

FENCE PERMIT APPLICATION

Note to Applicant: Approval of a Fence Permit is required to construct a fence within the City Limits. A fee is also required. In some cases a Building Permit may be required. Applicants are encouraged to review the attached Approval Criteria, Submittal Requirements and General Regulations prior to submittal of this application. It is the responsibility of the applicant to determine if/where there are underground utility lines. Call before you dig: Oregon Utility Notification Center 1-800-332-2344.

TRACKING INFORMATION (For Office Use Only)

Date Received _____ Permit # _____ Planning Reviewer _____

Decision Date _____ Approved Denied for the following reasons _____

SITE LOCATION & DESCRIPTION

Tax Map #(s) _____ Tax Lot #(s) _____

Site Address _____

Nearest Cross Street _____

Comprehensive Plan Designation _____ Zoning _____

Site Size and Dimensions of Site: _____

DETAILED PROJECT INFORMATION

Cost of Construction _____ Date Work to Begin _____

Type of Proposed Fencing Materials _____

Proposed Height and Dimensions of Fence _____

APPLICANT AND OWNERSHIP INFORMATION

Applicant: Name _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

I certify that the above information is true and accurate to the best of my knowledge. I hereby agree to strictly observe all ordinances and regulations of the City of Hillsboro, pertaining to such work and to fulfill all requirements thereof, and I furthermore agree to assume all liability from accident due to storing materials on the street or sidewalk or from any other cause resulting from the construction or alteration of the fence described in this application, and to defend the City of Hillsboro, its officers or employees in any suit or action instituted against them on account of said construction.

Applicant's Signature _____ Date _____

If the applicant is not the property owner, permission from the owner must be provided on the next page:

CONTINUED ON PAGE 2

FENCE PERMIT (CONTINUED)

Property Owner(s): Name(s) _____

Business Name _____

Mailing Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ Email Address _____

Property Owner(s) Signature(s) _____ Date: _____

TRACKING INFORMATION (For Office Use Only)

Public Utility Lines/Easements:

Engineering: Sanitary Sewer: No Yes (If yes, attach site map) Reviewer: _____ Date: _____

Storm Sewer: No Yes (If yes, attach site map) Reviewer: _____ Date: _____

Water: No Yes (If yes, attach site map) Reviewer: _____ Date: _____

Vision Clearance Review Required: No Yes (if Yes, route to Engineering for review)

Engineering Reviewer: _____ Clearance Requirement Met: No Yes Date: _____

Notes: _____

Building Permit Required? No Yes Building Permit #: _____

Fees Paid: _____ Receipt No. _____

APPROVAL CRITERIA AND REQUIREMENTS

(FENCE PERMIT)

The approval criteria and requirements for a **Fence** Permit are listed in Section 12.80.060 of the Community Development Code as follows:

12.80.060 Fence Permit.

- A. Purpose. The purpose of a Fence Permit is to ensure that fences are installed in accordance with the requirements of this Code, thereby providing certainty to property owners prior to installation of the fence.
- B. Procedure. Fence applications are subject to the Type I procedure as described in Section 12.70.030.
- C. Submittal Requirements. Type I application submittal requirements are set forth in Section 12.70.030 and more specific submittal requirements are provided on application forms and checklists as authorized in Section 12.70.110. At a minimum, a fence permit application shall include the following:
 - 1. An application form signed by the applicant or applicant's representative;
 - 2. Payment in full of the appropriate application fee, based on the fee schedule in effect on the date of submittal;
 - 3. A scaled site plan of the property and any abutting public or private streets, showing the location of the proposed fence(s); and
 - 4. A drawing illustrating the height, materials, and general appearance of the fence.
- D. Approval Criteria. In order to approve a fence permit, the Review Authority shall make a determination based on evidence provided that the height and location of the fence are consistent with the provisions Section 12.50.250 Fences, Free-Standing Walls, Hedges and Berms, and Section 12.50.260 Sight Distance / Vision Clearance.
- E. Conditions of Approval. The Review Authority may impose conditions on approval of a fence permit to ensure compliance with the approval criteria.
- F. Appeal of a Decision. Refer to Section 12.70.180.
- G. Expiration of a Decision. Refer to Section 12.70.140.
- H. Extension of a Decision. Refer to Section 12.70.150.

