



# FENCE PERMIT APPLICATION FORM

Fee: [See Fee Schedule](#)  
Processing Time: Over the counter if all information is complete.

## Required Documentation (Please submit together with this form)

- [General Application Form](#)
- Please submit on 11"x17" plans or smaller:** A site plan of the property drawn to scale or dimensioned, reflecting adjacent public streets and rights-of-way, existing buildings and driveways, and the existing and proposed fence location. The plan must show all property lines and all easements on the property.
- Please submit on 11"x17" plans or smaller:** An elevation drawing and a section drawn to scale of the proposed fence, reflecting proposed materials, manner of construction, and height from existing and finished grade.

## Fence Location

<p><b>Front Fence</b></p> <p>Is it located on the property line? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>If not, how far from the property line? _____</p> <p>Height of Solid Fence: _____</p> <p>Is there lattice on top? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Height of lattice: _____</p> <p>This fence is being built:</p> <p><input type="checkbox"/> on a slope <input type="checkbox"/> both</p> <p><input type="checkbox"/> on top of a retaining wall <input type="checkbox"/> neither</p> <p>Fence height* measured from down slope: _____</p> <p>Height from up slope: _____</p>	<p><b>Side Fence</b></p> <p>Is it located on the property line? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>If not, how far from the property line? _____</p> <p>Height of Solid Fence: _____</p> <p>Is there lattice on top? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Height of lattice: _____</p> <p>This fence is being built:</p> <p><input type="checkbox"/> on a slope <input type="checkbox"/> both</p> <p><input type="checkbox"/> on top of a retaining wall <input type="checkbox"/> neither</p> <p>Fence height* measured from down slope: _____</p> <p>Height from up slope: _____</p>
<p><b>Rear Yard Fence</b></p> <p>Is it located on the property line? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>If not, how far from the property line? _____</p> <p>Height of Solid Fence: _____</p> <p>Is there lattice on top? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Height of lattice: _____</p> <p>This fence is being built:</p> <p><input type="checkbox"/> on a slope <input type="checkbox"/> both</p> <p><input type="checkbox"/> on top of a retaining wall <input type="checkbox"/> neither</p> <p>Fence height* measured from down slope: _____</p> <p>Height from up slope: _____</p>	<p><b>Street Side Fence</b> <i>(The street side refers to the longest street frontage of a corner lot.)</i></p> <p>Is it located on the property line? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>If not, how far from the property line? _____</p> <p>Height of Solid Fence: _____</p> <p>Is there lattice on top? <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Height of lattice: _____</p> <p>This fence is being built:</p> <p><input type="checkbox"/> on a slope <input type="checkbox"/> both</p> <p><input type="checkbox"/> on top of a retaining wall <input type="checkbox"/> neither</p> <p>Fence height* measured from down slope: _____</p> <p>Height from up slope: _____</p>

\* Fence height is measured from finished grade of ground abutting the fence to the top of the fence.

## Description of Proposed Work

---

---

---

### Easements

Do any easements exist on your property, which would affect fence placement?  Yes  No  
All easements must be shown on the site plans.

### Walls

Are you are proposing walls/retaining walls?  Yes  No      Signature of Building Official:  
If yes, this permit requires clearance from the Building Division.

---

### Acknowledgements required if proposed fence is on a shared property line

If the proposed fence, or work to be conducted, occurs on a shared property line, you are required to obtain all pertinent adjacent property owner signatures. For any fence, footing, or construction proposed without the adjacent property owner(s) signature(s) all work, both in the construction phases and in the final product shall be conducted/placed solely within the legal limits of the property in which it is proposed.

#### Adjacent Owner (if fence is on property line):

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

#### Adjacent Owner (if fence is on property line):

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

### Acknowledgements required of Applicant

The applicant shall defend, indemnify, and hold harmless the City or any of its boards, commissions, agents, officers, and employees from any claim, action, or proceeding against the City, its boards, commissions, agents, officers, or employees to attack, set aside, void, or annul any of the approvals of the project when such claim or action is brought within the time period provided for in applicable State and/or local statutes. The City shall promptly notify the applicants/developers of any such claim, action, or proceeding. The City shall coordinate in the defense. Nothing contained in this condition shall prohibit the City from participating in a defense of any claim, action, or proceeding and if the City chooses to do so appellant shall reimburse City for attorney's fees by the City.

I, \_\_\_\_\_, am the  owner /  authorized agent of the property for which the fence is proposed. I consent to this application. I have read and agree with all of the above. I understand that a fence inspection is not required.

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

Date: \_\_\_\_\_