



**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: \_\_\_\_\_ APN#: \_\_\_\_\_

*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: \_\_\_\_\_

Applicants E-Mail: \_\_\_\_\_

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

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

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

Owners E-Mail: \_\_\_\_\_  
 .....

**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.**