GENERAL REGULATIONS

(FENCE PERMIT)

The development standards for fences are set forth in Section 12.50.250 and for vision clearance standards in Section 12.50.260 and 12.65.250 of the Community Development Code as follows:

12.50.250 Fences, Free-Standing Walls, Hedges and Berms.

- A. Purpose. Fences, walls, hedges and berms mark property boundaries and provide privacy and security. Standards for construction and installation of fences, walls, hedges and berms are intended to ensure that these features are attractive from the public view, accomplish their intended purposes, and are reasonably maintained for both private and public benefit.
- B. Applicability. The standards of this section shall apply:
 - 1. To all Type II or III development applications in which fences, hedges, free-standing walls or berms are proposed or required as a condition of approval; and
 - 2. To any fences, hedges, free-standing walls or berms installed outside the land use approval process.
- C. Fence Permit Required; Exception.
 - 1. Except as provided in paragraph 2 below, installation of a new fence or wall, or relocation of a portion of an existing fence or wall, shall require submittal and approval of a fence permit application according to the process specified in Section 12.80.060.
 - 2. When required through a Type II or Type III land use approval, a separate fence permit is not required for installation of a fence, free-standing wall, hedge or berm consistent with that approval.
- D. Residential Fence and Wall Standards. These standards in this subsection apply to all residential fences and walls.
 - 1. Fences and walls in residential zones shall not exceed 6 feet 2 inches in height except where they abut a commercial, Mixed-Use, urban center, institutional or industrial zone. Adjacent to a commercial, Mixed-Use, urban center, institutional or industrial zone, fences in residential zones may be up to 8 feet 2 inches in height with approval of a building permit. Soundwalls installed in single family zones adjacent to light rail facilities are exempt from these height restrictions.
 - 2. Fences and walls in residential zones shall not exceed 4 feet 2 inches in height within any front yard setback and shall not conflict with vision clearance requirements in Section 12.50.260. One arbor, gate, or similar garden structure not exceeding 8 feet in height and 4 feet in width is allowed within the front yard outside a vision clearance triangle.
 - 3. On corner lots, location of and height of a fence or wall shall be determined by the Planning Director upon submittal of a fence permit application.
 - 4. Use of barbed wire, razor wire, and electric fences shall be consistent with the requirements of the Hillsboro Municipal Code.
 - 5. Chain link fences shall include a top rail for security and maintenance. Chain link fences installed adjacent to landscaped areas, wetlands, or open space areas shall have a black, dark brown, or dark green powder coating.
- E. Fencing and Wall Requirements for New Residential Developments. In addition to the standards in subsection D, above, the following standards apply to all applications for Development Review, preliminary Subdivision plat or Planned Unit Development concept plan approval for new residential development.
 - 1. Applications for Development Review, preliminary Subdivision plat or Planned Unit Development concept plan approval for new residential development shall submit proposed fencing or wall plans in compliance with the standards in Table 12.50.250-1.
 - 2. Perimeter street fences and walls shall be installed by the developer prior to the acceptance of public infrastructure, according to the standards listed in Table 12.50.250-1.

GENERAL REGULATIONS

(CONTINUED)

3. Uniform interior yard fences and walls shall be constructed during or after home construction, according to the fencing plan approved during preliminary review.

