



## Fence Extension Application

1. Property Owner (s) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

1. Site plan: Attach a site plan illustrating the following:
  - a. Dimensions of property & show North arrow
  - b. Location and height of proposed fence extension. Identify the proposed setback from the back of sidewalk
  - c. Location of existing fences, retaining walls or similar structures in the front yard and street side of the property.
  - d. Location of any off-site driveways or structures within twenty feet of the proposed extension request.
  - e. Location of any easements in the area of the fence extension request. Tree Planting & Maintenance Easement (TPME) and Public Utility Easement (PUE).
  - f. Location of any existing city street trees in the area of the fence extension request.

**Attn:** All persons, before performing **any work within city rights-of-way**, shall notify the city engineer of their desire to do so, designating particularly the locality where it is desired to do such work and the extent, nature and purpose of the same, and shall pay an encroachment permit fee, which shall be fixed by the city council from time to time, by resolution, and obtain an encroachment permit therefor. (Prior code § 17-25)

4. Property Assessor Parcel No. \_\_\_\_\_

5. Zoning District: \_\_\_\_\_

**Certification:** The facts, maps and document submitted herewith are true, correct and accurate to the best of my knowledge. If the request is granted, I (we) agree that the provision of City and State Law will be complied with and the conditions, if any, upon which this permit is granted will be carefully observed.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

**APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED BY THE PROPERTY OWNER**

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**STAFF USE ONLY**

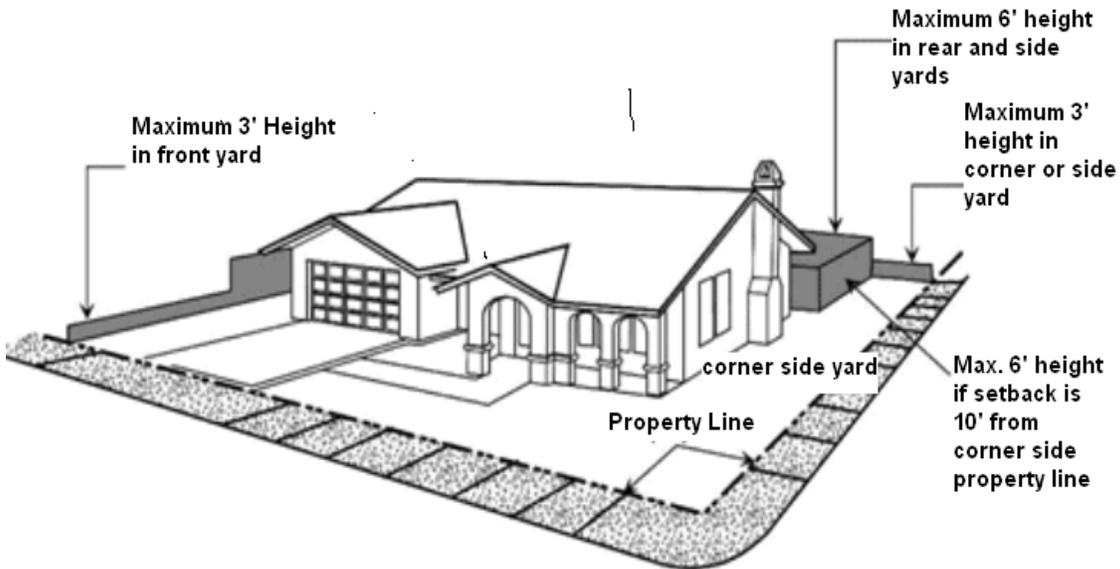
Fence Extension Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Application No: \_\_\_\_\_ \$47.50 fee Receipt No: \_\_\_\_\_

**Note:** If you plan to build a retaining wall, the height of the fence is measured from the side of the wall with the lowest grade – not the top of the wall.

**WHAT FACTORS ARE REVIEWED WITH A FENCE EXTENSION?**

1. Traffic safety (Typical requirements):
  - a. The fence height will be regulated to assure that the fence will not block the visibility of approaching pedestrians or vehicles at the corner intersection.
  - b. The fence height will be regulated to assure that your fence will not block visibility when your neighbor backs out of their driveway.
2. Easements
  - a. Many newer homes have a ten-foot public utility easement. The increase in height may be approved with a requirement for the fence to be at least ten feet from the back of the sidewalk.



**LOCATION – WHERE MAY BE FENCE EXTENSION ALLOWED?**

**Residential zoning district:**

- Front yard: Increase maximum fence height from three feet to four feet
- Street side/corner lot: Increase maximum fence height up to six feet

**Commercial or Industrial zoning district:**

- Fence height higher than six feet

**CAN I BUILD MY FENCE WITH ANY MATERIAL I WANT?** Depends. The following materials are prohibited: Sheet or corrugated iron, steel, aluminum, bamboo or asbestos, barbed wire, razor wire, electrified or similar type. However, an exception of ornamental fences may be allowed if approved by the Development Service Director.

**HOW SHOULD YOU MEASURE THE FENCE HEIGHT?**

- The fence height shall be measured as the vertical distance between the finished grade at the base of the fence and the top edge of the fence material.
- The height of the fence atop a wall shall be measured from the base of the wall.
- Where the ground elevation within six feet of the base of a fence differs from one side of the fence to the other (e.g. retaining wall or base of slope), the height shall be measured from the side with the lowest grade.

**WHAT ARE THE REQUIREMENTS FOR A RETAINING WALL?**

**Location:** Requires approval of Engineering Department

**Materials:** Wood prohibited

**Height:** No permit: two feet or less ( $\leq 2$  feet)

Administrative Engineering approval: over two feet (2+ feet)

**Embankments:** Embankments to be retained that are 48 inches or more in height shall be benched so that no individual retaining wall exceeds a height of 36 inches and each bench is a minimum width of 36 inches.

