FENCE PERMIT

806 WEST MAIN STREET • MONROE, WA 98272
City Hall 360.794.7400• Fax 360.794.4007

INSTRUCTIONS

Below is a checklist of items that must be submitted as part of your application for a fence permit review. Below outlines the minimum information that must be provided on your plan sheets.

If you have any questions or need additional information please contact the Permit Department at City Hall at (360) 794-7400.

SUBMITTAL CHECKLIST

- ☐ Completed Combined Permit Application
- ☐ Site Plan showing proposed fence

SITE PLAN REQUIREMENTS

- ☐ Show all property lines
- ☐ Show all streets and sidewalks adjacent to property, and label street names
- ☐ Show outline of house, garages and driveway on property
- ☐ Show fence height in all areas of proposed fencing
- ☐ Show location of proposed fence by using highlighter or some other obvious method of identification
- ☐ Clearly show location of proposed fence relative to all four property lines, and show distances from property lines
- ☐ Indicate which direction is North on the site plan

COMMUNITY DEVELOPMENT
PERMIT DIVISION

806 West Main Street, Monroe, WA 98272
Phone (360) 863-4501 building@monroewa.gov
www.monroewa.gov

FOR OFFICE USE ONLY

APPLICATION #(s) _____

_____

_____

COMBINED PERMIT APPLICATION

Permit Submittal Hours:
Monday-Friday 8:00-12:00 / 1:00-4:00

Building

- ❑ Basic SFR
- ❑ Commercial T/I
- ❑ Demolition
- ❑ Garage/Carport
- ❑ Mechanical
- ❑ New Construction (Commercial/Residential)
- ❑ Plumbing
- ❑ Racking
- ❑ Residential Remodel
- ❑ Other _____

Operations

- ❑ Engineering Review
- ❑ Fencing
- ❑ Grading
- ❑ Retaining wall
- ❑ Rockery
- ❑ Right-of-Way Disturbance
- ❑ Utility Service
- ❑ Other _____

Fire

- ❑ Fire Alarm
- ❑ Fire Sprinkler
- ❑ High Piled Storage
- ❑ Hood Suppression
- ❑ Spray Booth
- ❑ Tents & Canopies
- ❑ Other _____

Land Use

- ❑ Type I Permit
- ❑ Type II Permit
- ❑ Type III Permit
- ❑ Type IV Permit
- ❑ See permit types listed in Monroe MMC
- ❑ Other _____

NOTE: All required Electrical Permits will be issued by the Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (_____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (_____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____

City _____ State _____ Zip _____ E-mail _____

Attach a separate sheet for additional property owners/additional addresses

***Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.**

****Property Owners: by your signature above, you hereby certify that you have authorized the above applicant to make application on your behalf for this application.**

SECTION I - FENCE

A fence permit is required prior to installing, maintaining, repairing or replacing any fence, wall or hedge within the City of Monroe. There is no fee for a fence permit.

Detailed description of fence, including fence height:

Fencing within the City of Monroe is governed by Chapter 15.08 of the Monroe Municipal Code:

15.08.010 Applicability. These regulations shall apply to fences, walls, and hedges for both residential and nonresidential uses. (Ord. 644, 1978)

15.08.020 Restrictions. The following restrictions shall apply to construction, maintenance, repair or replacement of fences, walls and hedges:

A. A fence installation permit is required prior to installing any new fence, or wall. Permit fee shall be as set by periodic resolution of the city council.

B. Six feet high, anywhere on the lot, provided that they shall be no closer to a street right-of-way than the required front yard set-back line; and, provided further, that they shall not cause a sight obstruction at street intersections or driveways as determined by the city engineer.

C. Forty-two inches, anywhere on a lot, including a front property line, provided that they do not form a sight obstruction at street intersections or driveways or for any traffic as determined by the city engineer.

D. Height shall be measured above the highest grade within two feet of the fence line.

E. Fences may be constructed of wood, masonry, wire, or grown as hedges. All construction is to be done in such a manner as to leave no sharp or protruding edges, barbs, or projections. Hedges must be kept trimmed to or below the maximum allowed height and trimmed back to the inner edge of the public sidewalk area.

F. Fences in commercial and business zones may be allowed up to eight feet in height on rear property lines and side property lines up to a point equal to the closest part of any building on a lot to the public street provided they do not form a sight obstruction at the street or street intersections or curbs as determined by the city engineer.

G. Electric fences shall be prohibited within the limits of the city unless such fence is used to contain grazing animals in an area where such agricultural use has been established as a non-conforming use.

H. Fences containing barbed wire shall be permitted only in such agricultural zones as set forth in subsection (G) above, or in areas where the city engineer has determined that such barbed wire is needed for security purposes.

I. Fences or hedges may be located in city rights-of-way up to sidewalks or up to a point which would leave sufficient space in city rights-of-way to establish a sidewalk, provided that the owner of property wishing to establish a fence must first obtain a right-of-way disturbance permit as outlined in MCC Chapter 12.36 to construct such fence or establish such hedge in city rights-of-way. Such permit shall provide that the fence shall be allowed by the city only insofar as the city has no other use for the right-of-way which would conflict with maintenance of the fence by the property owner; and, should the city need to make a use of the right-of-way, the owner shall remove said fence or hedge, or portion of fence or hedge, so as to allow the city to make any proper municipal use of the city right-of-way, and the property owner shall receive no compensation from the city for such required removal, it being the understanding that such improvements on city right-of-way shall only be with the permission of the city.

J. Fences over six (6) feet in height and walls over four (4) feet in height require a building permit issued by the City of Monroe Building Department. (Ord. 1128, 1998)

15.08.030 Fences for wrecking yards or junkyards. Motor vehicle wrecking yards or junkyards must be enclosed by a view-obscuring fence or wall at least eight feet high. Such wall or fence shall be painted or stained a neutral shade which shall blend in with the surrounding premises, and such wall or fence must be kept in good repair. A living hedge of sufficient density to prevent a view of the confined area may be substituted for such wall or fence. Any dead or dying portion of such hedge shall be replaced by the property owner or occupant. (Ord. 664, 1978)

15.08.040 Swimming pool fences. Repealed by Ord. 010/2006 (Ord. 664, 1968)

15.08.045 Exemptions. The provisions of this chapter shall not apply to fences erected by the Washington State Department of Corrections for the purpose of securing correctional facilities. (Ord. 1128, 1998)

15.08.050 Variance. No deviation may be made from these regulations except with the written approval of the city engineer, with the right of appeal to the city council. The following criteria shall be established as grounds for variance from the regulations set forth in this chapter:

a. Special circumstances applicable to the property in question or to the intended use that do not apply generally to other properties or classes of use in the same vicinity and zoning classification;

b. A variance is necessary for the preservation and enjoyment of a substantial property right or use possessed by other property in the same vicinity and in zoning classification which, because of special circumstances, is denied to the property in question;

c. The granting of a variance will not be materially detrimental to the public welfare or injurious to other property or improvements in such vicinity and zoning classification in which the subject property is located;

d. That the granting of a variance will not conflict with the comprehensive plan or the general intent of the fence ordinance. (Ord. 1128, 1998)

15.08.060 Administration. This chapter shall be administered by the city engineer. The determination of sight obstructions shall be made by the city engineer. (Ord. 1128, 1998)