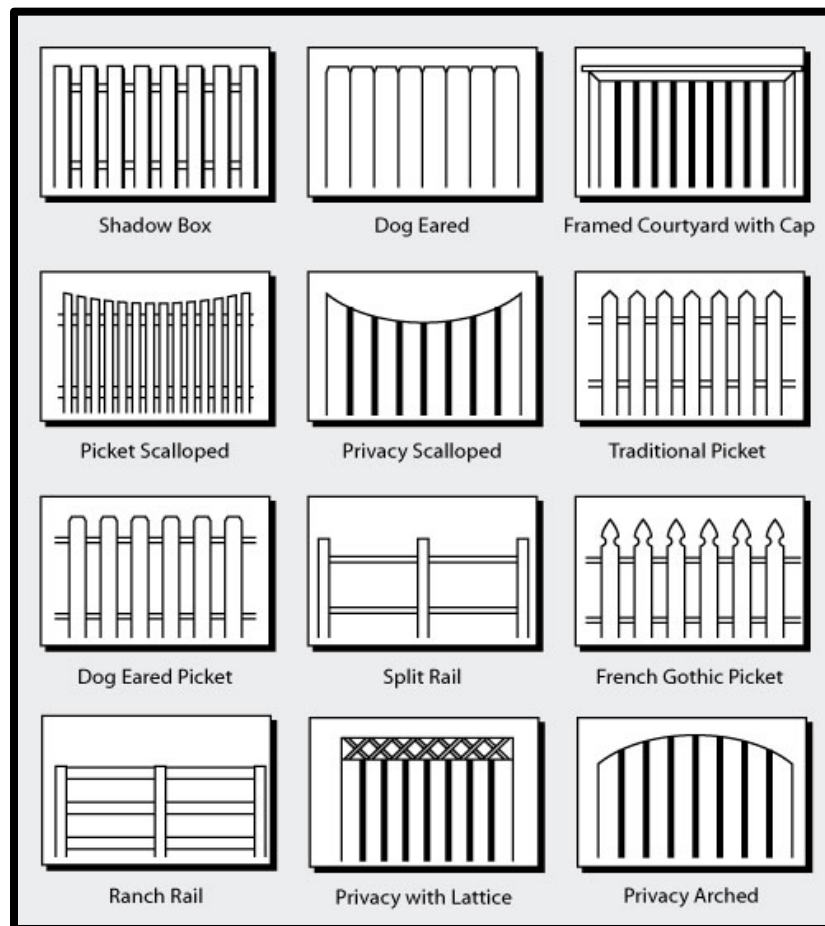




# Fence Permit Application Packet



**PLANNING DEPARTMENT**  
319 Main St. Sultan, WA 98294  
Phone 360.793.2231 Fax 360.793.3344

# 2019 FENCE PERMIT - FREQUENTLY ASKED QUESTIONS

## What is a fence permit?

A fence permit is needed to construct a barrier of any material designed to enclose or screen an area of land. This application applies to all residential, commercial and industrial fences.

This permit type needs an administrative decision made by the City staff for approval. No public notice or hearing is required (Type I permit).

