

APPLICATION FOR ENCROACHMENT PERMIT

Application is hereby made for permission to encroach onto or over the property or right-of-way of the City of Torrance.

1. Name of Applicant _____ Telephone _____
2. If Applicant is a business, check one of the following: _____ Corporation
_____ Partnership _____ Limited Partnership _____ Sole Proprietorship
3. If Applicant is doing business under a fictitious name, is it registered with the Clerk of the County of Los Angeles? _____ Yes _____ No
4. Address of Applicant: _____

5. Address where encroachment is desired: _____

6. Applicant is (check appropriate item) Tenant _____ Owner _____ Other _____
7. If Applicant is tenant, when does lease expire? _____
8. Describe in detail the encroachment (please attach diagram showing precise location of encroachment and of any structure involved). Attach plan or sketch indicating height, width, length and materials to be used:

(Use additional sheets, if necessary)
9. Estimated starting date for construction or erection of encroachment: _____

10. Estimated completion date: _____

11. Amount of liability insurance on property (attach proof of insurance):

12. Remarks: _____

Date of Application _____

Name of Applicant _____

Applicant Address _____

Authorized Signature _____

Title _____

COMMUNITY DEVELOPMENT DEPARTMENT

JEFFERY W. GIBSON
COMMUNITY
DEVELOPMENT DIRECTOR

ENCROACHMENT APPLICATION PROCEDURE

Please find attached an application for an Encroachment Agreement in the public right-of-way within the City of Torrance.

Please complete the following actions:

- Complete encroachment application in full and provide sketch of proposed encroachment. *Please do not notarize the application.*
- Submit check payable to City of Torrance in the amount of \$106.00 for the encroachment application fee.

After receiving the above items, the Engineering Permits & Records Division of the Community Development Department will prepare the Encroachment Agreement document to be recorded. Once the document is prepared we will contact the applicant via telephone to determine whether applicant will pick up document at the Engineering Permits & Records Division Permit Counter or prefer to have it mailed.

Please complete the following checked items:

- Three copies of the Encroachment Agreement document will be given to the applicant. Two copies must be signed by the legal owner(s) of the property **and** notarized by a Notary Public for recordation with the Los Angeles County Recorder's Office. Please make sure a **proper 8 1/2" x 11" California All-Purpose Acknowledgement** is attached to the notarized copies. The third copy is for your records. *Any signature, writing or typing must not extend beyond the half-inch margin.*
- SPECIAL NOTES:** (1) Permittee name(s) must agree in **caption, execution and acknowledgement;**
(2) **Do not** fill in the date on page 1 of the encroachment document.
- A check must be made out to the **Los Angeles County Recorder** for **\$33.00 (or \$36.00 if two notary forms are attached to signed encroachment by Permittee)** and returned with the Encroachment Agreement documents to cover the cost of recordation. (Note: This fee is subject to change by the County; please check with the Permit staff for current fees.)
- Finally, proof of current **insurance for the property which has the encroachment structure** should be returned with the signed agreement. The City of Torrance (as described below) must be included as additionally insured on the policy. This **must include the following text:**

“The City of Torrance, the City Council and each member thereof, members of boards and commissions, every officer, agent, official, employee and volunteer.”

After completing the above items, the applicant should apply for a Construction and Excavation permit prior to start of construction.

If you have any questions, please contact Engineering/Permits, 310-618-5898.

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REVISED: 8/2010