CITY OF POMONA
BLOCK WALL PROCEDURE

Please complete the following items in order:

1. Draw a site plan and illustrate the location, length and height of the block wall on the back side of the Block Wall Standard. Provide an elevation showing the appearance and material of the wall.

2. Complete the Fence and Wall Permit application and submit to the Planning Division.

3. For walls in front yard or street side of a property, complete the Encroachment application and submit to the Public Works Department.

4. Submit the Planning and Public Works approvals with all documents to Building & Safety for building permit issuance.

CONTACT INFORMATION

For questions related to block wall material and height, contact:
Planning Division 909-620-2446

For questions related to encroachment, contact:
Public Works Department 909-620-2281

For questions related to fees, contact:
Building and Safety Division 909-620-2371
City of Pomona — Building and Safety Division
Masonry (Block) Wall

A building permit is required for any masonry (block) wall that is over 2 feet high. Please provide a site-plan of your property on the back of this handout.

This standard is not for Retaining Walls. For Retaining Walls please provide a Site Plan with Structural Calculations by a Licensed Engineer.

The following inspections are required:
1. **FOOTING:** Excavation trench clean with steel in place and supported 3” above and away from the surrounding earth/dirt.
2. **REBAR/PRE-GROUT:** Bond beam rebar and vertical rebar in place – inspection prior to placing grout.
3. **FINAL:** after grout is placed — prior to any decorative cap placement.

**DISCLAIMER:** Alternate designs may be possible when provided with an engineering analysis. Use of this standard design is at the user's risk and carries no implied or inferred guarantee against failure or defects.

**INDICATE BLOCK WALL MATERIAL AND FINISH. (to be completed by Planning Department)**

Front Finish: ____________________________
Back Finish: ____________________________

Cap Required: □ YES □ NO
Plan Attached: □ YES □ NO
Site Plan: □ YES □ NO

For questions or concerns, contact Building and Safety: 909-620-2371 505 S. Garey Ave. Pomona, CA 91769
SITE PLAN
Please provide a drawing of your property and the location of the proposed wall.

Planning Approval

Public Works Approval
The City of Pomona
Community Development Department
Planning Division
Fence & Wall Permit Application

Project Address:_______________________________________________________________

Property Owner:_______________________________________________________________

Property Owner Address:_______________________________________________________

Property Owner Telephone #:____________E-mail:________________________________

Applicant Name:______________________________________________________________

Applicant Address:____________________________________________________________

Applicant Telephone #:_________________E-mail:________________________________

**PERMIT APPLICATION MUST BE POSTED AT ALL TIMES DURING CONSTRUCTION**

Contact the Planning Division at 909-620-2191 after construction of fence/wall is complete
for final review and approval.

Acknowledgments of Responsibility:

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 & 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.

I acknowledge that the City of Pomona is not responsible for determining whether the proposed
fence/wall complies with any Conditions, Covenants & Restrictions (CC&Rs) that may apply to my
property, and that the City of Pomona has no duty to notify permit applicants of CC&R requirements that
may be applicable to the subject property.

I shall defend, indemnify, and hold harmless the City or any of its boards, commissions, agents, officers,
and employees from any claim, action, or proceeding 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 appellant
shall reimburse City for attorney’s fees by the City.

I, _________________________________, am the owner of the property for which the fence/wall is proposed. I
consent to this application. I have read and agree with all of the above.

Property Owner’s Signature: ___________________________ Date: ______________________

Submittal Requirements:
Listed below are the submittal requirements for Planning Division Fence and Wall Permit approval. If there are multiple fences and walls, they may be combined under one submittal. Fences and walls will be reviewed for compliance with development standards and design guidelines, and compatibility with the surrounding area. Planning review is typically completed within 5-10 days of application. Please provide two (2) sets of the following:

☐ PLOT PLAN
  Provide a plot plan (8½”x11”) to show information on fences and walls at the project address. Show the locations of the fence/wall on the plan (top) view keyed to a legend indicating the type, status (existing or proposed), length and height for each fence/wall on the property. **Applicant is responsible for identifying location of property lines and shall seek cooperation with adjoining property owner(s) prior to construction of fence/wall.**

☐ ELEVATIONS/PHOTO/BROCHURES
  Provide a drawn elevation (8½”x11”), photo or manufacturer brochure showing the proposed fence/wall. Label the height, color and material.

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**OFFICE USE ONLY**

APPLICATION:  ☐ APPROVED  ☐ DENIED

_________________________________________________________  __________________________
City Planner                                      Date

COMMENTS:  __________________________________________________________

________________________________________________________

Expiration Date:  ____________________________ (180 days from permit issuance)

**FINAL PLANNING APPROVAL (after construction is complete)**

________________________________________________________
City Planner                                      Date
ENCROACHMENT APPLICATION FORM

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

DESCRIPTION OF WORK:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

____________________________________
OWNER

____________________________________
APPLICANT

____________________________________
ADDRESS

____________________________________
CITY – STATE – ZIP CODE

____________________________________
TELEPHONE NUMBER

____________________________________
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.

DATED: __________________________

Applicant: ________________________
(Signature)

Permit No. __________________________
(Signature)