



150 East Main Street, Hillsboro, OR 97123  
4<sup>th</sup> Floor • 503/681-6153  
FAX 503/681-6245  
www.ci.hillsboro.or.us

## FENCE PERMIT APPLICATION

**Note to Applicant:** Approval of a Fence Permit is required to construct a fence within the City Limits. A fee is also required. In some cases a Building Permit may be required. Applicants are encouraged to review the Approval Criteria, Submittal Requirements and General Regulations attached prior to submittal of this application. It is the responsibility of the applicant to find out if/where there are underground utility lines. Call before you dig: Oregon Utility Notification Center 1-800-332-2344.

### SITE LOCATION & DESCRIPTION

Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_

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

Nearest Cross Street \_\_\_\_\_

Comprehensive Plan Designation \_\_\_\_\_ Zoning \_\_\_\_\_

Site Size and Dimensions of Site: \_\_\_\_\_

### DETAILED PROJECT INFORMATION

Cost of Construction: \_\_\_\_\_ Date Work to Begin: \_\_\_\_\_

Type of Proposed Fencing Materials: \_\_\_\_\_

Proposed Height and Dimensions of Fence: \_\_\_\_\_

### APPLICANT AND OWNERSHIP INFORMATION

Applicant Name(s) \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

I certify that the above information is true and accurate to the best of my knowledge. I hereby agree to strictly observe all ordinances and regulations of the City of Hillsboro, pertaining to such work and to fulfill all requirements thereof, and I furthermore agree to assume all liability from accident due to storing materials on the street or sidewalk or form any other cause resulting from the construction or alteration of the fence described in this application, and to defend the City of Hillsboro, its officers or employees in any suit or action instituted against them on account of said construction.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*If the applicant is not the property owner, permission from the owner must be provided below:*

Property Owner(s) \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

# FENCE PERMIT APPLICATION (CONTINUED)

## PLOT AND ELEVATION PLANS (Attach additional sheets)

**Plot Plan:** Provide a plot plan (aerial view) of the subject property illustrating lot dimensions, street frontage, property improvements, vegetation/landscaping, and the proposed location and dimensions of the fence. \*Note any public utility lines/easements.

**Elevation Plan:** Provide an elevation plan (eye-level view) of the fence, the fence materials, height and size. If the fence materials, height, and size vary on the site, provide illustrations of each variation.

## TRACKING INFORMATION (For Office Use Only)

Public Utility Lines/Easements:

Engineering: Sanitary Sewer:  No  Yes (If yes, attach site map) Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Storm Sewer:  No  Yes (If yes, attach site map) Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Water:  No  Yes (If yes, attach site map) Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Vision Clearance Review Required:  No  Yes (if Yes, route to Engineering for review)

Engineering Reviewer: \_\_\_\_\_ Clearance Requirement Met:  No  Yes Date: \_\_\_\_\_

Notes: \_\_\_\_\_

Planning:  Approved  Denied for the following reasons \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_ Building Permit Required?  No  Yes

Fees Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_

# APPROVAL CRITERIA (FENCE PERMIT)

The approval criteria for a fence permit are listed in Section 88(1) of the Zoning Ordinance as follows:

**Section 88. General Provisions Regarding Accessory Uses.** Accessory uses shall comply with all requirements for the principal use except where specifically modified by this Ordinance and shall comply with the following limitations:

- (1) Fence and hedge regulations.
  - (a) Fences in single-family residential zones within the City shall not exceed six feet in height except where they abut a multi-family, commercial, or industrial zone. Soundwalls installed adjacent to light rail facilities, pursuant to the March 1994 Final Environmental Impact Statement: Hillsboro Extension of the Westside Corridor, shall be exempt from the fence height restrictions of this Section.
  - (b) Fences shall not exceed three and one-half (3½) feet in height within any front yard setback and shall not conflict with vision clearance requirements. On corner lots, location of and height of a fence shall be determined by the City Planning staff upon application, and any staff decision may be appealed to the City Planning Commission either by the applicant or by an aggrieved party.
  - (c) It shall be unlawful for any person, firm, or corporation to construct or move a fence or part thereof without first applying for and obtaining a permit therefore, and the application shall state the height and location of said fence with respect to the property. Said application shall be accompanied by fee, as set in Section 129, to cover the cost of issuing said permit and supervising the construction thereof.

## SUBMITTAL REQUIREMENTS (FENCE PERMIT)

- The original, completed and signed Fence Permit Application. Attach additional pages if used for the plot plan and/or elevation plan. This information must be reproduced so please print clearly using black or dark blue ink or type.
- Permission from property owner (if other than applicant) by signature on the application form or in a separate attached letter.
- The appropriate application fee **payable to the CITY OF HILLSBORO**. Please consult the fee schedule for current fees.

### FOR MORE INFORMATION PLEASE CONTACT:

City of Hillsboro Planning Department  
150 East Main Street, 4<sup>th</sup> Floor, Hillsboro, OR 97123  
Phone: (503) 681-6153  
Fax: (503) 681-6245  
E-mail: [planning\\_dept@ci.hillsboro.or.us](mailto:planning_dept@ci.hillsboro.or.us)  
Website: [www.ci.hillsboro.or.us](http://www.ci.hillsboro.or.us)

# GENERAL REGULATIONS

## (FENCE PERMIT)

### FENCES IN MULTI-FAMILY & NON-RESIDENTIAL ZONES

Fences in multi-family and non-residential zones\* must also comply with certain regulations.

