

Walls (Retaining and Other Outdoor) Application Checklist

- Will the wall be new construction, replacement, or alteration?
 - New construction
 - Replacement
 - Alteration

- Submit diagram depicting wall on surveyor's plot plan. If plot plan is not available, use aerial photo.

- Draw each wall segment and indicate height of each section or submit drawing from contractor.

- What is the purpose of the wall?
 - Retaining
 - Security/safety
 - Replacement pool safety barrier (additional information is required – see pool application checklist)
 - Property delineation
 - Screening
 - Other: _____

- If height is greater than four feet or designed to support surcharge (such as saturated soils or parking lot), submit engineered drawings that show drainage detail, fall protection, and lateral loading detail.

- What material will be used to construct the wall?

- What is the distance from the property line?

- If on property line or across property line, submit recorded Agreement and Grant of Cross Easement.

- How will location of property line be verified?
 - Existing monuments or markers set by surveyor
 - Surveyor will stake out prior to installation
 - Plot plan with an offset buffer

- If property is subject to Homeowners Association (HOA) regulations for fences/walls, submit approval.

- If a retaining wall is within five feet of a lot line or there is a walking surface on the upslope side of the wall and at least 30-inch vertical drop to the downslope side of the wall, submit fall protection guard details.