

# **CITY OF POMONA ENCROACHMENT PERMIT PROCEDURE**

1. Fill in and submit the attached Encroachment Application Form.
2. Submit a sketch or drawing for encroachment location.
3. Submit a signed Indemnity Agreement.
4. Submit to Planning Department to review all block walls or combination block/wrought iron fences.
5. Public Works Department will check right-of way information, sidewalks, fire hydrants, water meters, streetlights, mail-box, corner lot, etc.
6. Will there be any special provision? Water meter relocation, tree in the way, etc.
7. Pay Public Works processing fees (\$184.49).
8. A Building and Safety permit is also required for all block walls or combination block/wrought iron fences.

# ENCROACHMENT APPLICATION FORM

We would like to apply for an encroachment permit for constructing in the City right-of-way.

## **DESCRIPTION OF WORK:**

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**OWNER**

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**APPLICANT**

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**ADDRESS**

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**CITY – STATE – ZIP CODE**

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**TELEPHONE NUMBER**

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**DATE**

# INDEMNITY AGREEMENT

In consideration of the City of Pomona granting to \_\_\_\_\_, Hereinafter referred to as "Applicant," owner of property as shown on the attached plan, and described in the Encroachment Permit attached. Applicant hereby agrees to indemnify, defend and hold the City, its officers, agents and employees, free and harmless from any and all liabilities, claims, demands, actions, losses, damages or costs, including all costs of defense thereof, caused by, arising out of, or in any way related to the Applicant's use or occupancy of the encroachment, or occurring on the encroachment during the term of this agreement, which shall remain in effect as long as the encroachment identified on the encroachment permit remains within the City right-of-way. Upon demand, Applicant shall at their own expense, defend the City, its officers, agents, and employees, against all such liabilities, claims, demands, actions, losses, damages or costs.

Should the City require the relocation of this encroachment from its right-of-way, it will be the responsibility of the property owner.

All the terms and conditions of this agreement shall be binding upon the applicant, their heirs, executors, administrators, successors and assigns.

ADDRESS: \_\_\_\_\_

DATED: \_\_\_\_\_

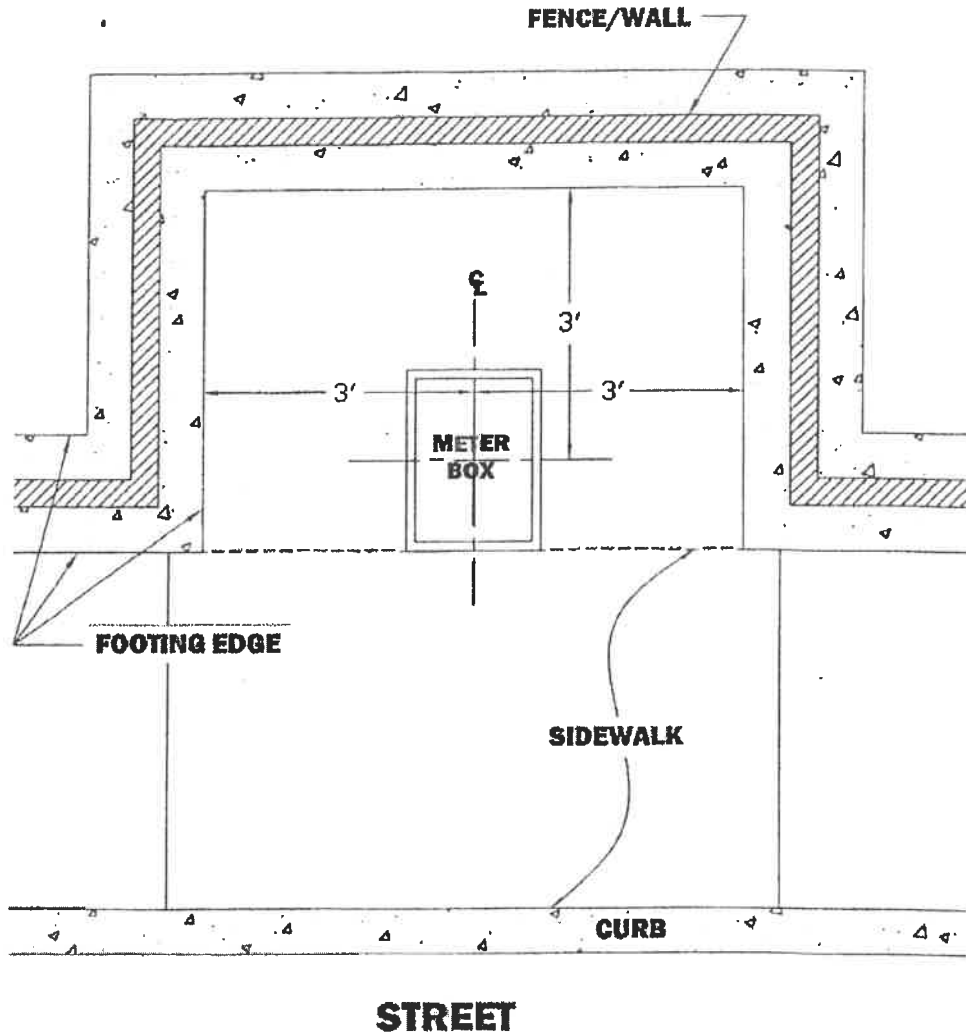
Applicant:

\_\_\_\_\_  
(Signature)

Permit No. \_\_\_\_\_

\_\_\_\_\_  
(Signature)

# WATER METER BOX CLEARANCE DETAILS




**NOTES:**

**1. NO OBSTRUCTIONS OVERHEAD OR IN FRONT OF METER BOX**

**2. TO BE USED WHEN PROPOSED FENCE/WALL ENCROACHMENT ON EXISTING METER PLACEMENT**

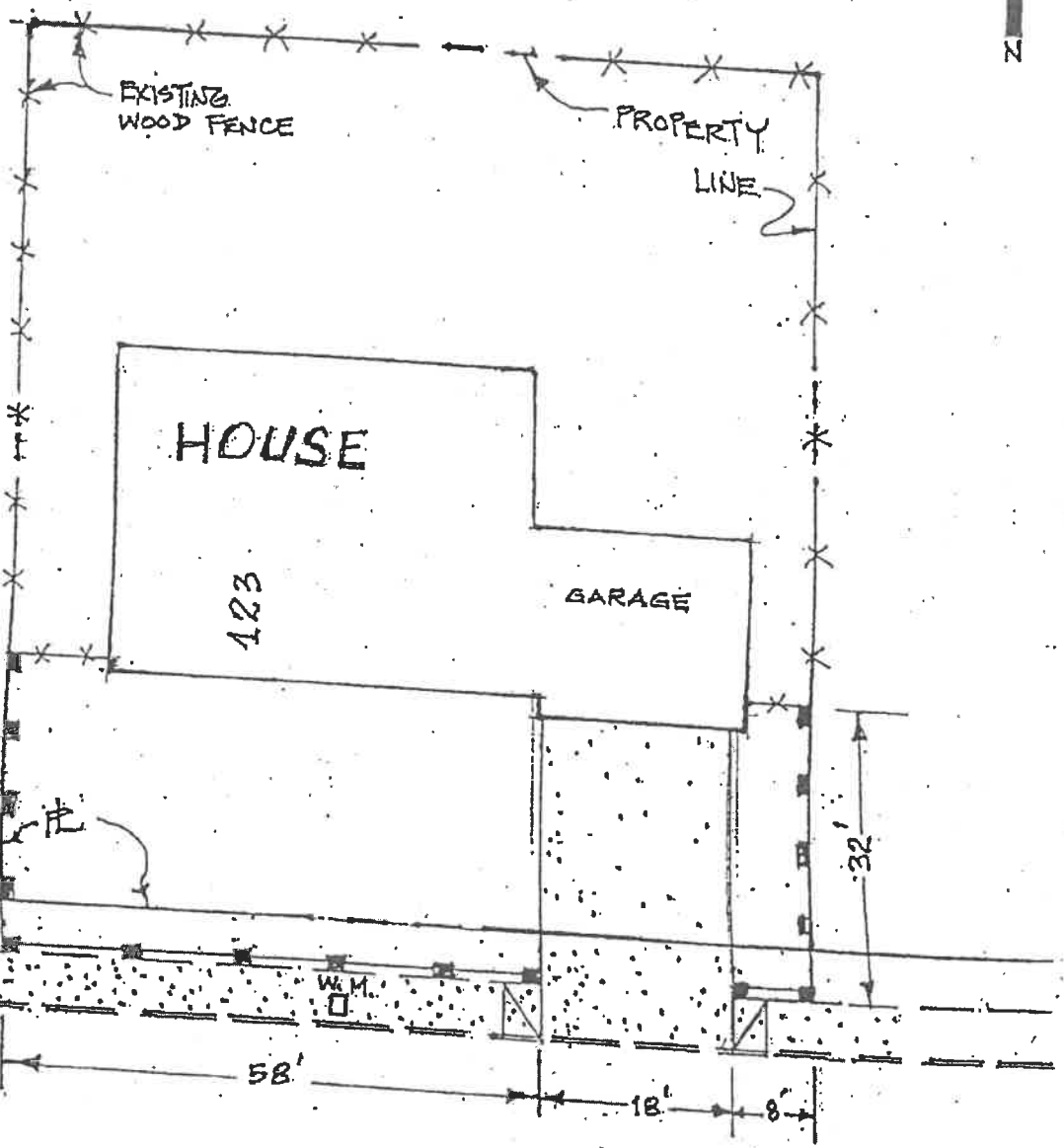
**DRAWING NOT TO SCALE**

 AMIR ESKANDARI, CITY ENGINEER RCE NO. 63390	3-05-12 DATE	CITY OF POMONA PUBLIC WORKS DEPARTMENT	
▲ ADDED NEW DETAIL	02/10	PW	5/8"X3/4" TO 2" METER BOX CLEARANCE DETAIL
▲ REVISIONS	DATE	INITIAL	DRAWN BY: NH CHECKED BY: RG/JT APPROVED BY: PW DIRECTOR
			STANDARD 21

