

# City of Clearlake

14050 Olympic Drive, Clearlake, California 95422  
(707) 994-8201 \* FAX (707) 995-2653

## FENCE AND WALL PERMIT APPLICATION

**TO APPLY:** Application Fee: \_\_\_\_\_

1. Submit completed application form.
2. Submit one (1) site plan (see Page 3).  
Indicate location of trees showing corner markers.
3. Submit the fee.

Address of Use: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

*Applications must be signed by the legal owner or his legally authorized agent. Such signature attests that the signatory affirms the information furnished in this application is true; he/she has legal ownership or legal agency with the right to dispose of and utilize the parcel(s); moreover, that he and any cosigners affirm that they will abide by the conditions and obligations legally required and will inform any assigns of their continuing responsibilities*

Applicant's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
(If firm, name of firm)

Applicant's Mailing Address: \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

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

=====

**STAFF USE ONLY**

**FILE NO:** \_\_\_\_\_ **BUILDING PERMIT REQUIRED:** \_\_\_\_\_

Date Received: \_\_\_/\_\_\_/\_\_\_ Received By: \_\_\_\_\_ Receipt No. \_\_\_\_\_

Existing use \_\_\_\_\_ Zone \_\_\_\_\_ Related Files \_\_\_\_\_

ENVIRONMENTAL REVIEW:  Required  Exempt ( Sec. 15303(e); Class 3)

FIELD CHECK: \_\_\_/\_\_\_/\_\_\_ PUBLIC HEARING:  Not Required \_\_\_/\_\_\_/\_\_\_ PC Hrg.

**APPROVAL:** By \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Conditions:  None  Noted on Approved Plan  Attached to Approved Plan

Final Inspection: Approved By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## PERMIT AND FEE REQUIREMENTS

Check the item which describes the proposed fence.

### **Fence Permit - Planning Director Approval.**

\_\_\_\_\_ Fences in front yard and street side yard maximum for (4') feet in height, other  
\_\_\_\_\_ Fences a maximum of (6') feet high.

\_\_\_\_\_ Fences six (6') to eight (8') feet in rear and interior side yards due to grade  
\_\_\_\_\_ difference.

### **Fence Permit - Planning Director, City Engineer and possibly Planning Commission approval.**

\_\_\_\_\_ Fence in front yard and street side yard four (4') to six (6') feet high, fence at least 90%  
\_\_\_\_\_ open area with no vegetation using it for support (for example, open wire mesh fence),  
\_\_\_\_\_ other fences a maximum of six (6') feet high.

\_\_\_\_\_ Fence in the A, O, RP, C-4, I, and RR Zones and having barbed wire or similar  
\_\_\_\_\_ materials. In addition to the plan, provide information which will support the  
\_\_\_\_\_ finding that extra ordinary circumstances requiring the use of this fencing  
\_\_\_\_\_ material apply to the property which do not generally apply to property within the  
\_\_\_\_\_ City.

### **Fence Permit/Conditional Use Permit-Planning Commission approval.**

\_\_\_\_\_ Fence in front yard and street side yard four (4') to six (6') feet high, fence is less  
\_\_\_\_\_ than 90% open space, other fences a maximum of six (6') feet high.

\_\_\_\_\_ Fence three (3') to six (6') feet in corner lot's sight distance area.

\_\_\_\_\_ Fence in the C-4 or I zones higher than six (6') feet. (Required when fence  
\_\_\_\_\_ Request is not included in a use permit application for the project.)

## REQUIRED PLAN

The plan should be drawn to scale and show the following information:

- Applicant's name.
- Property address and assessor parcel number.
- Property lines with dimensions – indicate corner markers.
- Location and name(s) of adjacent street(s).
- North arrow.
- Location and description of all existing structures.
- Location, height and material of existing and proposed fences.
- Existing driveway(s) and parking structure(s) or area(s).
- If vehicular gate is proposed, show its location, design and method of opening.
- If a fence higher than six (6') feet is proposed due to a grade difference between lots, provide a scaled cross-section showing the grade difference, location of the property line and the location and height of the proposed fencing.
- Indicate location of **ALL** trees that will be affected by fence construction.
- Additional information as determined by the Planning Director to be necessary to evaluate the proposed fence.

## STAKING PROPOSED FENCE'S LOCATION

**If the proposed fence is located adjacent to a street right of way, the Planning Department will require the Applicant to stake or mark location of proposed fence for review.**

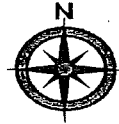
**If the proposed fence crosses or is adjacent to drainage channels or is on property located within a designated flowery area, the applicant must stake or mark the fence's proposed location for the City Engineer's review and approval.**

# SAMPLE

City of Clearlake

## Fence & Wall Permit Site Plan Example

Applicant Name  
Phone Number  
Property Address  
Assessors Parcel Number



Street Name

### Plot Plan must include:

- Fence type/materials
- Height of existing and proposed fence(s)
- Set backs
- Number of feet of property line
- Dwellings

