



# Fences

## EDR Submittal Guidelines

Rev.20210205

A fence submittal must contain the following components to be considered a complete submittal. Please review the EDR Electronic File Standards for document parameters and naming conventions.

**Have Questions?** Permit Team Hotline: (509) 625-6999 or email: [PermitTeam@SpokaneCity.org](mailto:PermitTeam@SpokaneCity.org)

Requirement	Details
SITE PLAN	<p>Site plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> <li>• Site address and/or parcel number</li> <li>• North arrow and scale of drawing</li> <li>• Property lines and dimensions</li> <li>• Setbacks and curb to property lines</li> <li>• Location and dimensions of each existing building, detached structure and water feature.</li> <li>• Location of existing fence on property</li> <li>• Location of proposed fence on property               <ul style="list-style-type: none"> <li>○ Linear foot dimension of proposed fence</li> <li>○ Height of proposed fence above grade</li> <li>○ Location and size of proposed gates</li> </ul> </li> <li>• Commercial fences must show verification of Fire Department site access if new fence impedes existing access.</li> <li>• <a href="#">Must Follow EDR Electronic File Standards</a></li> </ul> <p>Public Information Handouts  <a href="#">Fences in Residential Zones</a>  <a href="#">Fences in Commercial Zones</a></p>
SUPPORTING DOCUMENTS	<p>Supporting documents may include the following:</p> <ul style="list-style-type: none"> <li>• <a href="#">Application for Approval of Encroachment</a></li> </ul> <p>Supporting documents may be submitted as a single combined file submission or separate named documents. <a href="#">Must follow EDR Electronic File Standards</a></p>
Application Submittal	<p>Application information shall be submitted along with the required submittal documents via <a href="#">Accela Citizen Access</a>.</p> <p>All documents must be in compliance with <a href="#">EDR Electronic File Standards</a>.</p>

### EDR Electronic Document Criteria Quick Checklist

Please utilize this quick checklist to ensure you have completed all [EDR Electronic File Standards](#).

- 1. ALL**
  - a) Files saved as PDF file type
  
- 3. SITE PLAN**
  - a) Site Plan oriented to landscape
  - b) Space allocated on site plan for approval stamps

- c) Bookmarks added to site plan pages
- d) Correct naming convention e.g. SITE PLAN

**4. SUPPORTING DOCS**

- a) Supporting documents consolidated into one PDF document or separate named PDF documents
- b) Correct naming convention e.g. SUPPORTING DOC or DOC NAME

ACA Application Project Type Selection

Select the following application options in ACA

**Permit Type:** Fence