
Fence/Retaining Wall/Screening Wall Permit Submittal

Definitions:

Fence (*Oxford Dictionary*): a barrier, railing, or other upright structure, typically of wood or wire, enclosing an area of ground to mark a boundary, control access, or prevent escape.

Retaining Wall (*Town of Prosper Subdivision Ordinance*): a non-building, structural wall supporting soil loads and live and dead surcharge loads to the soil, such as additional soil, structures and vehicles.

Screening Wall: a masonry barrier supporting no vertical weight other than its own that is used to reduce noise, or visually obscure, conceal, or otherwise provide privacy.

Please submit the following documentation thru our [online permitting portal](#) to apply for a fence/retaining wall/screening wall:

Required Submittal Documents:

ENERGOV SUBMITTAL TYPE: FENCE

- 1. OSSF permit from Collin County Development Services (CCDS):** required if property has septic.
- 2. Site Plan (Survey).**
 - Location of the proposed fence/retaining wall/screening wall on the property
 - All easements on subject lot. Easements shall be shown and labeled properly.
 - Refer to recorded plat for existing development or approved plat for new development under construction.
 - Existing recorded plats can be found through the applicable county's Appraisal District (Collin County or Denton County).
- 3. Construction Plan.**
 - Image renderings of proposed construction material.
 - Detailed cross-sections that show the layout of the wall/fence when in conjunction with required landscape areas with proper dimensions

Specific Fence/Retaining Wall/Screening Wall Requirements:

1. Maximum Fence Height may not exceed 8' measured from grade.
2. Wrought iron fences are required if adjacent to open space, hike & bike trails, and/or parks.
3. Fences located on key lots cannot cross the side building line adjacent to the side street, unless constructed of wrought iron.
4. Wood fences visible from any adjacent street shall be board on board with top rail.
5. Fences may not cross property lines.
6. No fence or wall shall run longitudinally within a public easement.
7. No fence or wall to be located within floodplain.
8. For walls and fences that cross perpendicularly, columns and/or fence posts shall span the easement.
9. Footings, blocks, build of fence/wall shall not encroach into required landscape areas more than 12".
10. Fence/wall construction shall not compromise adjacent soil in any way that is not conducive to healthy landscapes, or that soil be appropriately mended for required landscaping.

Wood Fence Standards: All wooden fences must meet the following standards:

- All vertical posts shall be galvanized steel, minimum sixteen (16) gauge thickness, and spaced a maximum of eight (8) feet on center, set in a concrete footing. Picket fences, split rail fences, ranch style or agricultural fences, or other types of open decorative fences approved by the Building Official or his/her designee shall be permitted to use wooden posts.
- All pickets shall be a minimum ½ inch thickness.
- Wood material shall be an insect-resistant wood, such as cedar or pressure treated yellow pine. Spruce is not a permitted wood material.
- The fence shall have its back side (the side with exposed posts or rails) oriented away from view from the adjacent street or right of way.
- All materials shall be securely fastened, vertical boards to horizontal stringers, stringers to vertical posts, top rail, to ensure an ongoing attractive appearance and safe condition, free from rot, rust, vandalism, and other sources of decay.
- The bottom of the fence shall be designed to prevent ground to wood contact. This can be achieved by having a concrete strip poured between the fence supports or by raising the pickets to provide a minimum of three inches (3”) between the bottom of the pickets and the ground. A two inch by six inch (2” x 6”) kick board may be used to cover the gap between bottom of pickets and ground. This kick board may have ground contact.
- Wooden fences on lots or tracts that are adjacent to a street and visible from the street shall be constructed as board-on-board with a top rail.
- Protective treatment: All wood material shall be stained, pressure treated, painted, or adequately sealed to prevent decay. All exterior surfaces of fences shall be maintained in good condition. Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

Reference Documents (as applicable):

- Subdivision Plat for the property
- [Planned Development Ordinances](#)
- [Fence Ordinance](#)
- [Subdivision Ordinance](#)