



PROCEDURE FOR ENCROACHMENT PERMITS

APPLICANT RESPONSIBILITIES

1. Provide one copy (marked "copy") of the Deed for the property adjacent to the City property.
2. Complete the Encroachment Agreement Application.
3. Obtain notarization and submit with Encroachment Agreement Application.
4. A non-refundable processing fee of **\$1,186 plus \$83.02 technology fee**, payable to the City of Hermosa Beach is required. An additional 2.7% is due if paid with credit card.
5. Provide one full size Arch D (24" x 36") drawing and two full size Letter (8" x 11.5") drawings (**with a ½" margin on all sides of the drawing and marked as Exhibit A**) of the site plan and the landscaped plan.
 - The two plans may be drawn together as one plan as long as all information is clearly shown.
 - The plans shall be drawn to scale and show all information clearly.
 - The site plan shall show all dimensions including, width and length. Fence height in the encroachment area shall not exceed 42" height limit.
 - The site plan shall show all landscape materials such as concrete or brick and all landscape areas.
 - Identifying photographs may be provided if the applicant wishes.
 - The landscaping plan shall show the area calculations for the landscaped areas and that the percentage of area landscaped is greater than 1/3 of the total encroachment area.
 - The landscaping plan shall show landscape materials by their common names.
 - Automated irrigation shall be provided for the landscaped areas.
 - Liability insurance must be tendered with all documents associated with the encroachment.