate of Appropriateness approved by the Historic Preservation Commission may be required.
- For ADUs that do not meet the established development standards, A Conditional Use Permit approved by the Planning Commission may be required.