

**NAPA COUNTY  
PLANNING, BUILDING AND ENVIRONMENTAL SERVICES**

**FENCE ENTRY PERMIT**

**APPLICATION PACKET**

1. Application Completeness Checklist
2. Special Fence Application Form
3. Site Plan and Elevation Requirements
4. Excerpts from Zoning Ordinance – Fence and Entry Structures

**SPECIAL FENCE PERMIT**

**APPLICATION COMPLETENESS CHECKLIST**

1.    \_\_\_    Completed application **signed** by owner and applicant.
  
2.    \_\_\_    **Accurate location map or site plan** showing the location of all fences (existing & proposed), entry structures, gates, supporting pillars, guy wires, etc. in relation to property lines and right-of-way(s).
  
3.    \_\_\_    **Dimensioned elevation of fence or fence structure** that shows:
  - a. height, width, and length of each element;
  - b. any decorative or non-functional elements; and
  - c. materials composing each element of the structure.
  
4.    \_\_\_    Check in the amount of \$\_\_\_\_\_, made payable to County of Napa.
  
5.    \_\_\_    Additional Information Required by Planning Division  
  
\_\_\_\_\_  
  
\_\_\_\_\_



A Tradition of Stewardship  
A Commitment to Service

**NAPA COUNTY  
PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES**

**FENCE/ENTRY PERMIT APPLICATION**

FOR OFFICE USE ONLY

ZONING DISTRICT: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 REQUEST: \_\_\_\_\_ Date Complete: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TO BE COMPLETED BY APPLICANT**  
(Please type or print legibly)

PROJECT NAME: \_\_\_\_\_  
 Assessor's Parcel #: \_\_\_\_\_  
 Site Address/Location: \_\_\_\_\_  
No. Street City State Zip  
 Property Owner's Name: \_\_\_\_\_  
No. Street City State Zip  
 Mailing Address: \_\_\_\_\_  
No. Street City State Zip  
 Telephone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Applicant's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
No. Street City State Zip  
 Telephone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_  
 Status of Applicant's Interest in Property: \_\_\_\_\_  
 Representative Name: \_\_\_\_\_  
 Telephone # (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

I certify that all the information contained in this application, including but not limited to the information sheet, water supply/waste disposal information sheet, site plan, floor plan, building elevations, water supply/waste disposal system site plan and toxic materials list, is complete and accurate to the best of my knowledge. I hereby authorize such investigations including access to County Assessor's Records as are deemed necessary by the County Planning Division for preparation of reports related to this application, including the right of access to the property involved.

\_\_\_\_\_  
Signature of Property Owner Date      \_\_\_\_\_  
Signature of Applicant Date  
 \_\_\_\_\_  
Print Name      \_\_\_\_\_  
Print Name

TO BE COMPLETED BY PLANNING, BUILDING, AND ENVIRONMENTAL SERVICES

Application Fee \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## FENCES AND ENTRY STRUCTURES SITE PLAN & ELEVATION REQUIREMENTS

1. Attach one or more dimensioned site plans that show the location of all fences, entry structures, gates, and supporting pillars, guy wires, etc. PLEASE BE SURE TO INDICATE ALL EXISTING AND PROPOSED FENCES ON THE PARCEL IN QUESTION, whether or not part of this application.
2. Attach a dimensioned front elevation of the fence/entry structure that shows the height, width and length of each element of the fence/entry structure applied for, including any decorative or non-functional elements.
3. On the elevation, or an additional sheet, identify the materials composing each element of the structure (e.g., wire, stone, chain-link, wood, etc.).

### DEFINITIONS

#### **18.08.297 - Fence.**

"Fence" means a continuous structural barrier at least ten feet in length generally parallel to the perimeter of a property boundary or use area. Fences may be solid, transparent, or both (e.g., slatted) and of wood, wire, stone, concrete, glass block, or other construction. Fences include "walls," as commonly defined, but do not include "entry structures" as defined by this code. (*Ord. 1107 § 2, 1996*)

#### **18.08.265 - Entry structure.**

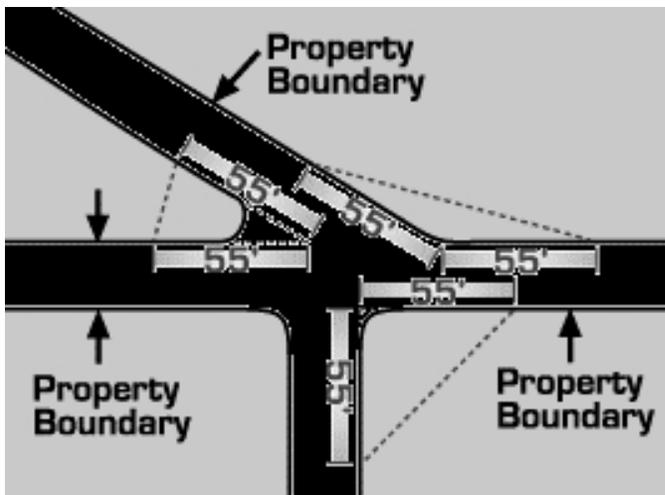
"Entry structure" means a continuous wall, gate, fence, or combination thereof, located contiguous to and on both sides of the main vehicular entry point (driveway) to the property in question which is designed and intended to control and/or demarcate vehicular access to the property. An "entry structure" includes all walls, buttresses, guy wires, integral signs, and decorative features attached thereto up to a maximum width of thirty feet on either side of the driveway centerline. (*Ord. 1107 § 1, 1996*)

