



Public Works Engineering Division Encroachment Permit General Information & Application Procedure

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Within the residential and commercial areas of the City of Montclair, the property line is generally 5 to 15 feet (distance varies throughout the City) behind the curb face. The area between the sidewalk (or curb if no sidewalk exists) and the property line is part of the City right-of-way. The City of Montclair Public Works Engineering Division authorizes by issuance of an Encroachment Permit the placement of private infrastructure, including fences, on or in the City right-of-way.

1. The APPLICANT is required to submit an Encroachment Permit Application Form to Public Works Engineering Division. A sketch or drawing of the property layout and encroachment location is required with the application.
2. Generally, within two (2) business days after the receipt of a completed application, Engineering Division staff will visually inspect the property and determine if an Encroachment Permit can be issued. The APPLICANT does not have to be present for this inspection. The purpose of the visual inspection is to verify existing conditions and to check for existing fire hydrants, water meters, streetlights, traffic signs, trees, junction boxes or other structures or obstructions requiring special conditions for the Encroachment Permit.
3. The APPLICANT will be notified by phone or email with the contact information provided in the application when the Encroachment Permit has been issued. Processed Encroachment Permits can be picked up at the Engineering Division permit counter by appointment. Call (909) 625-9478 during regular City Hall business hours, 7 am through 5:30 pm Monday through Thursday to schedule. City Hall is closed every Friday.
4. The Encroachment Permit fee is \$35.00. Only VISA, MasterCard, cash, or check are accepted.

Note A: A Building Permit is required for all fences. Building Permits can be obtained from the [Community Development Department Building Division](#) during regular counter hours, 7 am to 9 am and 4 pm to 5:30 pm Monday through Thursday. An Encroachment Permit from the Public Works Department is required before a Building Permit can be issued.

Note B: [Section 11.38.050](#) of the Montclair Municipal Code, administered by the Planning Division, regulates architectural, material, height and safety (corner cut off/sightline) requirements for fences, hedges and walls. All fences are required to meet the Section 11.38.050 requirements. Planning Department staff is available during regular counter hours, 7 am to 9 am and 4 pm to 5:30 pm Monday through Thursday, to help clarify any questions about this section of the Municipal Code.



ENCROACHMENT PERMIT APPLICATION PUBLIC WORKS ENGINEERING DIVISION

City of Montclair, 5111 Benito Street, P.O. Box 2308, Montclair, CA 91763
Engineering Division Office (909) 625-9442 Fax (909) 621-1584 www.cityofmontclair.org
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Note: The City may revoke this permit at any time and all encroaching facilities shall be removed.

Property
Owner
Information

Name: _____
Address: _____ <i>Address City State Zip</i>
Contact Info: _____ <i>Phone Number Cell Phone Number Email Address</i>

Type of
Encroachment

I would like to apply for an Encroachment Permit for the purpose of constructing in the City right-of-way.

Block Wall Fence Ornamental Iron Fence Combination Fence

Signage Other (if other please describe) _____

Trees

Does the location of the encroachment have trees within six (6) feet?

Yes No

Existing
Sidewalk

Does the location of the encroachment have a sidewalk?

Yes No

Property Type

Corner Lot Property Interior Lot Property

Name of Applicant (Print)

Signature of Applicant

Date