**Table 12.50.250-1:
Perimeter Fence and Wall Standards for New Residential Developments**

Project Character	Preferred Standard
Arterial or Collector frontage where garages and front doors face the interior street and rear yards face the Arterial or Collector street	<ul style="list-style-type: none"> • 1st: Masonry or brick walls; anti-graffiti sealant • 2nd: Solid wood fence; masonry or brick columns with cap board; anti-graffiti sealant • All fences to be maximum 6 feet high except in vision clearance areas • Construction to include a minimum 3- foot wide landscaped strip between the sidewalk and the fence or wall
Arterial or Collector frontage where front doors face the Arterial or Collector street and garages face the interior street	<ul style="list-style-type: none"> • 1st: Masonry or brick walls • 2nd: Metal fence with masonry or brick columns • 3rd: Solid wood fence with cap board • All fences to be maximum 4 feet high except in vision clearance areas • Individual gates or openings to be provided for single family dwellings; consolidated gates or openings may be provided for multiple dwelling structures and attached two-dwelling structures
Neighborhood route or Local street frontage where garages and front doors face the interior street	Uniform fencing plan to be approved during Type II or Type III application review.
Neighborhood route or Local street frontage where garages and front doors face the neighborhood route street	Uniform fencing plan, to be approved during Type II or Type III application review.
Perimeter fences or walls adjacent to surrounding properties (not street frontage)	Uniform fencing plan, to be approved during Type II or Type III application review

E. Commercial, Industrial, and Institutional Fence and Wall Standards.

1. Fences and walls in commercial, industrial, and institutional zones shall not exceed 6 feet in height unless a building permit for the fence has been approved by the Building Division.
2. Chain link fences shall include a top rail for security and maintenance. Chain link fences installed adjacent to landscaped areas, wetlands, or open space areas shall have a black, dark brown, or dark green powder coating.
3. Use of electric fences and /or fences topped with barbed wire, razor wire, or similar installations shall comply with the requirements of the Hillsboro Municipal Code.

F. Standards for Hedges. In all zones, vegetation hedges may be installed in compliance with the following standards:

1. Hedge plantings shall not include nuisance plants as defined in Section 12.01.500;
2. Hedge heights may exceed the maximum fence height standards in any zone;
3. Hedges may be installed without a fence permit, but must comply with the vision clearance requirements in Section 12.50.260;and
4. Hedges shall not extend into the public right-of-way.

GENERAL REGULATIONS

(CONTINUED)

- G. Standards for Berms. As an alternative or in addition to perimeter fences or walls, projects may include perimeter earthen berms. Berms in residential developments shall be a maximum six feet in height, with a maximum 25 percent slope. Berms in commercial, industrial or institutional developments may exceed this height and/or slope if approved through the Development Review process. If approved, berms shall include stabilizing landscaping on all sloped areas; irrigation; and provision for drainage at the toe of all slopes.

12.50.260 Sight Distance / Vision Clearance.

- A. Purpose. Specified areas along intersection approach legs and across their included corners should be clear of obstruction that might block a driver's view of potentially conflicting vehicles, bicycles, or pedestrians. When established and maintained in triangular areas at street intersections or intersections with alleys or driveways, these vision clearance areas (also called clear sight triangles or sight distance areas) ensure that drivers, bicyclists and pedestrians have clearer views of crossing traffic, which improves intersection safety for all parties. Corner lots or lots on curvilinear streets may also have additional setback or site design requirements to ensure proper sight distance.

B. Applicability.

1. The standards of this section apply to:
 - a. All development applications:
 - i. At the intersection of 2 or more streets;
 - ii. At the intersections of a street and an alley;
 - iii. At the intersections of a street or alley and common driveway; and
 - iv. At the intersection of a street and a mixed-use, commercial, industrial or institutional use driveway;
 - b. Any development occurring outside the land use approval process.
2. The areas subject to these standards are those portions of the vision clearance areas located on private property outside the public right-of-way. Vision clearance requirements in the public right-of-way are specified in the Public Works Design and Construction Standards.

