



# TOWN OF MORAGA

## PLANNING DEPARTMENT FENCE PERMIT SUPPLEMENTAL APPLICATION

### Fence Permit Guidelines

The fence permit application is to ensure that fences exceeding height standards in property setback areas are aesthetically compatible with the neighborhood, do not create site obstructions to streets and driveways and do not create health and safety problems. A Fence Permit is required when a proposed fence will exceed the height standards set forth in Moraga Municipal Code (MMC) [§8.68.040](#) – Fences and walls within setbacks.

### Levels of Review - Please Select One of the Following

☐ **Zoning Administrator Review**

- Fences or walls within the front and/or exterior side yard setback areas that are higher than three feet and up to seven feet six inches in height.

☐ **Design Review Board**

- Fences or walls within the front and/or exterior side yard setback areas that are higher than three feet and up to seven feet six inches in height and within 500 feet and visible from a Town designated [scenic corridor](#).
- Fences or walls within the side and rear yard setback areas that exceed six feet in height and up to seven feet six inches in height.
- Fences or walls requiring an exception from the Town of Moraga Design Guidelines.

☐ **Design Review Board and Planning Commission Variance (Separate Application)**

- Fences or walls exceeding seven feet six inches in height located within a setback area will also require a Variance approval from the Planning Commission in addition to Design Review Board approval.

### Application Fees/Deposits

Please see the Town of Moraga [fee schedule](#) for appropriate fee/deposit and note the following:

- All credit card transactions will incur a 4% processing fee.
- No application will be deemed to be submitted, nor shall the application be reviewed or acted on by the Town, until such fee is received.
- A 10% Advanced Planning Surcharge is collected from the deposit based on the project planner's hourly rate. For fee-based applications, the 10% Advanced Planning Surcharge is collected in addition to the application fee.

# COMPLETE THE STANDARD PLANNING APPLICATION, AND PROVIDE PROFESSIONAL CONTACT INFORMATION HERE

PROJECT GEOTECHNICAL ENGINEER	PROJECT CIVIL ENGINEER
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
CITY/STATE/ZIP: _____	CITY/STATE/ZIP: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____

PROJECT SOILS ENGINEER	LANDSCAPE ARCHITECT
NAME: _____	NAME: _____
ADDRESS: _____	ADDRESS: _____
CITY/STATE/ZIP: _____	CITY/STATE/ZIP: _____
PHONE: _____	PHONE: _____
EMAIL: _____	EMAIL: _____

## Submittal Requirements

### A. General.

1. Completed Standard Planning Application.
2. Completed Indemnification/Reimbursement Agreement.
3. Completed Fence Permit Supplemental Application.
4. Appropriate fee or deposit (cash, check, credit card).
5. Deposit (cash, check, credit card). Please have check payable to the Town of Moraga.
6. Minimum 11"x17" plans folded to 8 ½"x11" or an electronic copy in PDF format. Electronic plans can be submitted on a USB flash drive or by email or online file service hosting link to [planning@moraga.ca.us](mailto:planning@moraga.ca.us). Larger projects that require a Public Hearing must also submit two full size (24"x36") sets and two half size (12"x18") sets. Additional plan sets will be required prior to the Public Hearing, which will be requested after the project has been deemed complete.

### B. Site Plan.

1. North arrow.
2. Drawing scale. (scale should be one-inch equals 20 feet or larger)
3. Dimensioned property lines and all building setbacks.
4. Show location of the fence or wall with respect to the property lines. Example fence symbology: x- - - x- - - x- - - x- - - x. Please differentiate existing vs proposed, if applicable.

5. Indicate the proposed fence or wall height. If the fence or wall will be located on top of an existing or proposed retaining wall, indicate the height of each separately, and the total combined height of the fence or wall and retaining wall.
6. Show the location of curbs, sidewalks, and edge of street pavement.
7. Location, name and width of streets abutting the property.
8. Location of walks and gates in the fence or wall.
9. All driveways within 15 feet of a fence or wall shall be shown on the plans, both on and off-site.
10. Location and width of creeks, water courses, drainage easements, and drainage facilities.
11. Locations of existing and proposed buildings, and structures. (new buildings, structures, additions should have cross-hatching/shading or other notation to differentiate them from existing buildings and structures).
12. For hillside properties with an average pre-development slope of 20% or greater, please include a topographic map with contour intervals not greater than 2 feet.
13. Location of natural features.
14. Show the location of trees with a trunk diameter of 5" or more measured three feet above natural grade or, if having multiple trunks, a total perimeter of 40 inches or more measured three feet above natural grade. Also, label the species or common name of the tree and trunk diameter, and indicate the status of the tree as to whether it will be removed, relocated, or retained.

**C. Elevations.** Showing the design and height of the fence

1. Drawings shall be drawn to a legible scale.
2. Fence, wall and retaining wall (if applicable) elevations/profiles, indicating heights, colors, and materials. Alternatively, if approved by Planning staff, or in addition to, photos of the proposed fence design may be submitted, with proposed height indicated.

**D. Additional Documents as required by staff.** (Applicable based on the specifics of the project)

1. A boundary survey (wet stamped and signed) may be required for projects that propose development near to property lines, setback lines, easements, or where the location of these are unknown or in dispute, or where accurate topographic information is required. The survey shall include the following.
  - a. All property lines.
  - b. Building footprint of all structures with dimensions to property line.
  - c. Easements, fully dimensioned, as reflected on a current title report including: 1) All public and private roads (labeled accordingly); 2) Rights-of-way; and 3) Easements, within and to the parcel.
  - d. Street improvements - (curb, gutter, sidewalk, edge of paving.)
  - e. Topography – (2' contour intervals in area to be developed.)
  - f. Drainage features including: 1) Swales; 2) Creeks (with required creek setbacks shown in both plan and sectional view); 3) Wetlands; and 4) Riparian habitat.
  - g. Trees - show all trees with a trunk diameter of 5" or more measured three feet above natural grade or, if having multiple trunks, a total perimeter of forty (40) inches or more measured three feet above natural grade within 100 feet of proposed development, with the following labeled: 1) Tree species; 2) Diameter of trunk; 3) Elevation at trunk base; 4) Field surveyed accurate driplines (generic symbols are not accepted); 5) Tree identification number, provided by the arborist; and 6) Trees proposed to be removed with a prominent "X."

2. An arborist report may be required when trees are proposed for removal or may be impacted by the project, such as work near or within driplines. The report should include; 1) Tree location(s), genus, species, diameter, dripline, and elevation at trunk base; 2) Health and condition of the tree(s), including existing hazards to the tree; 3) Potential impact of development on the tree(s) or existing tree(s) condition; 4) Evaluation of preservation potential based on the tree's existing condition and in relation to any potential development; Recommendations for protection, preservation, and requirements to maintain and improve tree health and assure survival; 5) Tree inventory table listing the tree number (as numerically tagged in the field), species, trunk diameter, health of tree, potential impact of proposal, and indicate whether tree is to be saved or removed 6) Site plan showing: numbered trees, accurate driplines, and proposed location of tree protection fencing; 7) Photos as applicable; and 8) Post construction recommendations as applicable.
3. Landscape plans or tree planting plans to compensate for removal of trees.