



## APPLICATION FOR FENCE PERMIT

**INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT. COMPLETE APPLICATION INCLUDES: 1) THIS FORM AND 2) ACCURATELY DRAWN SITE PLAN SHOWING PROPOSED LOCATION OF FENCE IN RELATION TO PROPERTY LINES AND BUILDINGS.**

PROPOSED LOCATION OF FENCE (ADDRESS)	NUMBER AND STREET	
PROPERTY OWNER	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	
APPLICANT (IF NOT PROPERTY OWNER)	NAME	MAILING ADDRESS
	PHONE #	CITY / ZIP
	E-MAIL	
APPLICANT IS	<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR	<input type="checkbox"/> TENANT <input type="checkbox"/> OTHER

PROPERTY USE:	<input type="checkbox"/> RESIDENCE <input type="checkbox"/> BUSINESS <input type="checkbox"/> CHURCH / SCHOOL <input type="checkbox"/> OTHER(SPECIFY) _____	
FENCE HEIGHT	_____ ft	
FENCE MATERIAL:	<input type="checkbox"/> WOOD (SPECIFY TYPE) _____ <input type="checkbox"/> VINYL OR WOOD-VINYL COMPOSITE <input type="checkbox"/> WROUGHT IRON, STEEL, OR ALUMINUM <input type="checkbox"/> STONE OR BRICK	<input type="checkbox"/> CHAIN LINK <input type="checkbox"/> WELDED WIRE (WITH SPLIT RAIL ONLY) <input type="checkbox"/> HEDGE <input type="checkbox"/> OTHER (ATTACH DETAILED DESCRIPTION OF MATERIAL MANUFACTURER'S SPEC SHEET)
WILL THIS FENCE ENCLOSE A POOL?	<input type="checkbox"/> YES <input type="checkbox"/> NO	WILL THIS FENCE ADD TO OR REPLACE AN EXISTING FENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE FENCE TO BE ERECTED ON A CORNER LOT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	WILL THIS FENCE BE 2-SIDED OR 1-SIDED <input type="checkbox"/> 2-SIDED <input type="checkbox"/> 1-SIDED

**APPLICANT CERTIFICATION**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION AND ATTACHMENTS ARE ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO ACKNOWLEDGE THAT PROVIDING INACCURATE INFORMATION ON THIS APPLICATION OR ATTACHMENTS MAY INVALIDATE THE APPLICATION OR SUBSEQUENTLY APPROVED PERMIT.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY	
PERMIT #	PARCEL #
APPLICATION #	ZONING
DATE APPROVED	APPROVED PER      SECTION 1107.17
BY	TITLE

**What paperwork is required to apply for a fence permit?**

- 1) The fence permit application
- 2) A simple site plan, drawn to scale, showing the proposed fence location in relationship to property lines, streets, buildings and structures located on the property. A sample site plan is illustrated below.

**What are the location and height requirements for fences?** Fences can be erected anywhere on a property, as long as they don't encroach onto neighboring properties. Generally, fences erected in front yards can be up to 42" (3 feet 6 inches) in height and must be "open" – no solid privacy fences. Fences erected in side and rear yards can be up to seven feet (7') in height. There are special height restrictions for some corner lot properties (refer these questions to Community Development Department staff).

**What does one-sided or two-sided fence mean?** A one-sided fence has the panel mounted on one side of the support posts so that the posts are visible from one side, but covered by the fence panel on the other. If one-sided, the fence must be constructed so that the structure side is on the inside, towards the property on which the fence is built. A two-sided fence looks identical on both sides – either the fence panels cover both sides of the posts, or the fence panel is mounted between posts, so that the posts are visible from both sides equally.

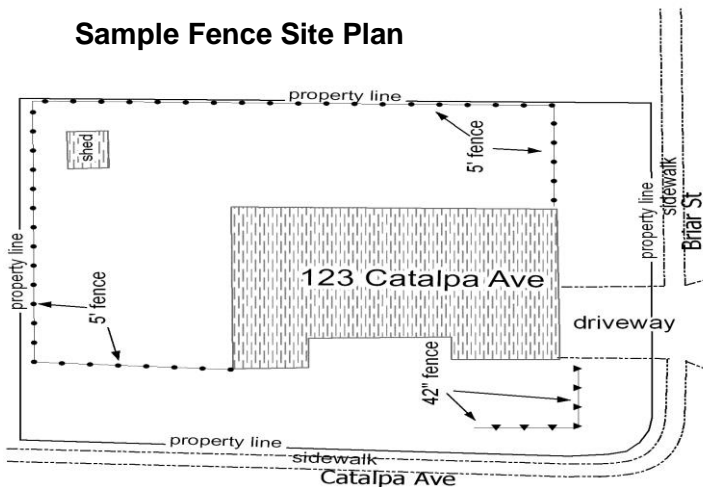
**How do I get a simple site plan of my property?** The property owner may have received a mortgage survey or similar plan when the house was purchased. The fence location can be drawn on a photocopy of this plan. If no site plan is readily available, the Community Development Department staff can assist with obtaining a site plan / aerial photo of the property through the City's GIS (Geographic Information System)

**I don't know where my or my neighbor's property lines are located; can the City visit my property and find them?** No, sorry, only a commercial registered surveyor can physically locate property lines. Surveyors can be found in any Yellow Pages under "Surveyors – Land".

**What are the approved materials for a fence?** Wood, limited to cedar, redwood, southern pine, teak, ipe, or other similar wood species naturally resistant to decay or insects or treated with a preservative to effect a resistance of such; Vinyl or wood-vinyl composite; Ornamental wrought iron, steel, or aluminum; Stone or brick; Chain link; Welded wire if used as backing on a split rail, or open fence type; Hedges or; Other materials determined by the City Manager or his designee as substantially similar to any of the above.

**What is the fee for a fence permit?** There is no fee.

**How long does it take for approval?** If the application is complete and accurate, Community Development Department staff can usually have the application approved within 1-2 working days.



**What about fences for pools?** If you are applying for a pool permit, there are specific requirements for fencing. The pool and fence permit applications and regulations may be obtained together from Community Development Department staff.