

COMMUNITY DEVELOPMENT DEPARTMENT

MICHELLE G. RAMIREZ
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 provide the following items:

- Proof of current **insurance for the property which has the encroachment** structure. The City of Torrance (as described below) must be included as additionally insured on the policy and **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.”
- Completed encroachment application with a sketch of proposed encroachment. ***Please do not notarize the application.***
- Proof of property ownership (Title Report, Grant Deed, or close of escrow papers).
- A check payable to “City of Torrance” in the amount of \$436.00 for the encroachment application fee.

After receiving the above items, the Engineering Permits & Records Division of the Community Development Department will prepare three copies of the Encroachment Agreement document. The applicant will then be contacted to pick up the three copies.

Please complete the following actions:

- Two copies must be signed by the legal owner(s) of the property **and** notarized by a Notary Public. The two notarized copies must be returned to the Engineering Permits & Records Division. Please make sure a **proper 8 ½” x 11” California All-Purpose Acknowledgement** is attached to the notarized copies. The third copy is for the applicant’s 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.

- Provide a **money order** payable to the **L. A. County Recorder’s Office** for **\$113.00 (or \$116.00 if two notary forms are submitted for two different names and are attached to one (1) signed encroachment by Permittee)** and return with the two notarized 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.)

After completing the above items, the applicant shall apply for a Construction and Excavation (C&E) permit prior to the start of construction of new structures in the public ROW. The Public Works Inspector shall verify that the placement of the new structure is consistent with the description provided in the Encroachment Agreement. The C&E Permit shall be finalized by the inspector prior to agreement recordation. If you have any questions, please contact the Engineering Permits & Records Division at 310-618-5898.