



WALLS & FENCES REQUEST TO WAIVE DESIGN REVIEW

Fences or walls within a City-required setback ([yard](#)) that has the potential to impact a neighbors view require Design Review approval prior to building permit issuance. This form outlines the process to waive Design Review and allows a property owner to process fences or walls administratively.

Process to Waive Design Review

1. Contact adjacent property owners to determine if a neighbor has view concerns.
2. The adjacent property owner(s) may sign below to waive Design Review for the fence or wall. Then the wall or fence will be approved administratively.

OR

Upon receiving the notice, the adjacent property owner(s) submit information that includes the reason for the view impact concerns and a photograph of the view that would be potentially impacted within 10 working days of receiving the notice. If the Director determines that there is a potential view impact, Design Review will be required.

Property Owner Requesting a Building Permit to Build a Wall or Fence	
Name	
Property Address	
Project Description	
Required Attachments	Site Plan
I circulated this form and witnessed the signature below being written; and to my best information and belief, the signature is the genuine signature of the person whose name it purports to be. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.	
_____ Signature	

Adjoining Property Owner	
Name	
Property Address	
I agree and request that the Community Development Director waive the Design Review process to build a wall or fence adjoining my property.	
_____ Signature	



WALLS & FENCES REQUEST TO WAIVE SURVEY REQUIREMENTS

Fences or walls within three feet of a property line requires verification of its location. The verification requirement may be waived when adjoining property owners sign this form waiving the survey requirement and allows a property owner to process fences or walls administratively.

Masonry or Concrete Walls within three feet of the property line require a California licensed land surveyor or qualified licensed civil engineer to ensure that it is properly located within the property lines, according to the approved plans.

Non-Masonry Walls or Fences within three feet of the property line require setback certification by a licensed surveyor documenting the placement of the fence and posts to the property line.

Note: Surveyor shall be retained prior to construction to identify property line locations. The requirements above may be waived if the affected property owner waives the survey requirement by signing below. This form shall be completed and submitted to the Building Division prior to building permit issuance of the walls or fences.

Property Owner Requesting a Building Permit to Build a Wall or Fence	
Name	
Property Address	
Project Description	
Required Attachments	Site Plan
I circulated this form and witnessed the signature below being written; and to my best information and belief, the signature is the genuine signature of the person whose name it purports to be. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.	
_____ Signature	

Adjoining Property Owner	
Name	
Property Address	
I agree and request that the Building Official waive the survey requirement to build a wall or fence adjoining my property.	
_____ Signature	