

### **Project Information**

---

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

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

## **APPLICATION SUBMITTAL REQUIREMENTS**

### **REQUIRED APPLICATION FORMS:**

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyrights Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Residential Fence Minor Conditional Use Permit Checklist (Page 1 of this Form)

### **REQUIRED PROJECT INFORMATION:**

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

#### **PROJECT DOCUMENTS:**

- Fence Elevations/Photo Examples Sheet
- Fence Project Description

#### **PROJECT PLAN SET COMPONENTS:**

- Fence Site Plan Site Plan Sheet

### **REQUIRED FEES:**

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

## INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

**PROJECT DOCUMENTS** – All documents must reflect the document requirements. Use the [document requirements](#) to determine if you should include that document.

**PROJECT PLAN SET COMPONENTS** – All plans/sheets must reflect the plan sheet requirements. Use the plan sheet requirements to determine if you should include that plan set component.

## RESIDENTIAL FENCE MINOR CONDITIONAL USE PERMIT

A fence may be constructed to a height in excess of the limits established by the Zoning Code with Minor Conditional Use Permit approval, except within a required vision triangle (Section 20-30.070.E). Review [Zoning Code Section 20-30.060](#) prior to submitting your application.

A Residential Fence Minor Conditional Use Permit is approved or denied by the City's Zoning Administrator during a noticed public meeting. The Zoning Administrator may approve a Residential Fence Minor Conditional Use Permit only after first finding all of the following:

- ✓ The issuance of the permit is reasonably necessary, by reason of unusual or special circumstances or conditions relating to the property, for the preservation of valuable property rights or the full use and enjoyment of the property;
- ✓ The fence will not create a safety hazard to pedestrians or vehicular traffic;
- ✓ The appearance of the fence is compatible with the design and appearance of other existing buildings and structures within the neighborhood;
- ✓ The fence is a planned architectural feature to avoid dominating the site or overwhelming the adjacent properties and structures;
- ✓ The orientation and location of the fence is in proper relation to the physical characteristics of the site and the surrounding neighborhood; and
- ✓ The fence will be of sound construction.
- ✓ The proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this Zoning Code and the City Code;
- ✓ The proposed use is consistent with the General Plan and any applicable specific plan;
- ✓ The design, location, size, and operating characteristics of the proposed activity would be compatible with the existing and future land uses in the vicinity;
- ✓ The site is physically suitable for the type, density, and intensity of use being proposed, including access, utilities, and the absence of physical constraints;
- ✓ Granting the permit would not constitute a nuisance or be injurious or detrimental to the public interest, health, safety, convenience, or welfare, or materially injurious to persons, property, or improvements in the vicinity and zoning district in which the property is located