

SUBMITTAL PROCEDURE FOR EASEMENT

Submit the following to the City of Pomona Public Works Department, Engineering counter:

- (a) A letter explaining the need for the easement; email submittal is recommended. (Include: name, address and phone number of applicant and present owner) Mention whether it is one of the stated conditions of a Conditional Use Permit, Building Permit or Planning Commission Resolution (cite condition number and resolution number). Also state WHO is requiring this easement and WHY.
- (b) The plan check fee (processing fee included) is \$1,561.91/ easement.
- (c) One (1) e-copy each of (i) current Grant Deed and (ii) current (no older than 90 days) Title Report, to show proof of ownership.
- (d) One (1) e-copy of the legal description. (EXHIBIT A). (Signed and land surveyor stamped).
- (e) One (1) e-copy of map (8-1/2" x 11") (EXHIBIT B) (Signed and land surveyor stamped).
- (f) Filled out SUBMITTAL INFORMATION SHEET; email submittal is recommended.

NOTE: Neither an Easement submittal, nor a payment for processing an Easement can be received or receipted until ALL of the above documents and information have been submitted.

SUBMITTAL INFORMATION SHEET

PLEASE FILL IN THIS INFORMATION SO WE MAY QUICKLY REFERENCE YOUR PROJECT.

LOCATION OF PROJECT: _____

APPLICANT

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ FAX: _____

OWNER: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ FAX: _____

ENGINEER/CONSULTANT: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

PHONE: _____ FAX: _____

APN NO: _____

TRACT MAP, PARCEL MAP, LOT LINE ADJUSTMENT, LOT MERGER NO: _____

GRANT DEED NO: _____ DATE FILED: _____

PLANNING RESOLUTION NO: _____ DATE: _____

CITYATLAS NO: _____