C. Standards.

1. Projects at intersections listed in Subsection B.2 above must provide intersection sight distance as measured and recommended in accordance with the 2004-2005 AASHTO Policy on Geometric Design of Highways and Streets, unless otherwise approved in writing by the City Engineer or Road Agency Engineer. Sight distances shall be based on the 85th percentile or posted speed of the cross street (whichever is higher) as determined by a traffic engineering study.
2. Projects at intersections other than those listed in paragraph B.2 above must provide intersection sight distance in compliance with Figure 12.50.360-A.
3. With the exceptions of intersections in the SCC-DT zone listed in Subsections 4 and 5 below, required sight distance triangles shall contain no plantings, walls, structures, or temporary or permanent obstructions between 30 inches and 10 feet in height, except occasional tree trunks or poles. The vertical distances in this section shall be measured vertically from the top of the curb or, if there is no curb, from the centerline street grade.
4. Projects within the SCC-DT zone or within a Mixed-Use Town Center or Village Center Core Area established in accordance with Section 12.65.030 must meet the intent of the AASHTO standard in paragraph 1 above, but the sight distance triangle may be occupied by a plaza, provided the location and size of any furniture, planters or landscaping in the plaza do not in the opinion of the City Engineer or the Road Agency Engineer create a sight distance hazard.

GENERAL REGULATIONS

(CONTINUED)

5. Projects within the SCC-DT zone or within a Mixed-Use Town Center or Village Center Core Area established in accordance with Section 12.65.030 may also meet the intent of the AASHTO standard in paragraph 1 above but may provide a structural support for upper stories above the sight distance triangle, provided the location and size of such supports do not in the opinion of the City Engineer or the Road Agency Engineer create an unsafe sight distance hazard.
 6. The Review Authority may condition land use approvals for projects on corner lots or lots on curvilinear streets to have additional setbacks in order to meet sight distance requirements.
 7. Sight distance triangle locations and dimensions shall be based on ultimate street and cross street rights-of-way.
- D. Exceptions. Sight distance requirements at intersections may be modified at the discretion of the City Engineer or Road Agency Engineer. Requests for modifications must be hardship driven and submitted in writing prior to or during the land use application review process. Any approval of a sight distance triangle exception shall be made in writing by the City Engineer or Road Agency Engineer, and may be conditioned to meet the intent of this standard.
- E. Enforcement. To enforce this standard following approval of a land use application, the Review Authority may impose conditions on a land use application approval to require plat notes, deed restrictions or provision of sight distance easements. (Ord. 6110 § 7, 2015)

12.65.250 Fences, Free-Standing Walls, Hedges and Berms. Except as noted below, the standards of Section 12.50.250 shall apply in the South Hillsboro Plan District.

- A. Purpose. Fences, walls, hedges and berms within the South Hillsboro Plan District should balance the need for privacy with the need to provide a consistent, cohesive, visually pleasing and pedestrian friendly environment. Designs should contribute to the overall appearance of the plan district through the use of a uniform approach that includes high quality materials and avoids creating hard edges between adjacent neighborhoods and development projects.
- B. Applicability. The applicability requirements of 12.50.250.B apply in the South Hillsboro Plan District. In addition, within the South Hillsboro Plan District the standards of 12.50.250 and 12.65.250 also apply to development applications in which fences, hedges, free-standing walls or berms are proposed or required as a condition of approval.
- C. Fence Permit Required. The permit requirements of Subsection 12.50.250.C shall apply in the South Hillsboro Plan District. In addition, a uniform fencing plan is required for all Type II or Type III applications.
- D. Standards. The standards in Subsections 12.50.250.D and E shall apply in the South Hillsboro Plan District except as modified by paragraphs 1 and 2, below.
1. Maximum Height. Fences and free-standing walls in all zones shall not exceed 4 feet in height in the front yard and 6 feet in height in side and rear yards.
 2. Materials.
 - a. Fences and free-standing walls shall be constructed of durable materials compatible with the primary materials used on the associated building façade. Materials may include but are not limited to, the following:

