

OVER-HEIGHT FENCE/RETAINING WALL CERTIFICATION APPLICATION

Below area to be completed by Applicant/Agent/Owner

APN _____

PROPERTY ADDRESS _____

PROPERTY LOCATION (if no address) _____

APPLICANT'S NAME (Authorized Agent), Name if different from owner _____

APPLICANT'S MAILING ADDRESS _____

PHONE NO. (____) _____ FAX NO. (____) _____ CELL NO. (____) _____

OWNER NAME(S) _____

OWNER MAILING ADDRESS _____

CITY/STATE _____

PHONE NO. (____) _____ FAX NO. (____) _____ CELL NO. (____) _____

DESCRIBE THE PROPOSED PROJECT IN DETAIL:

Proposal to construct:

APPLICANT'S SIGNATURE

I certify that I am the applicant and that the information submitted with this application is true and accurate to the best of my knowledge and belief. I understand that the County of Santa Cruz is not responsible for inaccuracies in information presented, and that inaccuracies may result in the revocation of planning permits as determined by the Planning Director. I further certify that I am the owner or purchaser (or option holder) of the property involved in this application, or the lessee or agent fully authorized by the owner to make this submission, and that proof of such is on file with the Zoning Section.

I understand that the County of Santa Cruz has attempted to request everything necessary for an accurate and complete review of your proposal; however, after Planning staff has taken in the application and reviewed it further, it may be necessary to request additional information and clarification.

Signature of Owner or Authorized Agent

Date

OWNER-AGENT APPROVAL FORM

For persons other than the owner who wish to obtain a building, development, and/or other permit, the approval of the owner is required. This is the County’s authorization to issue a permit to the agent listed below:

Agent: **Name:** _____
 Address: _____
 City: _____
 State/Zip Code: _____
 Telephone: _____
 Email: _____

Owner: **Name:** _____
 Address: _____
 City: _____
 State/Zip Code: _____
 Telephone: _____
 Email: _____

Date:

Signature of Owner

Assessor’s Parcel Number(s)

Project Location

Note: One Owner-Agent form will be required for each permit required. In the case where there is more than one owner of a parcel, the owner signing this form represents that he/ she has the consent from all other owners of the parcel. By signing this form, the owner is authorizing the agent to legally bind the owner to responsibility for payment of the County’s cost for all actions related to noncompliance with permit conditions. The agent will be required to provide proof of service, by mail, to the owner of a copy of the executed acceptance of permit conditions.

OVER HEIGHT FENCE CERTIFICATION
LIST OF REQUIRED INFORMATION – ADDITIONAL AGENCY REVIEWS

IF CHECKED, APPLICANT OBTAINS REQUIRED DEPARTMENT APPROVALS PRIOR TO INTAKE

- Environmental Planning Approval Required** (if resources or constraints require EP review)

Approved _____ Denied _____ N/A _____

Authorized signature _____ Date _____

Additional Requirements/comments _____

If Environmental Planning staff cannot approve the certification without additional requirements or studies, etc., the fence does not qualify for an over-height fence certification. Standard over-height fence Level IV approval required.

- Fire Agency Approval Required** (i.e. there will be a gate across an access driveway)

Approved _____ Denied _____ N/A _____

Authorized signature _____ Date _____

Additional Requirements/comments _____



COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123

KATHLEEN MOLLOY PREVISICH, DIRECTOR

PLEASE BRING THIS FORM WITH YOU WHEN YOU SUBMIT YOUR APPLICATION

ESTIMATED FEES for OVERHEIGHT FENCE/WALL CERTIFICATION

(Fees are subject to change and are current as of the date this form is filled out.
Additional fees may be required based on further review.)

<u>MAIN APPLICATION</u>	<u>FEE CODE</u>	<u>FEE"</u>		<u>GENERAL PLAN *SUR- CHARGE</u>
Level 1 Over-Height Fence Certification* *fees subject to change in August of each year	VF5	\$199	plus	\$19.90*
 <u>INTAKE FEES</u>				
Records Management Fee	RMF	\$15		N/A
Application Intake Fee	INA	\$179		N/A

ESTIMATED TOTAL FEES (due at time of application intake): * \$ 412.90*

The fee does not include any building permit fees if one is required.

