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SUBMITTAL REQUIREMENTS SPECIAL FENCE PERMIT

Planning Division

1055 South Grady Way, Renton, WA 98057
Phone: 425-430-7294 | www.rentonwa.gov

PURPOSE: To allow a residential property owner the opportunity to request City approval of a fence in excess of 4-feet in height, but not exceeding 6-feet, in any required yard abutting a street while still ensuring that the proposed fence:

- Does not detract from the quality of the residential environment by being out of scale or creating vast blank walls along public roadways;
- Compliments the environment it serves in an aesthetically pleasing manner;
- Does not present a hazard to vehicular or pedestrian traffic, and
- Is located outside the Right-of-Way on private property.

FENCES ELIGIBLE FOR SPECIAL PERMITS: Fences over 4-feet tall, but not exceeding 6-feet in height, located within any street setback are eligible for a Special Fence Permit from the City of Renton. Special Fence Permits may or may not be approved, based on the evaluation criteria outlined in #3 listed below. It is the responsibility of the applicant to justify the appropriateness of the request to the satisfaction of the Planning Division. Fences located within Clear Vision Areas are not eligible to receive a Special Fence Permit.

APPLICATION SCREENING: Applicants are required to bring in a CD or USB portable (flash/hard) drive (or other device or pathway as approved by your assigned project manager) with one PDF file of the application package for informal review by staff, prior to scheduling an intake meeting. Please allow approximately 45 minutes for application screening.

COMPLETE APPLICATION REQUIRED: In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided.

APPLICATION SUBMITTAL HOURS: Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 a.m. and 4:00 p.m. Monday through Friday. Please call your assigned project manager to schedule an appointment or call 425-430-7294 to reach the Planning Division. Due to the screening time required, applications delivered by messenger cannot be accepted.

PROCESS: Once a complete application package and the required application fee are accepted, the Planning Division will begin review of the application materials. It will take the Planning Division

approximately two weeks to make a decision on the Special Fence Permit request. Applicants will be contacted as soon as a decision has been made regarding the permit.

FENCE INSTALLATION: If the permit is approved, the applicant is responsible for installing the fence in conformance with approved plans. *No work may be done prior to permit issuance.*

All Plans and Attachments are subject to Electronic File Standards

APPLICATION MATERIALS:

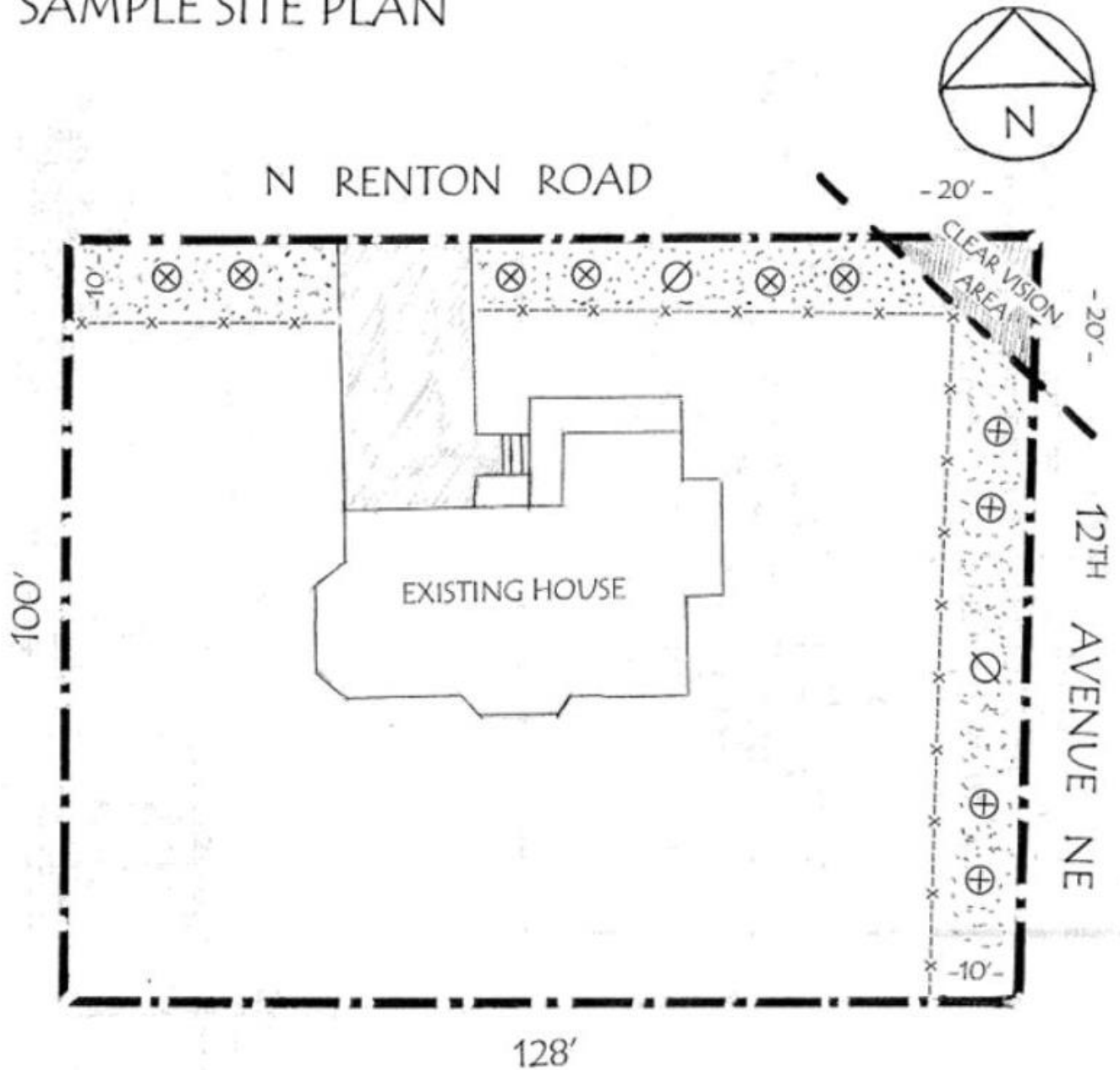
1. **Special Fence Permit Application Form:** Please provide the attached application form. The application must have signatures of all current property owners.
2. **Fees:** The application must be accompanied by the required application fee (see [Fee Schedule](#)). Please call 425-430-7294 to verify the exact amount required. Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount. Credit cards may also be used to pay required application fees. Fees are paid at Cashier on the 1st Floor City Hall.
3. **Special Fence Permit Justification:** Please provide a letter explaining your use of the measures below to comply with the purpose of the Special Fence Permit.
 - Permanent landscaping along the front of the fence;
 - Quality fence material, such as cedar fencing;
 - Modulation of the fence;
 - Similar design and material as other fences in the surrounding neighborhood;
 - Increased setbacks from the adjacent sidewalk;
 - Ornamental materials or construction treatment, such as wrought iron;
 - Orientation of the finished face of the fence toward the street; and,Other comparable construction or design methods
4. **Neighborhood Detail Map:** Please provide a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Planning Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional

information (i.e. current city street names) will need to be added by the applicant.

5. **Site Plan:** Please provide a fully-dimensioned site plan drawn at a scale of 1" = 10' or 1" = 20' or other scale approved by the Planning Division) showing the following (*See Sample Site Plan, attached*):
- Date, scale and north arrow (oriented to the top of the paper/plan sheet);
 - Subject property with all property lines dimensioned;
 - Location of existing driveways, alleys, and streets abutting the subject property;
 - Public improvements (i.e. sidewalks) adjacent to the subject site;
 - Location of existing and proposed fencing, hedges, or retaining walls;
 - Parking areas, driveways, and existing easements; and
 - On-site trees, topographic features or other natural features relevant to proposal.
6. **Elevations:** Please provide at least one proposed fence elevation (side view) including the height, color and materials. *See Sample Drawing, attached.*