## When is a fence permit required?

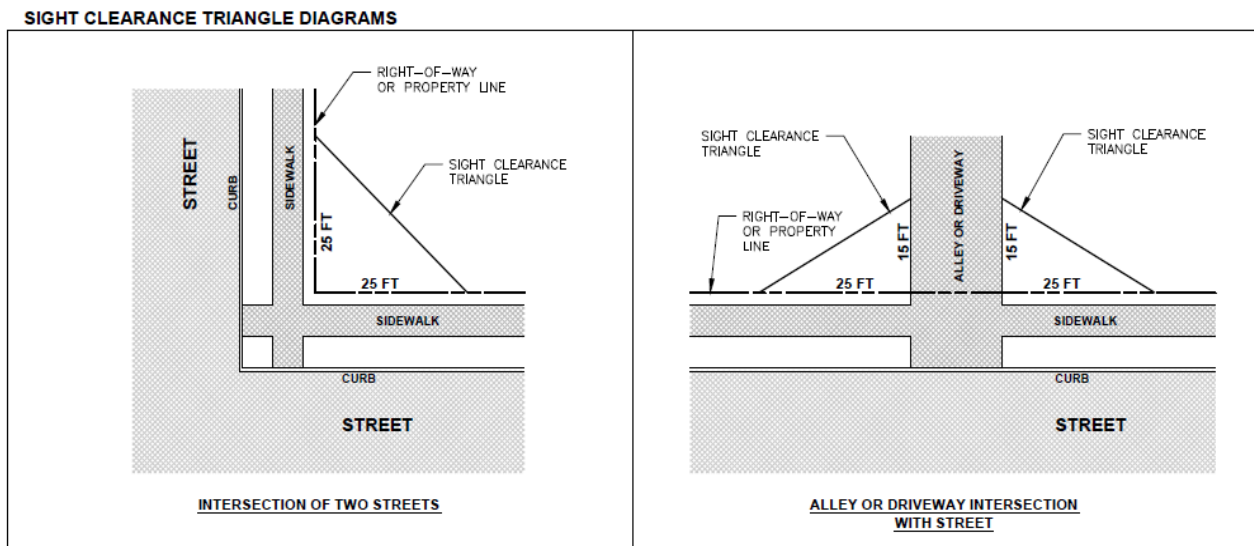
A permit is required for all new fences over three feet in height above the ground constructed within the city of Sultan. All permit fence applications shall be accompanied by the required fee and shall include a site plan drawn to scale indicating property lines, easements, abutting rights-of-way, adjacent driveways, location and height of fence and all structures including fire hydrants and power poles within 10 feet of proposed fence.

## Why do I need a fence permit?

- So you know that the type and location of your fence is permitted by code (15.08 SMC) and won't have to be changed if built as the permit says it should be.
- So that your fence doesn't block views at street corners or make sidewalks or property lines unsafe.
- So you can show your neighbors that you got a permit from the City and that your fence is permitted.

## What are the criteria for a Residential fence permit? (SMC 15.08.030)

- Fences may be installed on property lines in residentially zoned lots; provided, that fences in front yards may not exceed three feet in height. It shall be the property owner's responsibility to determine the location of all property lines.
- Fences installed on or across an easement in favor of the city of Sultan easement shall be removed by the property owner, or may be removed by the city of Sultan, a city agent, or a city contractor at the property owner's expense, upon request of the city for the purposes of the easement.
- The height of all fences within 15 feet of any right-of-way, street, access easement, or driveway or within 25 feet of any intersection of two streets as measured from the edge of the right-of-way shall not exceed three feet, so as to allow a sight clearance triangle as depicted in Figure 15.08-1 below:



- D. A minimum six-foot-high fence with a 16-foot-wide service access shall be placed around open storm drainage retention/detention systems as required by the 2014 Stormwater Management Manual for Western Washington.
- E. When a retaining wall three feet in height or greater is contiguous to and below a proposed fence, the proposed fence may be constructed for the purposes of safety not greater than four feet above the top of the retaining wall or the finished grade, whichever is less, without a variance.
- F. Fence height shall be measured from the top of the fence to the lowest grade of the ground on the property owner's side.
- G. Supporting fence posts shall be installed into the ground at a distance equal to one-third of the distance of the fence height; provided, that supporting fence posts for privacy fence (solid board) shall be installed at a distance equal to 40 percent of the fence height.
- H. No fence, structure, or landscaping may be constructed or maintained if it creates a safety or sight hazard to users of the street or to nearby property. Electrical, barbed wire, and any material that may cause a safety hazard shall be prohibited, unless the applicant can prove that the fence is necessary for legal nonconforming agricultural uses.
- I. Meets zoning code requirements;
- J. Access, design and public safety; and
- K. Allowed by the fence standards.

