



**Town of Portola Valley**  
**Planning & Building Department**  
 765 Portola Road  
 Portola Valley, CA 94028  
 (650) 851-1700  
 Fax: (650) 851-4677

**APPLICATION FOR  
 FENCE PERMIT**

**FEE: \$ \_\_\_\_\_ DEPOSIT: \$ \_\_\_\_\_ PERMIT NO. \_\_\_\_\_**

**RECEIPT # \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_**

The undersigned hereby makes application for a Fence Permit in accordance with the provisions of the [Fence Regulations Summary](#) of the Zoning Ordinance (Ord.2005-360) and any amendments thereto, and submits the following information for consideration:

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

APN: \_\_\_\_\_ Parcel Area: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPOSED FENCE INFORMATION:**

Type: Domestic \_\_\_\_\_ Horse \_\_\_\_\_ Other \_\_\_\_\_

Location(s): \_\_\_\_\_ Height(s): \_\_\_\_\_

Material(s): \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

- Refer to "Fence Permit Application Requirements" for itemized list of plan requirements.

**For Town Use Only**

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

Conditions: \_\_\_\_\_

Comments: \_\_\_\_\_

Final Inspection: \_\_\_\_\_ Date: \_\_\_\_\_

## FENCE PERMIT APPLICATION REQUIREMENTS

This application packet provides information necessary to apply for a fence permit.

Pursuant to Section 18.43.080 (zoning) fence permits are required for construction of all fences built within required yards, except as otherwise specified in the ordinance.

Your application will be reviewed by the Planning Department for completeness and conformity with the Town's Zoning Ordinance. The zoning review will check the following aspects of your project:

- Location
- Height
- Opacity
- Color Reflectivity
- Fence Design and Materials

The following information must be submitted to Planning Department for review of your application:

1. Completed and signed application.
2. Filing Fees:
  - a. Horse Fence Permit within required yard: \$100.00
  - b. Fence Permit within required yard (all others): \$225.00
  - c. Staff Referral of Fence Permit to ASCC: Fee: \$100.00  
Deposit: \$500.00
3. Two copies of site plan that shows the following:
  - a. Location of fence, posts, entryway features, columns, walls, etc.
  - b. Location of all property lines and dimensions of lot.
  - c. Location, dimension and type of all existing easements.
  - d. Location of all existing and proposed structures.
  - e. Location of required yard area (setbacks: front, side and rear).
  - f. Elevations of proposed fence, (indicating height of fence, posts from actual adjoining ground to top of fence).
  - g. Description of materials to be used for fence and posts.
  - h. Opacity Limit
  - i. Color Reflectivity
  - j. Existing and Proposed landscaping (refer to Town's Design Guidelines and Native Plant List).

The Town has information on file for many parcels within the Town. If the property owner does not have plot plan information available, staff can assist with providing file data, including subdivision files, that indicate most easement and other legal aspects of your property.