

# FENCE PERMIT GUIDE

## When do I need a Fence Permit?

If you are installing a new fence or if you are making changes to an existing fence you will need a Fence Permit.

## Where can I find a Fence Permit?

The application can be picked up at City Hall located at 222 W Lister St, or you can go to our website at [cavejunctionoregon.us](http://cavejunctionoregon.us) and look under forms and permits.

## Height Requirements

From your front property line up to 10ft back your fence can be 4ft tall (unless a vision clearance applies). From 10-20 feet back your fence can be 5ft tall and from 20 feet back all the way around your property your fence can be 6 feet tall.

## Fence Approval Process

- 1) Find Property Pins. You must be able to show Public Works where your property pins are so they can make sure your fence is being built in the correct location.
- 2) Return Fence Permit to City Hall and attach an 8 1/2" x 11" plot plan of the fence location. Include the height, materials used (chain link, board, wire, etc.) and where your property pins are located.
- 3) Mark property (with spray paint, string, flags) where your fence is going to be built so the City can measure it to make sure it is being built in the correct location.
- 4) After application is complete and the permit fee has been paid, and the City has approved your fence location you will be notified by the City Hall that your permit has been approved.
- 5) Once you receive City Hall's approval you can start building your fence.

Property Location: \_\_\_\_\_

**If you build your fence without a permit or start to build it before the City has approved it you will pay an "After the Fact Permit" which is double the original fee.**

**I have read the Fence Permit Guide in full and I agree to comply with the fence and wall requirements of the City of Cave Junction.**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

# FENCE PERMIT -APPLICATION

City of Cave Junction  
PO Box 1396-222 Lister St., Cave Junction, OR 97523  
541-592-2156

Date: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address (fence location): \_\_\_\_\_ Consent Letter: Yes - No

Assessor's Map: \_\_\_\_\_ Tax Lot: \_\_\_\_\_

Owner Name (if different from Applicant) \_\_\_\_\_

Single Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Public \_\_\_\_\_

**FENCES, WALLS, HEDGES, SCREEN PLANTING IN RESIDENTIAL/ MULTI-FAMILY DISTRICT-17.32.010:**In a residential district (SR, MR), a fence or wall, hedge or screen planting, not to exceed six feet in height as measured from ground level may be located or maintained within the required interior yards and the front yard (twenty-foot setback) at or beyond the front setback line, except where the requirements of vision clearance apply. A four-foot high fence, wall, hedge or screen planting may be placed between the front property line and the setback line (zero to ten-foot setback), except where the requirements of vision clearance apply. A five-foot high fence, wall, hedge or screen planting may be placed between the front property line and the setback line (zero to twenty-foot setback), except where the requirements of vision clearance apply; B. In the commercial (C) district, fences or walls not to exceed eight feet in height may be located or maintained in any yard except where the requirements of vision clearance apply.

**FENCES, WALLS, HEDGES, BUFFERING IN PUBLIC DISTRICT: 17.18.060 -** Fences, walls, hedges, buffering: All fences, walls, or hedges placed within ten feet of any property line shall be limited in height to six feet, with the exception of trees. The planning commission may require conditions or approve a variance to the height requirement for reasons of security or visual screening. Any new or expanding development within this district shall be physically and visually separated from any abutting residential properties by a solid fence or wall six feet in height .

**HEALTH AND SAFETY ORDINANCE RELATING TO FENCES:8.08.120 -** Fences. (A) No owner or person in charge of property shall construct or maintain a barbed wire fence thereon, or allow barbed wire to remain as part of a fence, along a sidewalk or public way; except such wire may be placed above the top of other fencing not less than six feet six inches high. (B) No owner or person in charge of property shall construct, maintain or operate an electric fence along a sidewalk or public way, or along the adjoining property line of another person.

I agree to comply with the fence and wall requirements under penalty of the Zoning Ordinances of the City of Cave Junction. A final inspection is required for permit to be valid.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**CALL 48 HOURS BEFORE YOU DIG!! UTILITY LOCATE: 1-800-332-2344 OR 811.**

UPDATED AUGUST 2017

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt # \_\_\_\_\_

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**TO BE COMPLETED BY PUBLIC WORKS:**

A. Right-of-Way Width: \_\_\_\_\_

B. Location of fence: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ All \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESIDENTIAL/VISION CLEARANCE:**

C. Height of fence: Front property line 0- 10ft setback 4ft. Height of Fence \_\_\_\_\_

Front property line 10-20ft setback 5ft. Height of Fence \_\_\_\_\_

Front property line 20ft setback 6ft. Height of Fence \_\_\_\_\_

D. Type of fence: \_\_\_\_\_

Materials used: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSPECTION:**

Initial City inspection date: \_\_\_\_\_ By: \_\_\_\_\_

Final City inspection date: \_\_\_\_\_ By: \_\_\_\_\_

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

\*\*\*\*THIS PERMIT EXPIRES ON \_\_\_\_\_ (one year from issuance)\*\*\*\*

FENCE PERMIT \$100.00 AFTER THE FACT FENCE PERMIT \$200.00