



**CITY OF REDLANDS**  
**APPLICATION FOR MINOR EXCEPTION**

Development Services Department, Planning Division  
35 Cajon Street, Suite 20  
Redlands, CA 92373  
(909) 798-7555 option 2

PLEASE PRINT CLEARLY

NAME OF APPLICANT: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_

ASSESSOR'S PARCEL NUMBER(S): \_\_\_\_\_

NAME OF PROPERTY OWNER: \_\_\_\_\_

ZONE DESIGNATION: \_\_\_\_\_

DESCRIBE THE REQUEST IN DETAIL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICABLE CODE SECTION(S): \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

*Note: If proposed fence or wall is along a shared property line, this application form must include the signature(s) from the affected abutting property owner(s).*

FOR STAFF USE ONLY

M.E.P. NUMBER: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

## IMPORTANT NOTICE

PROCESSING OF THIS APPLICATION WILL NOT BEGIN UNTIL THE FOLLOWING STATEMENT HAS BEEN COMPLETED TO THE SATISFACTION OF THE DEVELOPMENT SERVICES DEPARTMENT.

I CERTIFY UNDER PENALTY OF PERJURY THAT I AM (circle one) AND THE FOREGOING IS TRUE AND CORRECT:

1. THE LEGAL OWNER(S) (all individual owners must sign as their names as they appear on the deed to the land).
  
2. CORPORATE OFFICER(S) EMPOWERED TO SIGN FOR THE CORPORATION.
  
3. OWNER'S LEGAL AGENT HAVING POWER OF ATTORNEY FOR THIS ACTION (a notarized Power of Attorney document must accompany the application form).

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## APPLICATION REQUIREMENTS

- 1) Completed and signed **Application Form**, with property owner's signature.  
NOTE: If any part of a fence or wall subject to this request is shared with an abutting property or along a shared property line, then the adjacent Property Owner's authorization is also required (e.g., a letter or a signature on this Application Form).
- 2) Five (5) copies of the **Site Plan** clearly indicating the location, height, and materials to be used for the proposed fence and/or wall. The Site Plan shall be legible, shall show dimensions (in feet and inches), shall show any required setbacks, shall be drawn to scale (scale shall be indicated on the plan), and shall be printed on paper not less than 8.5" by 11" size.
- 3) Five (5) copies of an **Elevation Rendering** clearly labeling the height(s) and materials for the proposed fence and/or wall. The Elevations shall be legible, shall show dimensions (in feet and inches), and label the sections with different materials. For properties with significant grade changes (e.g., slopes steeper than five percent), wall or fence cross-sections should be submitted showing the proposed height variations along fluctuating slopes.
- 4) One (1) **Property Owner's List** containing the names and addresses of all property owners whose properties directly abut the subject property, as well as all properties that are directly across any public or private right-of-way from the subject property. The names and addresses of property owners shall be based on current County Assessor's information.
- 5) Three (3) sets of self-adhesive **Mailing Labels** for the property owner's list required in #4 above. Include the completed/signed **Letter of Certification**.
- 6) One (1) **Vicinity Map**, drawn to scale, identifying the abutting or adjacent properties required in #4 above. The Vicinity Map shall also identify all Assessor's Parcel Numbers (applicants may use current Assessor Parcel Maps from the San Bernardino County Assessor to meet this requirement).
- 7) Payment of the applicable **Filing Fee** as established by the City Council. Please refer to the current fee schedule for applicable filing fee information.

APPLICATIONS WITHOUT ALL SUBMITTAL REQUIREMENTS AND PROPERTY OWNER SIGNATURE(S) WILL NOT BE ACCEPTED OR PROCESSED.

**CITY OF REDLANDS  
DEVELOPMENT SERVICES DEPARTMENT  
PLANNING DIVISION**

**LETTER OF CERTIFICATION\***

State of California  
County of San Bernardino  
City of Redlands

I, \_\_\_\_\_, hereby certify that attached list contains the names and addresses of all persons to whom all property is assessed as they appear on the latest available assessment roll of the County of San Bernardino within the area described and for the properties that surround, abut, and/or adjacent to the exterior boundaries of property (for a Minor Exception Permit only) legally described as:

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I/we certify (or declare under penalty of perjury under the laws of the State of California) that the foregoing is true and correct.

**Name:**

**Signature:** \_\_\_\_\_ **Date:**

State of California, County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me

on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

by \_\_\_\_\_

Proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature: \_\_\_\_\_

**\* This form is to be completed by the person or firm preparing the required radius map, list of property owners, and property owner mailing labels for those properties that surround, abut, and/or are adjacent to the subject property applying for a Minor Exception Permit.**