



**FENCE PERMIT - RESIDENTIAL**  
 Application Submittal Checklist

The following materials are required at minimum in order to submit an application for a residential fence permit. Additional materials may be required by the Community Development Director depending on the complexity of the project. Permits are required to construct a residential fence of any height. Residential fence requirements are listed in Richmond Municipal Code Section 15.04.810.036. Permits for fences under the **maximum basic heights**, below, can be obtained over-the-counter.

Fence Location:	Maximum Basic Height:	Height Exception:	Exception Applicability:
Front Yard	4'-0"	6'-0"	Requires Zoning Administrator review and approval.
Side Yard	6'-0"	8'-0"	Applicable if both abutting residential structures have at least ten (10) foot side yard setbacks or if a residential parcel abuts a commercial or industrial use.
Rear Yard	6'-0"	8'-0"	Applicable only when a rear yard abuts an interior side yard.
Sight Triangle	3'-6"	None.	None.

- PLANNING APPLICATION FORM**
- PLANNING REVIEW FEE**
- SUBMITTAL PLANS REQUIRED FOR INITIAL REVIEW**
  - 1 reduced-sized set of plans at 11" by 17" or 8.5" by 11"
- SITE PLAN** - Provide a site plan drawn at an appropriate scale. Include a title block, project name, address, assessor's parcel numbers, and project contacts. Include the following:
  - Property lines with dimensions
  - Footprints and dimensions for all existing structures
  - Location of all driveways
  - Location, type, material and height of all existing and proposed fences and gates
  - Location, dimension and purpose of all existing easements
- DESIGN DRAWINGS** - Provide drawings illustrating the design of the proposed fences. If your project does not involve a front yard fence of more than 4 feet in height you may submit pictures or manufacturer specification sheets for each desired fence type.

- PLANNING DIVISION USE -	
Project:	Location:
Planner:	Signature:
Date:	
Note(s):	