SAMPLE SITE PLAN



SCALE = 1:20

ADDRESS: 1248 Renton Road
Renton, WA 98055

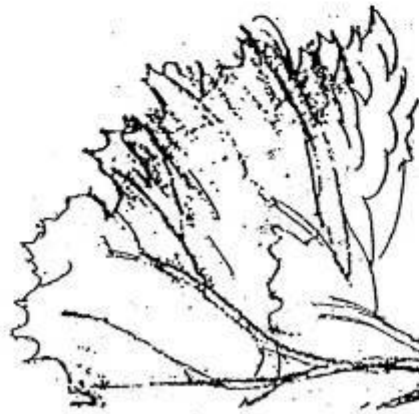
LINEAL FEET OF FENCE 208'
MAXIMUM FENCE HEIGHT 6'

- ⊗ = Rhododendron
- ⊕ = Cherry Blossom Tree
- ⊘ = Cedar Tree
- ⊞ = Vinca minor
- x-- = Fence
- = Property Line

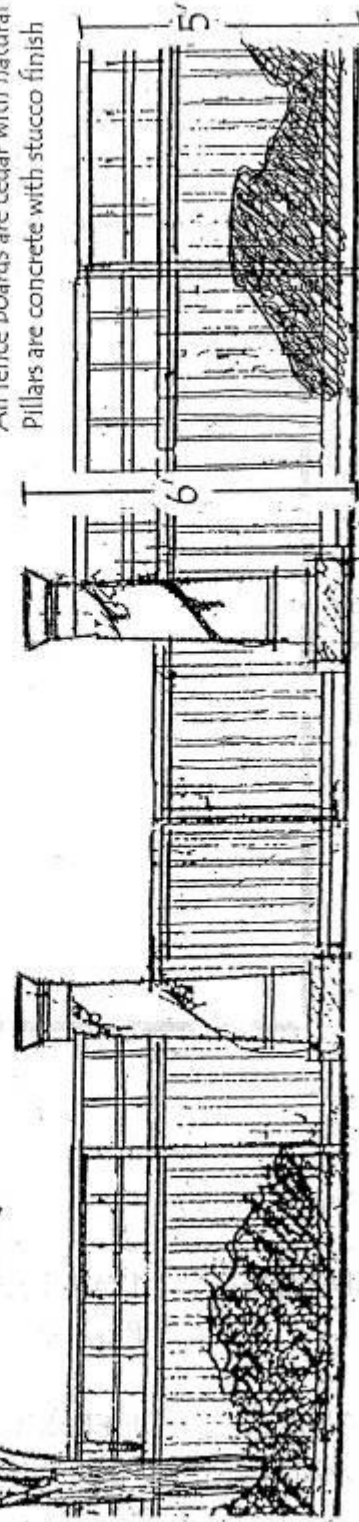
SAMPLE DRAWING

CLEAR VISION AREA:

The area bounded by the street property lines of corner lots and a line joining points along said street lines twenty feet (20') from their point of intersection.



All fence boards are cedar with natural stain
Pillars are concrete with stucco finish



North Elevation

SPECIAL FENCE PERMIT APPLICATION

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ALL REQUESTED ITEMS MUST BE PROVIDED IN ORDER TO PROCESS THIS APPLICATION

1. **Property Address:** _____
2. **Tax Assessor Number:** _____
3. **Property Owner:** _____ **Phone:** _____
Mailing Address: _____ **City/State:** _____ **Zip:** _____
4. **Contact Person:** _____ **Daytime Phone:** _____
Mailing Address: _____ **City/State:** _____ **Zip:** _____
5. **Maximum Height of Proposed Fence:** _____
6. **Type of Material to be Used for Fence:** _____
7. **Distance from Proposed Fence to Property Line:** _____
8. **Project Value:** _____
9. **Describe Landscaping to be Installed:** _____

I, the undersigned, declare under penalty of perjury under the laws of the State of Washington, that to the best of my knowledge the above information is true, correct, and complete and that the applicable requirements of the City of Renton will be met. I understand that this application is valid for six months from the application date. If a permit is not issued during this time period, the application will become void. This application does not constitute a permit to work. Work is not to commence until the building permit is posted on premises where work is to be performed. Certification is hereby rendered that no work is to be done except as described, and that all work shall conform to the applicable codes. Work in public rights-of-way and/or utility easements are not authorized under this application.

Applicant's Signature: _____ **Date:** _____