



# FENCE APPLICATION

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Mountlake Terrace, WA 98043  
Phone 425.744.6267 Fax 425.775.0420  
[PermitSpecialist@ci.mtl.wa.us](mailto:PermitSpecialist@ci.mtl.wa.us)  
[www.cityofmlt.com](http://www.cityofmlt.com)

Application # \_\_\_\_\_

**Single-Family Residential**

**Multi-Family**

**Commercial**

Job Site Address \_\_\_\_\_

Description of Work \_\_\_\_\_

### **OWNER / AGENT CONTACT INFORMATION**

<u><b>OWNER</b></u>	
Name	_____
Address	_____
City	_____ State _____ Zip _____
Ph	_____ Fax _____
E-mail	_____
Contact Name	_____
Ph	_____ Fax _____
E-mail	_____

<u><b>CONTRACTOR</b></u>	
Name	_____
Address	_____
City	_____ State _____ Zip _____
Ph	_____ Fax _____
E-mail	_____
State Lic. #	_____
City Lic. #	_____

**NOTE: Approval of the Fence Application may be subject to further review.**

The review and issuance of this fence application/permit is to ensure conformance with the fence height and locations allowed per the zoning code. It does not assure the structural stability of the fence.

### **PERMIT FEES DUE UPON APPLICATION SUBMITTAL**

**I certify to the best of my knowledge, the information provided on this application is true and correct.**

**Sign**    **Owner / Agent** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print**    **Owner / Agent** \_\_\_\_\_ **Date** \_\_\_\_\_

### **OFFICE USE ONLY**

Received By \_\_\_\_\_ Date \_\_\_\_\_

Plan Check Fee \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt Number \_\_\_\_\_

Permit Fee     \$ \_\_\_\_\_ Date \_\_\_\_\_ Receipt Number \_\_\_\_\_

**FENCE PERMIT  
SUBMITTAL REQUIREMENTS CHECKLIST  
To be completed by applicant**

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\_\_\_\_\_ Plot Plan drawing\* on 8-1/2 x 11. Plan must be to scale, 1" = 20' or 1" = 30' (larger sheet sizes are acceptable if needed to show parcel).

The following items need to be shown and/or labeled on the Plot Plan drawing, as appropriate.

\_\_\_\_\_ Dimensions of all lot lines

\_\_\_\_\_ Location and width of driveway on property

\_\_\_\_\_ Water meter location on property

\_\_\_\_\_ Retaining wall, if any (indicate height)

\_\_\_\_\_ Location of proposed fence on property. Label the length and height of fence (in feet).

\_\_\_\_\_ Label any gates and width of openings

\_\_\_\_\_ Label the distance from the property line(s) to the edge of any street pavement or sidewalk next to the property (specify street or sidewalk). Label the distance (setback) of the fence from the front property line when applicable.

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\*City staff can provide a Plot Plan drawing for the applicant's use (available for most properties).

**FENCE GUIDELINES**

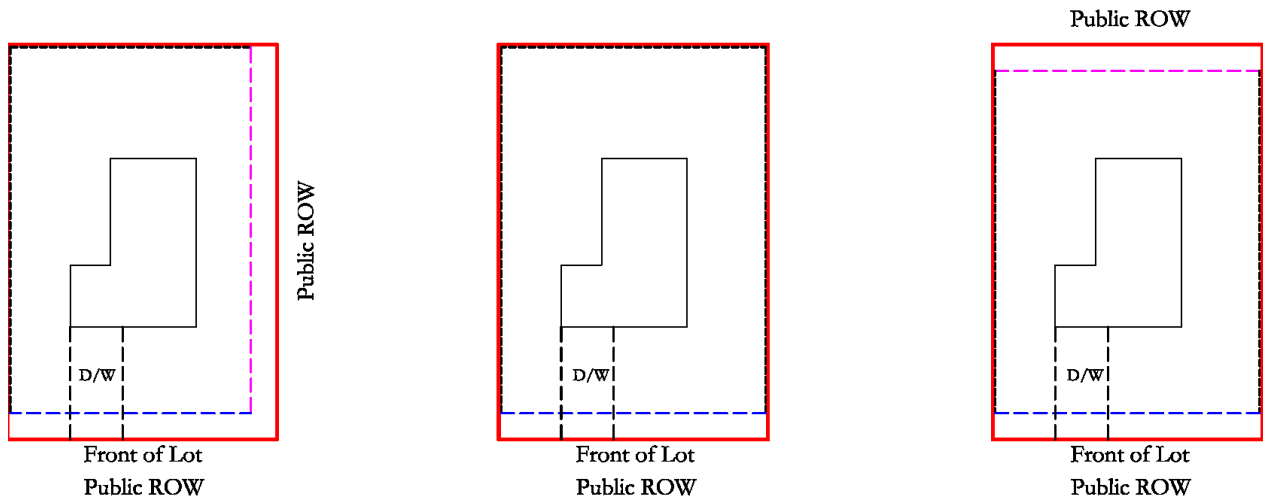
A completed Fence Permit Application form, available at City Hall or online at [www.cityofmlt.com](http://www.cityofmlt.com) must accompany a properly dimensioned Site Plan, Submittal Requirements Checklist, and Application fee.