**SEE ATTACHED NAPA COUNTY CODE SECTIONS REGARDING FENCE AND ENTRY STRUCTURE STANDARDS.**

## NAPA COUNTY CODE SECTIONIS REGARDING FENCE AND ENTRY STRUCTURE STANDARDS

### 18.104.270 - Fences.

- A. Fence height standards for all districts, except as specified in subsections (C) and (D) below, are as follows:
1. Fences up to a height of four feet are permitted in the designated front yard setback, except that see-through deer fencing up to eight feet is permitted to support agricultural uses. Fences up to eight feet in height are permitted in side and rear yard setbacks. Fences that exceed a height of six feet in a side or rear yard setback area shall be see-through in nature (e.g., deer or other wire fencing, lattice, or chain link) above the six foot level, unless a fence use permit is granted pursuant to subsection (A)(2) below.
  2. A fence permit consistent with the requirements of subsection (C) of [Section 18.126.060](#) may be granted by the director to modify the requirements of this section of the ordinance, provided that a need can be demonstrated, due to the unique nature of the parcel or surrounding environment, for the proposed fence design.
  3. See-through fences outside of the combined road and yard setbacks may be up to twelve feet in height (this sub-section is to provide for agricultural fences, and special purpose uses, such as, but not limited to, tennis courts).
  4. At intersections and driveway entrances, solid fence height in all districts shall not exceed forty-two inches in height within a fifty-five foot corner vision triangle as shown in the diagram below.



- B. No structure (i.e., a fence requiring a building permit) shall be located within the road setback unless a fence permit is obtained per subsection (A)(2) above.
- C. In any CN, CL, MC, and IP districts, all fencing must be specified by use permit or site plan approval, except fences associated with agricultural uses shall be in accordance with subsection (A) above.
- D. In any GI or I district, fencing shall be permitted in required yards as necessary to provide effective screening and security for permitted uses. All fencing shall be specified by use permit or site plan approval, except fences associated with agricultural uses shall be in accordance with subsection (A) above.

E. For the purposes of this section, fence heights shall be measured from natural grade that exists prior to fence construction.

*(Ord. 1227 § 3, 2003; Ord. 1206 § 27, 2002; Ord. 1107 § 4, 1996; Ord. 1003 § 3, 1992; prior code § 12402.1) (Ord. No. 1370, § 38, 3-20-2012)*

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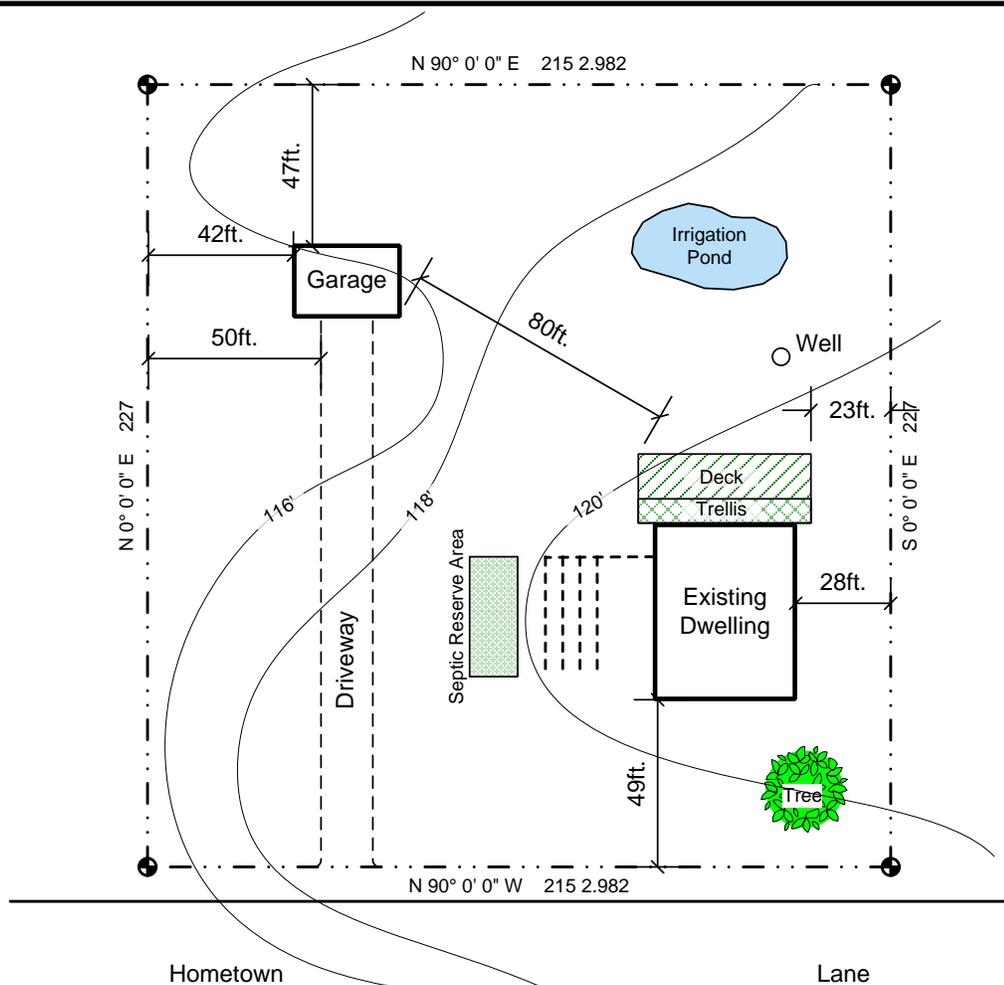
### **18.104.275 - Entry structures.**