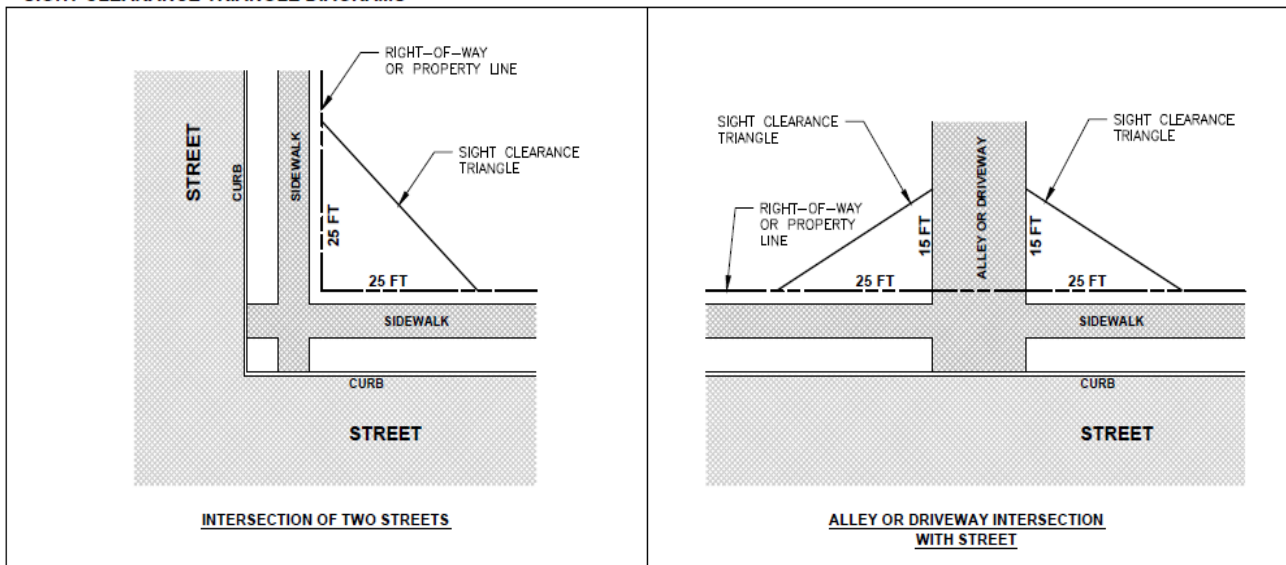
**NOTE: Fences shall not be built on City of Sultan owned property**

**What are the criteria for a Commercial fence permit? (SMC 15.08.040)**

In all other zones, fences and walls may be installed up to a height of eight feet; provided, that the following requirements are met:

- A. Where commercially or industrially zoned property has street frontage across from residential property, there shall be a setback of one foot for each foot in height of the fence or wall. This setback will be densely landscaped to provide a vegetative barrier. A landscaping plan will be submitted to and approved by the planning director prior to construction of the fence or wall. All installed landscaping materials will be maintained in a healthy state.
- B. A landscaped side yard setback area shall not be required for fences or walls if the commercial or industrially zoned property adjoins or abuts similarly zoned property.
- C. The height of all fences within 15 feet of any right-of-way, street, access easement, or driveway or within 25 feet of any intersection of two streets as measured from the edge of the right-of-way shall not exceed three feet, so as to allow a sight clearance triangle as depicted in Figure 15.08-1 below:

**SIGHT CLEARANCE TRIANGLE DIAGRAMS**



**NOTE: Fences shall not be built on City of Sultan owned property**

**What do I need to know to fill out a fence application?**

- A. You need to know where your property lines are.  
**The City cannot tell you where your property lines are. You may need to have a survey done.**
- B. You need to know what type of fence you want to build and where you want to build it. Where are your gates? Where do you want high fences (5 or 6 feet) and where do you want low fences (3 or 4 feet)

**What is the process for approval for a fence permit?**

- 1. **First, City staff will review your application using this checklist. An incomplete application will not be accepted or processed.**
- 2. Once the application is complete, City Staff will check to see if you meet the requirements for a fence permit.
- 3. The City’s goal is to issue a fence permit within five (5) business days. City staff will need a complete application to do this.
- 4. You have 180-days to finish building your fence and call for final inspection. 180-day extensions may be granted if requested in writing.

**Can the approved fence permit expire?**

Yes, the permit will expire in 180-days if you have not completed your fence. A onetime extension maybe grant if requested in writing.

**What happens if the fence permit is denied by City staff?**

You may file an appeal at City Hall for a hearing before the board of adjustment. The appeal must follow requirements of the Sultan Municipal Code.

**Can I submit electronic copies of application materials?**

Yes. You may e-mail or turn in a CD or Jump Drive with your application forms on it.

**Can I change the design of my fence after it has been submitted and approved by the city?**

Yes. Contact with City Staff to make sure that the proposed changes are allowed. If major changes are being made, a new permit may need to be issued.

**Note: This packet is to help you complete your application.**

**Additional Questions and Information:**

If you have more questions please contact the Planning Division and ask for the Permit Assistant, or stop by City Hall. Contact information is available at the top of each page.

