



City of Dixon

Dixon Planning Application Submittal Checklist for Administrative Fence Permits

WHAT IS AN ADMINISTRATIVE FENCE PERMIT AND WHY DOES DIXON DO IT?

The City of Dixon has screening and landscape regulations, which include the regulation of height and location of fences, walls, and other screening types. This is enforced through Dixon Municipal Code (DMC) Chapter 18.33 (Screening and Landscape Regulations). Administrative Fence Permits allow for minor adjustments to street yard fencing standards for the street side yard fencing standards for a corner lot in residentially zoned neighborhoods. The standard regulations for fences, walls, and other screening types in these neighborhoods is found in DMC Section 18.33.050E. The Administrative Fence Permit ordinance is found in DMC Chapter 18.34. Findings for approval and the maximum allowed for adjustments in the street side yard fence standards are found in Dixon Municipal Code Section 18.34.020A and B. These sections can be found on the City's website: www.ci.dixon.ca.us under the "City Municipal Code" link or can alternatively be found at: <http://www.codepublishing.com/CA/Dixon/>.

HAVE YOU SUBMITTED THE FOLLOWING REQUIRED ITEMS?

✓	#	Required Plan Sheets and Information
	1	Site Plan
	2	Public Noticing (Labels), including subject property and those in a 100 foot buffer
	3	(General) Project Information

In addition to a Planning Application, the items identified above are described in detail below. Please review this submittal checklist thoroughly. Depending on the full scope of your project, additional items, as identified in the Complete Dixon Planning Application Submittal Checklist may be deemed necessary in the review of your application. Please note that the submittal items described below have been reduced to reflect the pertinent information for the processing of this particular application type alone. In the processing of your application, if you need to apply for more than one entitlement (e.g. Design Review), the full submittal requirements as described in that entitlement's particular checklist or the

complete submittal checklist will be required in order to deem the application complete. The complete submittal checklist can be found at the front counter of City Hall or online.

Plans

An Administrative Permit requires the submittal of three (3) plan sets that are 11 inches by 17 inches in size, and one electronic copy of the complete set of plans in pdf format, provided on a flash drive, CD/DVD, or by a common file share program such as Dropbox or File Share. All plans and reports need to be dated.

Items required on the checklist (e.g. site plan and general project information) may be combined on the submitted plans so long as all of the pertinent information is present and is easy to find.

PREPARING APPLICATION MATERIALS

PLANS – The following items, on more complicated projects, are often best completed by an architect, civil engineer, or surveyor, but can be done without if you closely adhere to the following criteria.

1. Site Plan

A Site Plan must be submitted that contains the information listed below. Site plans shall be drawn to a conventional scale, preferably a 1:10 or 1:8. Where this is not possible, a focused site plan may be required. The name, address, and phone number of the plan preparer shall be included on the plans.

A. *Vicinity Map and Directions*

A vicinity map shall be shown on the site plan that clearly shows the subject property and surrounding roads. The vicinity map shall be accompanied by specific directions to the site from a main road.

B. *Boundaries*

The site plan must show all existing property lines, labeled with property line distances, open space, and the boundaries of existing and proposed easements and rights of way.

C. *Structures*

The footprints of all existing and proposed structures and buildings on the subject property, including any structures proposed to be removed, must be indicated and drawn to scale. Existing, proposed, and structures and buildings to be removed or demolished shall be clearly identified. Their use, location, and setbacks to all property lines, as well as other structures, must be indicated. The minimum setbacks from the exterior walls of the buildings to property lines and access easements must be dimensioned on the plans.

D. *Parking and Access*

Proposed off-street parking and loading areas, including access driveways and maneuvering areas, must be indicated and dimensioned.

The site plan must show the legal access from the property to a public right-of-way, the width of the right-of-way, and the edge of pavement and width of the street along the property's frontage. All easements and dedicated areas of the property must be identified.

PROJECT INFORMATION AND SPECIAL STUDIES AND DOCUMENTS

In addition to a Planning application, the following items are commonly largely completed by architects and landscape architects. Per the complete submittal checklist referenced above, while required, the work does not need to be completed by these individuals.

2. Public Noticing

Include a list of the current owner of the subject property, as well as all owners within 100 feet of the project site. The list must include the property owners' names, addresses, and Assessor's Parcel Number. Preparation, verification, and submission of the property owners list is your responsibility as the applicant. The list must be certified by a title insurance company as being from the most recent County tax roll. Your application cannot be deemed complete without the mailing list and labels and base map. An additional red line must be drawn at a 100 foot radius from the subject parcel(s). Please be aware that the public noticing requirements can differ based on the entitlement needed (e.g. Conditional Use Permit, Design Review, Variance, etc.). If more than one entitlement is required in the processing of an application, the most stringent noticing is what is required.

3. Project Information

A written description must be included that describes the key components of the project, including a full description of the proposed use(s) and improvements for the site.

All sheets of all maps and plans should not exceed 11 inches by 17 inches and must include the following information:

- North arrow. North should be labeled at the top of every site plan, floor plan, grading plan, and landscape plan sheet. A plan north reference should be used in cases where the property or improvements are not easily aligned to a North-South-East-West axis.
- Scale reference and/or setbacks otherwise identified.
- Contact data. Name, address, and phone number of the property owner, applicant, architect, engineer, or surveyor must be provided on the plans.

Project data must be provided on the site plan, based on applicable definitions in the Dixon Code, including the following information:

1. Total lot area
2. Existing setbacks of structures and proposed setbacks for proposed fence permit
3. Maximum height of the proposed fence, wall, or other screening type.