An entry structure is differentiated from a gate in that an entry structure is greater than six feet tall or contains supports greater than sixty-four inches around. The director may issue a building permit for one entry structure in connection with the primary vehicular entry to the property if it meets all the following standards:

- A. No portion of the entry structure may be constructed within the public road right-of-way unless encroachment permit is approved by the department of public works. No portion of the entry structure may be constructed within a public or private road setback unless a fence permit is obtained pursuant to subsection (A)(2) of [Section 18.104.270](#)
- B. No part of an entry structure may exceed sixteen feet six inches in height.
- C. (Reserved).
- D. No newly constructed entry structure shall encroach upon the applicable "visibility requirements for typical intersections and driveways" of the department of public works.
- E. Open gates, and vehicles waiting for gates to open, may not physically obstruct any public road or private road used by the public. No entry structure shall be designed which causes a vehicle to back into the road way if the entry structure is closed. The turnaround area associated with an entry structure shall not include any part of a public right-of-way.
- F. Signs integral to an entry structure (e.g., lettering (other than a street number) built into a stone wall or driveway arch) shall also comply with the standards of [Chapter 18.116](#) of this code (except for height), and shall be specifically identified as part of a use permit or sign permit.
- G. Within required yards and setbacks, other than the setback for wineries specified in [Section 18.104.230](#), any solid portion of an entry structure that exceeds forty-two inches in height may be approved only if the director makes all of the following findings:
  - 1. The appearance of any solid portions above forty-two inches high would be compatible with the scenic corridor of candidate scenic highways or routes designated by the Napa County general plan;
  - 2. The architectural design of the entry structure as a whole would be improved by such height; and
  - 3. Each element of height that exceeds seventy-two inches (six feet) is harmonious with the balance of the structure.

*(Ord. 1268 § 7, 2005; Ord. 1260 § 3, 2005; Ord. 1206 § 28, 2002; Ord. 1107 § 5, 1996) (Ord. No. 1370, § 39, 3-20-2012)*

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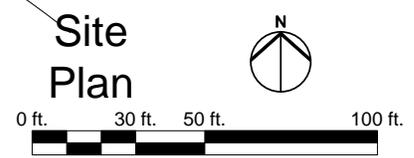


Each different plan shall fill a minimum 11" x 17" sheet of paper.  
 Plans and notes shall be legible.  
 Provide all of the information requested in the title blocks.  
 Indicate the scale and show a North Arrow on each site plan.  
 Did you remember to:

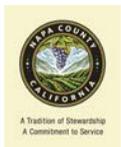
- Show access to property.
- Show all property lines and the distances of all structures to those property lines.
- Show all roads, streets, driveways, rivers, reservoirs, dams, creeks, streams, paths and the distance from centerline of roads, streets and highways.
- Show all buildings and/or structures on the property, existing and proposed and the distances between those buildings and/or structures.
- Show all easements.
- Show all water wells, fire hydrants, water storage tank(s), LP gas tank(s).
- Show all septic system(s) and required 100% expansion area (reserve area). \*
- Show stock pile(s) of dirt, soil, rocks and/or earth.

Five copies of the site plan are required for all building permits.

\* Reserve area is a County code requirement. You must identify an adequate reserved area on your site plan. This reserve area will be reviewed on a case by case basis. If you have a very small parcel or a parcel with unusual site constraints you may be required to prove reserve area before a clearance on your building permit may be issued.



APN:
Name:
Address:
Phone:



**COUNTY of NAPA**  
 OFFICE OF PLANNING, BUILDING & ENVIRONMENTAL SERVICES  
 Sample Site Plan for Permit Submission