



Over-Height Fence and Wall Certification Submittal Checklist

All over-height fence and wall submittals shall be accompanied by the following information. The applicant is required to attest to the fact that all elements are provided by checking the boxes alongside each required item and by signing the last page of the checklist. All elements are required, *unless either waived by planning staff or by attesting (as the applicant) that the subject element is not applicable by writing N/A alongside the required element.*

Applications are submitted electronically through ePlan in three file types: Application (APP), Plans (PLN), and Supplemental Documents (SUP).

APP (APPLICATION) FILE: Discretionary Permit Application (Form PLG-100)

- Over-Height Fence and Wall Certification Checklist
- Owner/Agent forms ([PLG-210](#)). An Owner/Agent form is required for all parcels other than the applicant's.

PLN (PLANS) FILE CONTENTS SHALL INCLUDE THE FOLLOWING SHEETS AND INFORMATION:

- Assessor's Parcel Number
- Contact data: Name, address, and phone number of the property owner, applicant, architect, or engineer.
- Scale: Scales used for most plans and elevations shall be no less than 1/8 inch to 1 foot, preferably 1/4 inch per 1 foot. Scales used should be consistent throughout the plan sheets.
- Date of preparation: Provide the preparation date and all revision dates, as applicable, site plan, grading plan, elevation plan, and landscape plan sheets.
- Vicinity Map showing the location of the parcel within the County of Santa Cruz including names of existing streets, cross streets and arrow indicating project site. (A GIS print-out is acceptable.)

SITE PLAN

- Location and dimensions of all property lines of the subject parcel.
- Location and dimensions of all rights-of-way, vehicular easements, and edge of pavement, all labeled.
- Location and dimensions of all driveways, parking spaces.
- Dimensioned Site Distance Triangles at corners and intersections and sites with driveways per SCCC 13.16.093.**
- Location and label any proposed gates. State the maximum height of gate, show the direction of gate opening, width of gate opening. State if gate will be locked and/ or if it will be an electric opening gate.
- Location of existing structures with uses labeled, including swimming pools, decks, etc.
- Location of any rivers, creeks, lakes, wetlands or drainage swales.
- Location, species and stem diameter of any trees or shrubs to be removed in vicinity of fence/wall.
- Location and height of existing and proposed fences and retaining walls.
- Topographic contour lines in the area of the proposed fence or wall. If this area is flat, label as such.
- Distance of fences or retaining walls to property lines on all sides.
- Existing and proposed public pedestrian access to and along shoreline, if applicable.
- State the maximum height of the fence or wall. (If the fence or wall is adjacent to and lower than a street, height is measured from the lowest paved elevation of the street to the highest point of fence or wall.)

- Retaining Wall(s): Show existing contours (as a dashed line) and proposed contours (as a bold, solid line), as 2-foot contour intervals in area of wall.
- Retaining Wall(s): submit grading plans with estimate of earthwork in cubic yards, volume of cut and fill, and depth of fill.
- Retaining Wall(s): State top of wall (TOW) and bottom of wall (BOW) elevation at any point wall height changes.

ELEVATION DRAWINGS

- Show elevation views (face view) of fence or wall and maximum height, drawn to scale, state color and materials. Show any lattice or decorative elements to be attached to the top, as this could count toward allowable height limits if not more than 50% open.
- Cross Sections: Show cross section at greatest height or point of highest topographic rise. If fence or wall is downhill of an adjacent roadway, show a perpendicular cross-section through the wall and extending to the lowest point of road surface. Fence height will be measured from this point.
- Retaining Walls: State top of wall (TOW) and bottom of wall (BOW) elevation at any point wall height changes.

SUP (SUPPLEMENTAL DOCUMENTS FILE): Discretionary Permit Supplemental Documents Index (Form PLG-135)

- As applicable, this form is the cover sheet for the supplemental documents file. This file will contain any additional documents needed for your project, such as a Soils Report, or other technical reports, design review materials, other agency approval, etc.

I hereby certify that the above-listed required information has been included as part of the initial application submittal (unless waived by a staff planner).

Signature of Owner or Authorized Agent

Date