



# Special Fence Project Plan Procedures

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The purpose of the special fence project plan is to allow the owner of a tract of land the ability to request a modification of the zoning setback requirements as may apply to a fence or for an exception to the requirements of the city's fence ordinance without necessarily requiring a full site plan zoning case.

Per Chapter 15 - Fences, Section 15-17 - Variance Procedures, see the following.

A variance to the provisions of this chapter may be granted in the following areas:

- Height regulations
- Area regulations
- Setback regulations; and/ or
- Material regulations.

A variance shall not be granted to relieve a self-created or personal hardship, nor shall it be based solely on economic gain or loss. In order to grant a variance to the provisions of this chapter it must be determined that:

- The requested variance does not violate the intent of this chapter
- The requested variance will not adversely affect surrounding properties
- The requested variance will not adversely affect public safety; and
- Special conditions exist which are unique to this applicant or property.

In order to apply for an exception to the fencing requirements of the zoning ordinance or the fence ordinance, you must supply the Planning Department with the following:

1. Complete the Special Fence Project Plan application form (using the Zoning Change application and selecting the appropriate box at the top of the page). All items should be complete, including applicant and owner signatures and the correct legal description and address of the property.
2. A filing fee is required. Credit card, cash and checks are accepted. All checks should be made payable to the City of Irving.
3. A scale drawing of the lot or the tract which contains:
  - a. Dimensions and property line of the lot or tract;
  - b. The location, dimension, type and height of the fence;
  - c. Date, scale, north point, name of owner and name of person preparing the special fence project plan; and
  - d. A list of exceptions requested from the fence ordinance and/or the zoning ordinance.
4. The application shall also include such other information as the city staff may require, including but not limited to:
  - a. Location and size of points of ingress and egress to public or private streets;
  - b. Location and size of existing and proposed streets and alleys which are abutting the property; and
  - c. Topographic information if the property is not platted and the proposed fence is within fifteen (15) feet of a public or private street or alley.
5. If the proposed fence is to be constructed within a utility easement adjacent to a street right-of-way, the policy established by the CIP Department for issuing fence permits along street rights-of-way must be adhered to.
6. One (1) paper and/or an electronic/digital copy of in PDF format must be submitted with the application. Additional copies shall be provided as requested by the city's staff.