***You can read the complete standards for fence requirements online at:***

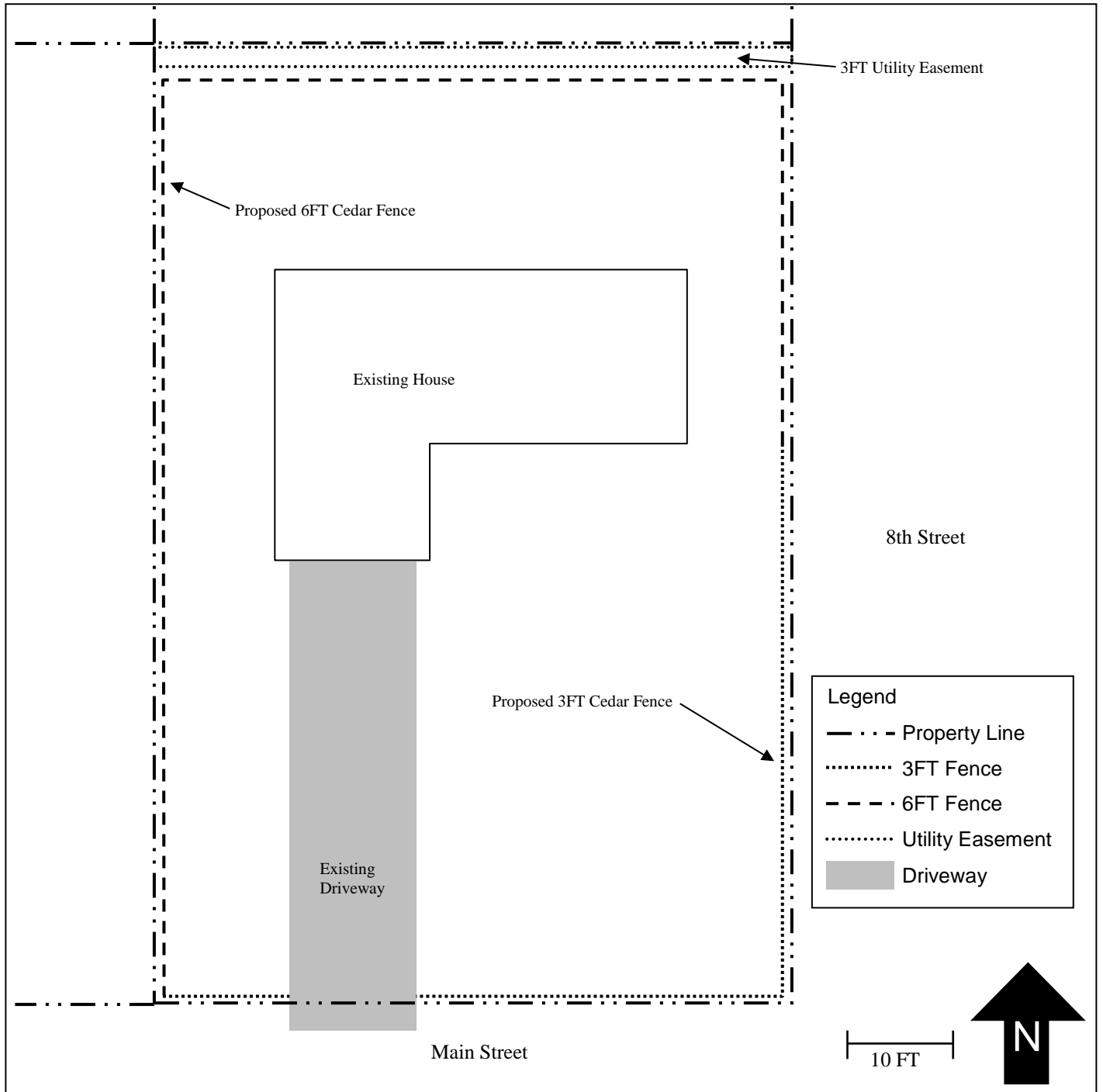
***<http://www.codepublishing.com/WA/Sultan#!/Sultan15/Sultan1508.html#15.08>***

**IMPORTANT:**

- 1. YOU MUST CALL 811 FOR A UTILITY LOCATE. THIS IS A FREE SERVICE.**
- 2. It is the applicants duty and responsibility to locate the fence on or within property line;
- 3. Check with your Home Owners Association for specific requirements, if required;
- 4. No work is to be done until a fence permit has been issued; and
- 5. If work is performed before the permit is issued, PERMIT FEES WILL DOUBLE.**

# 2019 FENCE PERMIT - SAMPLE SITE PLAN

**Note:** This site plan is to serve only as a guide. Your particular plan may need additional or fewer items depending on the complexity and type of project.



