



# ENCROACHMENT APPLICATION

CITY OF ROLLING HILLS ESTATES  
4045 Palos Verdes Drive North  
Rolling Hills Estates, CA 90274  
Phone-310.377.1577 Fax 310.377.4468  
[www.RollingHillsEstatesCa.gov](http://www.RollingHillsEstatesCa.gov)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Brief explanation of the type of encroachment \_\_\_\_\_

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To submit this application, complete the above section and include the following required documents:

\_\_\_ A site plan prepared by a License Surveyor showing your property, property lines, walls, fences, dwellings and any other structures. It must delineate the encroachment and provide dimensions and descriptions of structures. The plan should be no larger than 11' x 14'.

\_\_\_ A copy of your deed and/or title report to confirm property ownership.

\_\_\_ Certificate of Insurance naming the City of Rolling Hills Estates as additionally insured for a minimum of \$1,000,000.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR CITY USE ONLY

\_\_\_ \$900 FEE

\_\_\_ \$300 PUBLIC NOTIFICATION MAILING (IF REQUIRED)

\_\_\_ \$ \_\_\_\_\_ ANNUAL RENTAL FEE (PER SQUARE FOOTAGE, CALCULATION)

\$ \_\_\_\_\_ TOTAL CHECK # \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
STAFF SIGNATURE

\_\_\_\_\_  
DATE