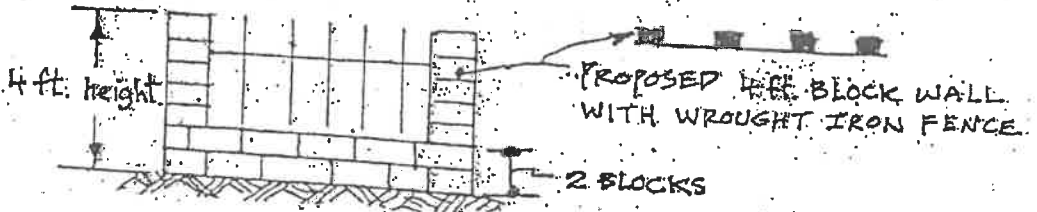
# SAMPLE



JOHN D.  
123 E. "C" ST.  
POMONA, CA  
(909) 123-4567

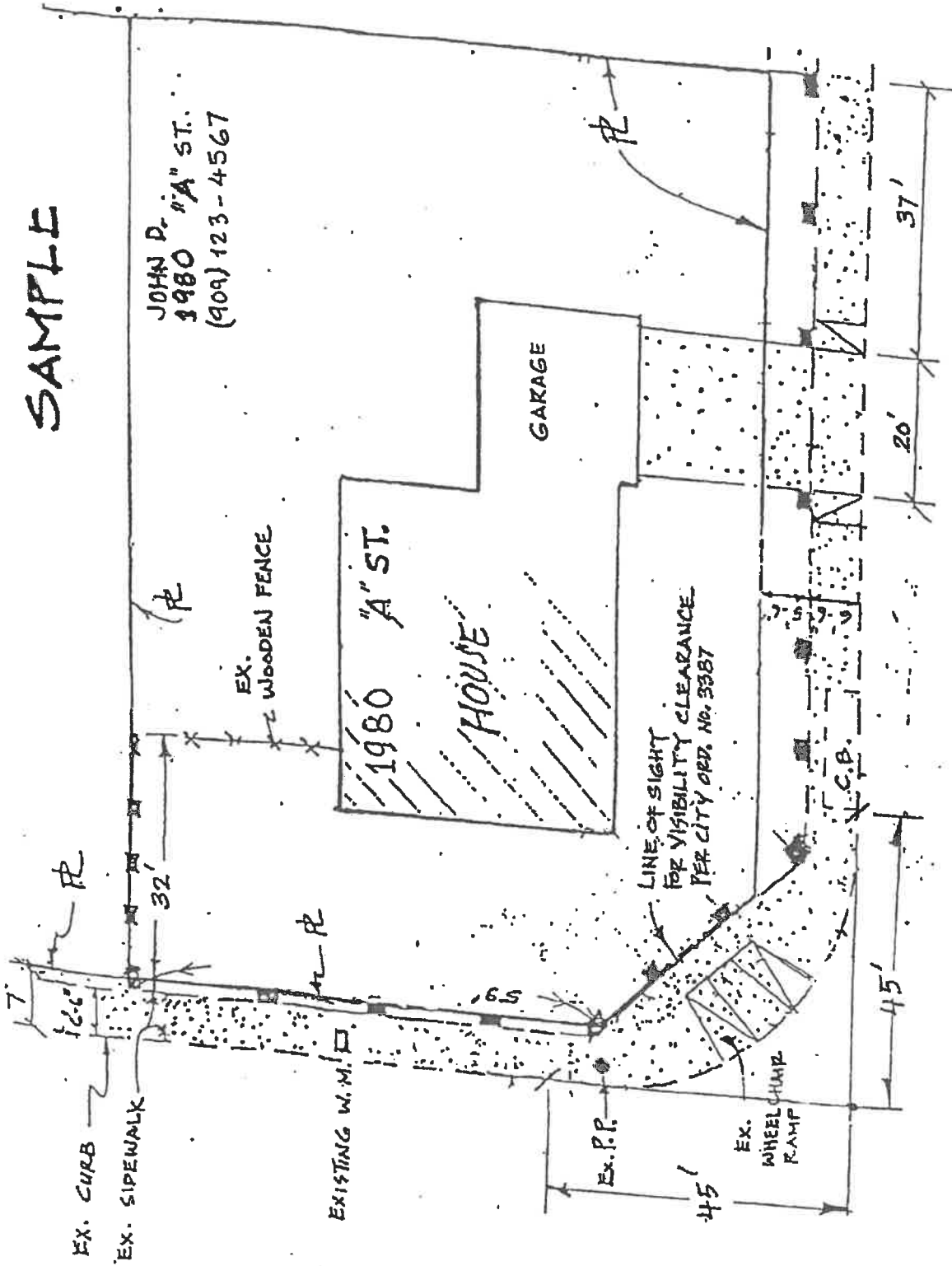


"C" ST.