Code violation fees, if applicable are not included in this fee. Code fees, if applicable, will be shown on the blue cashier's slip and will be due at the time the fence permit is applied for.

OVER HEIGHT FENCE CERTIFICATION LIST OF REQUIRED INFORMATION (PAGE 1 OF 3)

A. Submitted materials must include the following:

Completed application form. Be sure to include owner agent form, if needed, and completed applicant/owner information.

TWO (2) SETS OF PLANS. Plans must include the following:

GENERAL REQUIREMENTS

- Assessor's Parcel Number on every sheet.
- Name, address, phone, fax and cell numbers and e-mail address of applicant, plan preparer, and owners on first sheet.
- Scale and north arrow on every sheet. Preferred scale is ¼ inch = one foot. Other scales may be appropriate but must be approved by Planning Department staff before submitting the application.**
- Date of preparation on every sheet.
- Plans may be on 8 ½ by 11 inch size paper, or larger, provided all required information is included and all information is legible
- Fold plans to 8 ½ x 11 inch maximum size if paper size is larger than 8 ½ x 11 inches.

SITE PLAN

- Location and dimensions of all property lines of the parcel**, including the property line(s) along which fence/retaining wall(s) is to be built, **drawn to scale and labeled.**
- Location and dimensions of all rights-of-way, vehicular easements, and edge of pavement, all labeled.
- Location and dimensions of all driveways, parking spaces, curbs, sidewalks, street trees, and trash and recycling areas.
- Dimensioned Site Distance Triangles at corner sites and sites with driveways (see diagrams on page 3)**
- Show and label any proposed gates.** State the maximum height of gate, show the direction of gate opening, width of gate opening. State if gate will be locked and if it will be an electric opening gate.
- Location of existing buildings (specify use: residence, garage, shed) and swimming pools.
- Location of any rivers, creeks, lakes, wetlands or drainage swales.
- Location, species and stem diameter of any trees or shrubs to be removed in vicinity of fence/wall.
- Location and height of existing and proposed fences and retaining walls.
- Topographic contour lines in the area of the proposed fence or wall. If this area is flat, label as such.
- Distance of fences or retaining walls to property lines on all sides.
- Existing and proposed public pedestrian access to and along shoreline.
- Plans for masonry walls shall indicate how the wall may alter drainage patterns, and show appropriate erosion control measures as needed. Note: Masonry walls exceeding 6 feet in height require a building permit, in addition to overheight fence permit.

OVER HEIGHT FENCE CERTIFICATION

LIST OF REQUIRED INFORMATION (PAGE 2 OF 3)

- Retaining Walls: Show existing contours (as a dashed line) and proposed contours (as a bold, solid line), as 2-foot contour intervals in area of wall.
- If Retaining Wall(s) are proposed, submit grading plans with estimate of earthwork in cubic yards, volume of cut and fill, and depth of fill.
- State the maximum height of the fence or wall. (If the fence or wall is adjacent to and lower than a street, height is measured from the lowest paved elevation of the street to the highest point of fence or wall.)
- Vicinity Map showing the location of the parcel within the County of Santa Cruz including names of existing streets, cross streets and arrow indicating project site. (A GIS print-out is acceptable.)

- ELEVATION DRAWINGS**
 - Show elevation views (face view) of fence or wall and maximum height, drawn to scale, state color and materials. Show any lattice or decorative elements to be attached to the top, as this count toward allowable height limits.
 - Cross Sections: Show cross section at greatest height or point of highest topographic rise. If fence or wall is downhill of an adjacent roadway, show a perpendicular cross-section through the wall and extending to the lowest point of road surface. Fence height will be measured from this point.
 - Retaining Walls: State top of wall (TOW) and bottom of wall (BOW) elevation at any point wall height changes.

OVER HEIGHT FENCE CERTIFICATION
LIST OF REQUIRED INFORMATION (PAGE 3 OF 4)

Sight Clearance Triangles (see diagrams below)

No fence or retaining wall shall exceed three feet in height if:

- (i) located in a corner sight clearance triangle on a parcel located at the intersection of two streets for a distance of **30 ft** along each street right of way,
- or
- (ii) located in a residential driveway or alley corner sight clearance triangle for a distance of **10 ft** along the street right-of-way on each side of the driveway or alley;