## 2019 FENCE PERMIT – SUBMITTAL CHECKLIST

Applicant: Please check the “Applicant” boxes below when each item is complete and ready for review.

### APPLICATION REQUIREMENTS

#### 1. Type I Permit Application Form.

Staff

Applicant

Completed and Signed Application.

Homeowners’ Association approval (if necessary, usually inside of a named subdivision). *By checking the applicant box, you are representing that you have their approval for the fence.*

#### 2. Site Plan. Two 8½ x 11” or 8½ x 14” drawings showing the **proposed** fence on the property. This plan **MUST SHOW** the following (See page 3 for example):

Staff

Applicant

Two copies of the site plan.

Scale and North arrow.

Labeled street names.

Property lines, easements, abutting right-of-way and adjacent driveways.

Location(s) and height of proposed fence.

Gates and access points.

Type of fence (picket, cedar, chain link, electrical, etc.)

Existing structures on the property including fire hydrants and power poles within 10-feet of the proposed fence.

#### 3. Fees.

Staff

Applicant

Fees paid (see the current 2019 Fee Schedule - \$30.00).

Date Stamp Area

Staff Initials: \_\_\_\_\_

**PLANNING DEPARTMENT  
BUILDING DIVISION**

319 Main St. Sultan, WA 98294  
Phone 360.793.2231 Fax 360.793.3344



**2019 TYPE I PERMIT APPLICATION**

<b>Application for:</b>	<input type="checkbox"/> Building	<input type="checkbox"/> Fireworks Stand	<input type="checkbox"/> Plumbing
Check all that apply	<input type="checkbox"/> Commercial	<input type="checkbox"/> Flood Hazard	<input type="checkbox"/> Public Works _____
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Grading	<input type="checkbox"/> Residential Building
	<input checked="" type="checkbox"/> Fence	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Roof
<b>NEW CONST</b> _____	<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Multi-Family Building	<input type="checkbox"/> Sign
<b>REMODEL</b> _____	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Other _____	<input type="checkbox"/> Tenant Improvements

Note: Staff can assist you in determining which permits are needed for your project.

**PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION. MISSING INFORMATION MAY INCREASE THE PROCESSING TIME OF THIS APPLICATION. CURRENT BUILDING CODE: 2015 IBC/IRC. 2019 FEE SCHEDULE IN EFFECT. CALL 811 FOR UTILITY LOCATES BEFORE ANY WORK HAS STARTED.**

**SITE ADDRESS OR LOCATION:** \_\_\_\_\_

**CODE ENFORCEMENT CASE NUMBER :** \_\_\_\_\_

**Applicant/Contact:**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Property Owner (if other than applicant):**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Contractor (if using one - or state Owner):**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Fax: \_\_\_\_\_  
License Number: \_\_\_\_\_ Expires: \_\_\_\_\_ Verified: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**2019 TYPE I PERMIT APPLICATION (CONTINUED)**

**PLEASE FILL OUT ALL THE INFORMATION REQUESTED ON THIS APPLICATION**

**Project and Property Information:**

Tax Parcel Number(s): \_\_\_\_\_ Acres/Square Feet: \_\_\_\_\_

Property Address or general location (if no address): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project Zoning (check one):     LDR     MDR     HDR     NC        UC     HOC     M

Is property served by City water service?     Yes        No

Is property served by City sewer system?     Yes        No

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Valuation: \$ \_\_\_\_\_

Date of pre-application (if applicable): \_\_\_\_\_

**Complete and attach submittal checklist(s) for each application being applied for.**

**For the applicant:**

I am the owner or am authorized by the owner to sign and submit this application on their behalf. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**For the property owner:**

I authorize the above applicant to submit this application on my behalf. I also grant permission for City staff and agents to enter onto the subject property for the sole purpose of making any inspection of the property which is necessary to process this application.

Signature of Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_