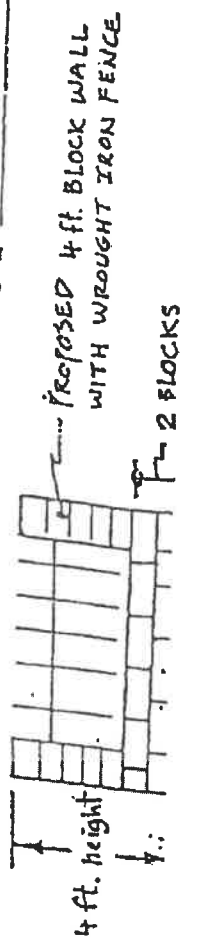
# SAMPLE

JOHN D. "A" ST.  
1980  
(909) 123-4567

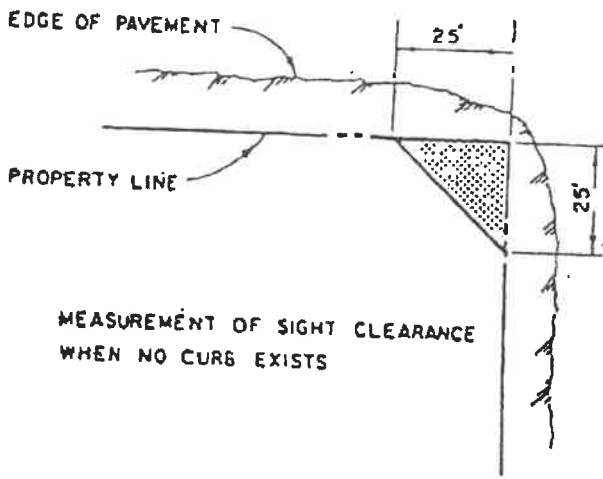
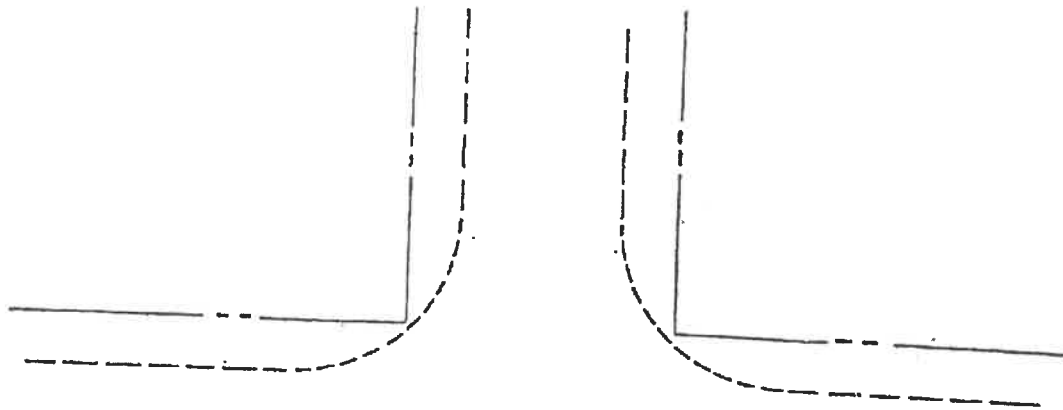


