



ADMINISTRATIVE ADJUSTMENT FOR FENCES

PLANNING DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT
5111 BENITO STREET, P.O. BOX 2308, MONTCLAIR, CA 91763
(909) 625-9477
www.cityofmontclair.org

Case No. _____

Applicant(s) _____

Phone () _____

Address _____

City/Zip _____

Subject Property Address (if different) _____

Pursuant to Chapter 11.76 of the Montclair Municipal Code, I (we) hereby request an administrative adjustment for the following (check applicable box(es)):

- Fence, hedge, or wall in excess of six (6) feet in height
- Fence, hedge, or wall in excess of 42 inches in height in the required street side yard setback of a reverse corner lot

DESCRIPTION OF WALL OR FENCE

Height _____ Location on property _____

Type of construction (wood, masonry, decorative iron) _____

PROCEDURE

- ❖ Submit two (2) copies of a scaled plot plan and elevation drawing of the proposed fence, wall, or hedge
- ❖ Complete application with signatures from all abutting property owners consenting to the administrative adjustment

Signatures of Abutting Property Owners of Record

I hereby understand the aforementioned information on this application and do not object to this administrative adjustment.

	Name	Address	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Findings

No administrative adjustment will be granted unless the Director of Community Development makes the following four (4) findings:

1. Because of special circumstances applicable to the subject property, the strict application of the zoning provisions is found to deprive the subject property of privileges enjoyed by properties in the vicinity under an identical zoning classification.
2. That such an administrative adjustment is necessary for the preservation and enjoyment of a substantial property right enjoyed by other property owners in the vicinity and under an identical zoning classification.
3. That the granting of the administrative adjustment will not be materially detrimental to the public welfare.
4. That the granting of the administrative adjustment is not contrary to the adopted General Plan.

Conditions of Approval

If an administrative adjustment is granted, Section 11.76.060.B of the Montclair Municipal Code allows the Director of Community Development to impose appropriate conditions of approval to ensure that the fence, wall, or hedge will not be detrimental to the public safety or welfare, and will present an attractive appearance so as not to degrade property values of adjoining properties.

I have read and understand this entire application and fully agree to abide by the conditions of approval as may be imposed by the Director of Community Development.

Applicant's Signature

Date

PERMIT FEE: \$150.00

APPROVED

DENIED by: _____

Date: _____

CONDITIONS OF APPROVAL

CASHIER VALIDATION