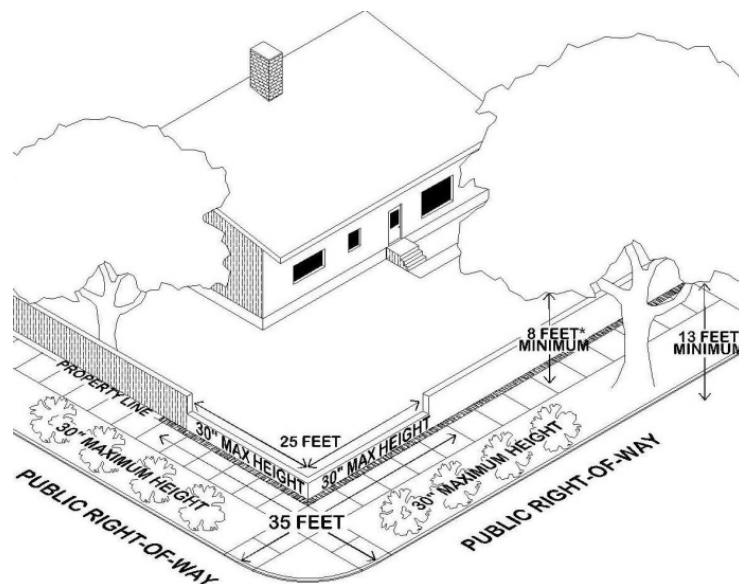
GENERAL REGULATIONS (CONTINUED)

- i. Masonry or brick;
 - ii. Solid wood with masonry or brick columns;
 - iii. Wrought iron with masonry or brick columns; or
 - iv. Alternative material(s) as approved by the Review Authority.
- b. Use of plastic, vinyl, barbed wire, razor wire, and electric fences, industrial materials and unprocessed waste materials are prohibited as fencing or free-standing wall materials.
- c. Except for schools, recreational facilities, water quality facilities and other utility facilities as approved by the Review Authority, the use of chain link is prohibited. Where permitted, chain link fences shall include a top rail for security and maintenance and shall have a black, dark brown, or dark green powder coating.
- d. All fences and free-standing walls shall be treated with anti-graffiti sealant.
3. Design. Fence designs shall contribute to overall appearance of development within the plan district through the use of a uniform approach that includes high quality materials and avoids creating hard edges between adjacent neighborhoods and development projects. (Ord. 6110 § 8, 2015)

12.65.260 Sight Distance / Vision Clearance. The requirements of 12.50.260 shall apply in the South Hillsboro Plan District. (Ord. 6110 § 8, 2015)

Vision Clearance Areas shall meet the requirements set forth in Section 230.5.1 of the Design and Construction Standards. Below is an illustration to be used for informational purposes only, please refer to the mentioned sections as this illustration is not intended to reflect all sites.

Figure 230.3: Intersection Sight Clearance Area



Call before you dig: Oregon Utility Notification Center 1-800-332-2344

SUBMITTAL REQUIREMENTS

(FENCE PERMIT)

Application submittal requirements are set forth in Section 12.70.110 of the Community Development Code. The following is a check list based on the specific requirements for Fence Permit set forth in Section 12.80.060:

- Completed, Signed Application Form:** The completed and signed Fence Permit Application form must include a signature from the property owner or authorized agent. This information must be reproduced so please write clearly using black/dark blue ink or type.

- Site Plans:**
 - Plot Plan:** Provide a plot plan (aerial view) of the subject property illustrating lot dimensions, street frontage, property improvements, vegetation/landscaping, and the proposed location and dimensions of the fence.
*Note any public utility lines/easements.

 - Elevation Plan:** Provide an elevation plan (eye-level view) of the fence, the fence materials, height and size. If the fence materials, height, and size vary on the site, provide illustrations of each variation.

- Fee:** The appropriate application fee **payable to the CITY OF HILLSBORO**. Please consult the fee schedule for current fees.

FOR MORE INFORMATION PLEASE CONTACT:
City of Hillsboro Community Development
150 East Main Street, 4th Floor, Hillsboro, OR 97123
Phone: (503) 681-6144; Fax: (503) 681-5250
E-mail: permits@hillsboro-oregon.gov
Website: www.hillsboro-oregon.gov