ST.

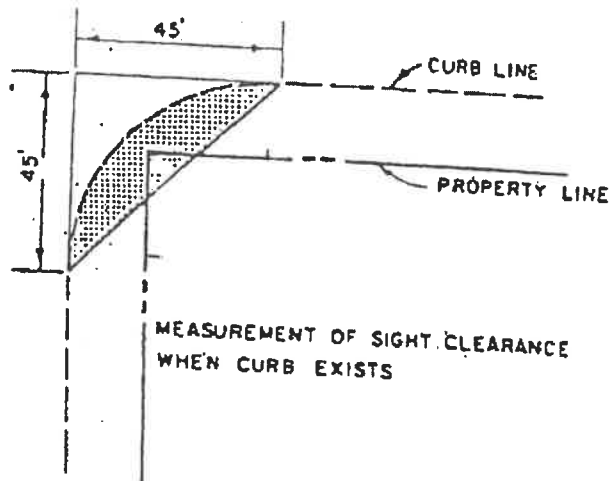
"A"



N.T.S.  
N



MEASUREMENT OF SIGHT CLEARANCE  
WHEN NO CURB EXISTS



MEASUREMENT OF SIGHT CLEARANCE  
WHEN CURB EXISTS

TRAFFIC SIGHT AREA

EXHIBIT A

## Sec. 46-12. - Obstruction to visibility at intersections.

- (a) On property at any corner from intersecting streets, it shall be unlawful to install, set out or maintain or cause, permit, or allow to be installed, set out or maintained any sign, hedge, shrubbery, natural growth or other obstructions to the view higher than three feet above the gutter flow line of the curb immediately adjacent to the corner property within that triangular area of both public and private property bounded by either the curblines of the intersecting streets and a diagonal line determined by joining points on the curb 45 feet from the intersection of the extended curblines or, in the absence of curbs, by the continuation of a diagonal line to the roadway through points on the property line measured 25 feet from the intersection of the property lines or their extensions.
- (b) No obstruction to cross visibility shall be deemed to be excepted from the application of this section because of its being in existence at the time of the adoption of the ordinance from which this subsection is derived, unless expressly exempted by the terms of this subsection. Subsection (a) of this section shall not apply to permanent buildings; public utility poles; trees trimmed to the trunk and to a line at least eight feet above the level of the intersection; saplings or plant species of open growth habits and not planted in the form of a hedge, which are so planted and trimmed as to leave at all seasons a clear and unobstructed cross view; supporting members of appurtenances to permanent buildings existing on April 19, 1946; official warning signs or signals; or places where the contour of the ground is such that there can be no cross visibility at the intersection.
- (c) When notice is given by the director of public works/city engineer, in the manner provided by section 46-156(b), to any person who installs, sets out or maintains or causes, permits or allows to be installed, set out or maintained any sign, hedge, shrubbery, natural growth or other obstruction to the view, such person shall, within the time set forth in the notice and at his own expense, remove or eliminate such obstruction to cross visibility.
- (d) The city may cause to be removed any obstruction to cross visibility on the failure of the owner to comply with a notice or demand of the director of public works/city engineer under section 46-156(b), and the city shall have an action at law to recover the expense of such removal, costs and expense of suit.
- (e) Violations of this section are a nuisance within the meaning of article II of chapter 18.



(Code 1959, § 28-23; Ord. No. 910, §§ 105, 106, 108, 109, 111; Ord. No. 1701, § 1; Ord. No. 3387, § 1)

Sec. 46-15. - Placement of mailboxes.

It is unlawful to place or construct a new receptacle for mail in any portion of the public right-of-way or at any curbside.

(Code 1959, § 28-32.5; Ord. No. 2774, § 1)