- Fences higher than six feet may be permitted if approved by the Planning Department, but must have an approved Building Permit in addition to the Fence Permit.
  - Vision Clearance Area standards also apply on multi-family and non-residential zones, based on the setbacks of the zone and site characteristics. Vision Clearance Area dimensions in non-residential and light rail zones are specified in Zoning Ordinance Sections 96 and 137.IX.
  - Fences cannot encroach onto adjacent properties or into Vision Clearance Areas at street and driveway intersections.
  - A Fence Permit is required prior to construction of a new fence. Fence Permits are available in the Planning Department. A fee is also required.
- \* Setbacks vary among these zones. To verify zoning on a particular property, contact the Planning Department at (503) 681-6153.

### FENCES IN SINGLE FAMILY & DUPLEX RESIDENTIAL ZONES

Fences in single family and duplex residential zones\*\* must comply with certain regulations, found in Zoning Ordinance Section 88.

- In the front yard setback(s), fences cannot be higher than 3 ½ feet, except on corner lots if approved by the Planning Department.
  - In the side and rear yard setbacks, fences cannot be higher than six feet (except where they abut a multi-family, commercial, or industrial zone). This includes any lattice or other ornamental treatments above the regular fence.
  - Fences cannot encroach onto adjacent properties or into Vision Clearance Areas at street and driveway intersections.
  - A Fence Permit is required prior to construction of a new fence. Fence Permits are available in the Planning Department. A fee is also required.
- \*\* Setbacks vary among these zones. To verify zoning on a particular property, contact the Planning Department at (503) 681-6153.

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### FENCING MATERIALS

Wood, wire\*, or vinyl fences are allowed outright in the City, subject to the requirements of the Zoning Ordinance. Property owners are advised to also check any applicable private regulations, such as subdivision Covenants, Conditions and Restrictions (CC&Rs). Private CC&Rs are not enforced by the City.

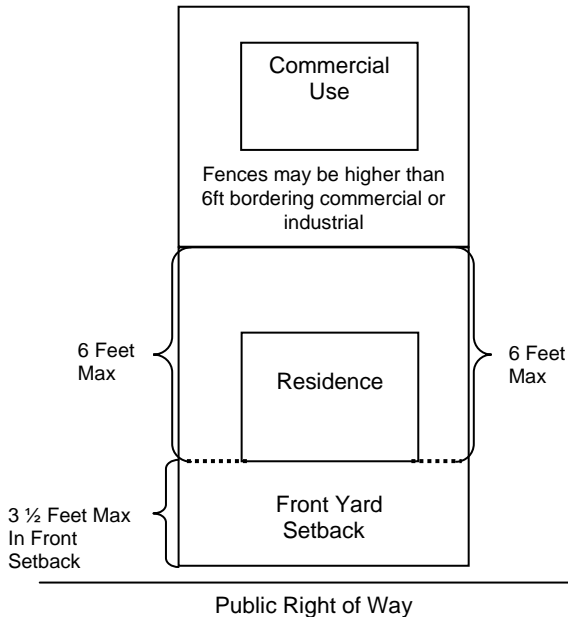
\*Barbed wire or razor wire is not permitted on any fence along a sidewalk or public way, unless installed on top of a fence at least six feet in height. Barbed wire or razor wire would therefore not be permitted in single family and duplex residential zones, where overall fence height cannot exceed six feet. Barbed wire and razor wire cannot project beyond the property line (Hillsboro Municipal Code Section 8.20.050A).

Electric fences are also prohibited along a sidewalk or public way. Electric fences can be used only to control livestock, in areas where livestock are permitted under the Zoning Ordinance (Hillsboro Municipal Code Section 8.20.050B).

# GENERAL REGULATIONS (FENCE PERMIT)

## FENCES ON INTERIOR LOTS

An "interior lot" has frontage on only one street, with other lots on both sides and in the back. Interior lots have one front yard setback, two (or more) side yard setbacks, and one rear yard setback. Fences on interior lots must comply with the maximum height restrictions, as shown on the diagram below:



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## FENCES ON CORNER LOTS

A "corner lot" has frontage on two streets which intersect at an angle of not more than 135 degrees. (A lot on the inside of a sharp curve in a single street is not a corner lot). Corner lots have two front yard setbacks, two "interior" yard setbacks, and no rear yard setback. Fences on corner lots may have a six foot fence in one front yard setback, outside the Vision Clearance Area, if approved by the Planning Department. Fences on corner lots must comply with the maximum height restrictions shown on the diagram below.

The Vision Clearance Area is measured 25 feet along each street, from the inside corner of the intersection of the two street rights-of-way. The edge of the right of way is almost always inside the edge of the sidewalk, and may be several feet behind the sidewalk if the sidewalk is adjacent to the curb. It is the property owner's responsibility to accurately locate the edge of the right-of-way when applying for a fence permit.

Vision Clearance Area

