



RESIDENTIAL FENCE PERMIT APPLICATION (Previously Decorative Fence)

I. INTRODUCTION: Street-fronting fences are subject to Department review as follows:

For Street-Fronting Fences and Walls: No wall or fence within the required front yard setback, the street sideyard of a reverse corner lot, or the rear yard of a through lot, may exceed a height of 3'-6" above adjacent grade on the street side, except for specified cases (see code), or except as approved by the Director of Community Development.

You may view the zoning ordinance on-line at <http://qcode.us/codes/lacanadaflintridge/> or contact the Planning Department at (818) 790-8881 to obtain a copy of the Ordinance in order to be aware of the City's regulations before preparing your proposal.

NOTE: Established deed restrictions (private regulations) for your lot may further prohibit fences or restrict height and design of fences.

This guide and the attached forms identify the information that you must provide to the City before a decision can be made on your request. You are also encouraged to contact the Planning Department if you have any questions about your project or the application process.

II. APPLICATION REQUIREMENTS: The following items are required to be submitted to the Planning Department when applying for a Fence:

A. Drawing Sets:

1. Three (3) copies of a **site plan**, drawn to scale indicating the exact location of the pilasters, fence/wall, all buildings on the property, easements, property lines, and the public and/or private right-of-way. *Plans shall not exceed 24" x 36" in size.*
2. Three (3) copies of the fence/wall detailed **elevations**, drawn to scale. Include elevation details of all entry areas, and detailed measurements of the pilasters.
3. One copy of a map depicting the properties within one hundred (100) feet of the boundaries of the project site.
4. One copy of a certified property line survey with stamp and signature.

B. Other Materials:

1. **Photos** – one (1) set of photographs of existing area.
2. **Application fees** – the amount is established by the current fee schedule adopted by the City Council (see below.) Checks should be made payable to the City of La Cañada Flintridge.
3. **Cut Sheets for light fixtures** including information on maximum light output in lumens.

III. PROCESSING YOUR APPLICATION:

- A. **Application Submittal.** After you have prepared your plans and filled out the application, bring them, with the required fee, to the Planning Department. You will receive a case number for your project and a receipt for your fee payment.
- B. **Staff Review of Application for Completeness.** The Planning Staff will advise you if the application packet is missing any required information.
- C. **Director's Action.** The Director of Community Development or his designee will review your plans for conformity with the standards of the Ordinance. You will be notified in writing of the Director's decision. The project could be approved, or it could be denied for non-compliance.
- D. **Appeal.** If you or any person interested in the project disagrees with the outcome, the decision can be appealed to the Planning Commission. Information regarding the appeals process is available at the Planning Department.



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IV. FEES:

Fence Review:	\$420.00
Public Notice:	\$150.00
<u>Deposit for City Engineer:</u>	<u>\$150.00</u>
TOTAL:	\$720.00

NOTE: Building permits shall be required for all fences or walls over 42 inches in height. If lighting is included, electrical permits shall also be required.

FR#

City Date Stamp

V. APPLICATION

A. DESCRIPTION: _____

B. APPLICANT: _____

Name	Telephone No.	Fax No.
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Street Address	City, State	Zip Code
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C. PROPERTY OWNER: _____

Name	Telephone No.	Fax No.
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Street Address	City, State	Zip Code
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D. LOCATION OF PROPERTY (Street Address): _____

Assessor's Parcel Number	Nearest Cross Street
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E. ZONING: _____ **F. AREA OF SITE:** _____ sq. ft. _____ acres

G. PROPERTY OWNER'S AFFIDAVIT

I (We), _____ hereby declare that I (We) am (are) owner(s) of the property involved in this application, and that all statements, answers and information submitted in support of this application are true and correct to the best of my (our) knowledge and belief.

I (We) further declare that I (we) understand that the City of La Cañada Flintridge encourages project applicants who are thinking of developing their property to discuss their project with their neighbors.

Property Owner's Signature(s)

Date