Special Locational Provisions: No fence, hedge or rock wall shall be permitted which interferes with the sight area triangle, impedes the use of fire hydrants or blocks their view from the street, obstructs access to water meters, or overhangs pedestrian use areas so as to impede pedestrian circulation.

Maintenance: Fences, hedges and rock walls shall be kept in a proper state of preservation and order so as not to be dangerous to human life, constitute a public nuisance, or infringe upon the public's right of passage on sidewalks and streets. The area along fences located at, on, or near interior property lines shall be kept free of piled dirt and debris in order to provide fence owners access for maintenance purposes and prevent the deterioration of the fencing materials.

**HOW TALL CAN THE FENCE BE?**

Fence height must satisfy both of these conditions:



**CORNER LOT**

Figure A

**INTERIOR LOT**

Figure B

**THROUGH LOT**

Figure C

**LEGEND**

- Property Line
- House Footprint
- - - - 20' Setback, 4' Fence
- - - - No Setback, 6' Fence
- - - - 20' Setback, 6' Fence

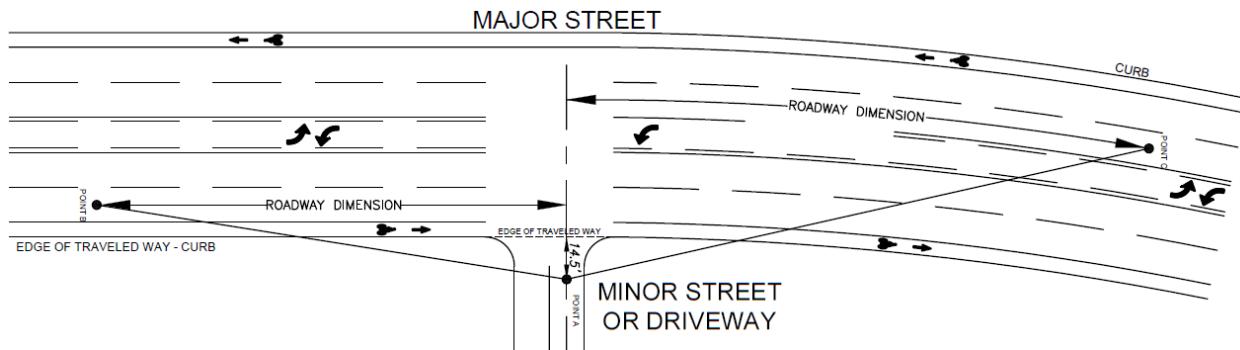
- A. Height and Setback Limitations. Fences, located on the side(s) of private property that front the public right-of-way, shall not be located within 20 feet of public right-of-way. Note, that these setback restrictions include fences located on the two sides of homes on corner lots that front the public right-of-way, and fences located on the front and rear side of a through lot that front the public right-of-way. Fences on the front (driveway) side of the private property shall not exceed 4' in height; Fences on the remaining sides of private property shall not exceed 6' in height. Please see Figures A, B and C above to determine the height and setback locations based on the type of your lot.

B. Sight Area Triangle Limitations. Fences within the Sight Area Triangles shall not exceed 3.5'; this provision is included to ensure that all roadway and sidewalk users have clear lines of sight to provide safe travel. The location of the Sight Area Triangle(s) at your home depends on the speed limit(s) along the roadway(s) that front your lot. Please see Figure D of this permit application to determine the location and area of your sight triangle(s).

SPEED LIMIT	ROADWAY DIMENSION*
35 MPH	250 Ft
30 MPH	200 Ft
25 MPH	155 Ft
20 MPH	115 Ft

\*BASED ON STOPPING SIGHT DISTANCE FROM "A POLICY ON GEOMETRIC DESIGN OF HIGHWAYS AND STREETS" (AASHTO, 2011)

FIGURE D – SIGHT AREA TRIANGLES



### FREQUENTLY ASKED QUESTIONS

When do I need to obtain a permit? Any time you want to build a new fence or rebuild an existing fence, except for incidental repairs and replacement of a few boards.

When will the inspection take place? You must request inspection once the fence construction is complete.

What side does the framing face? Framing structure including cross braces shall face the interior of the property on which the fence is constructed. The decorative siding must face the street.

How is fence height measured? The height of a fence is the vertical distance between the top of the screening portion (includes horizontal, vertical boards and lattice work) and the ground level directly below the screening portion of the fence, measured on the inside of the fence. Fence posts and decorative caps may extend a maximum of six inches in height above the screening portion of the fence without counting towards the maximum allowable fence height.