



# Retaining Wall Permit

City of Klamath Falls Development Services  
226 South 5<sup>th</sup> Street, Klamath Falls, OR 97601

File Number: \_\_\_\_\_

This permit is for the review of location and placement of a retaining wall. The City defers to Klamath County for review of the structural integrity of retaining walls or other concrete structures associated with grading/erosion control. Retaining walls may also require a separate Site Construction Permit issued through City Engineering.

## APPLICANT INFORMATION

*Please check who will be the primary contact.  
(check one only)*

**TYPE OR LEGIBLE PRINT ONLY**

☐ Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

☐ General Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor's License No: \_\_\_\_\_ City Business License No.: \_\_\_\_\_

## JOB SITE INFORMATION

Property Address: \_\_\_\_\_

Map & Tax Lot Number(s): \_\_\_\_\_

Subdivision, Lot & Block: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Total Size of Parcel(s): \_\_\_\_\_

☐ Identify any existing easements on subject property shown on site plan.

**→A SITE PLAN IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION←**

**Retaining Wall Material(s):** ☐ Concrete Blocks ☐ Poured Concrete ☐ Stone ☐ Other \_\_\_\_\_

## HEIGHT & LOCATION

Front Yard: \_\_\_\_\_ \*Side Yard (\_\_\_\_): \_\_\_\_\_ Rear Yard: \_\_\_\_\_ \*Side Yard (\_\_\_\_): \_\_\_\_\_  
*\*Please specify which side. For example: N, W, E, S, NW, SE, SW, or SE.*

**CONDITIONS** (for official use only): \_\_\_\_\_

- All applicants are strongly encouraged to call for utility locates (dial 811) two business days before starting work. The City is not responsible should applicants' activities damage utilities.
- By signing this application, the property owner acknowledges the responsibility for reporting all easements and understands that approval of this permit does not express consent from utility providers to construct retaining walls across or within easements.
- This is not a building permit. It is your responsibility to obtain any required building permits from Klamath County Building Department prior to commencement of construction.
- Retaining walls must be located on or within property lines. The City strongly recommends hiring a surveyor to locate property lines.

↓ **THIS PERMIT ONLY VALID WITH COMPLETE SIGNATURES** ↓

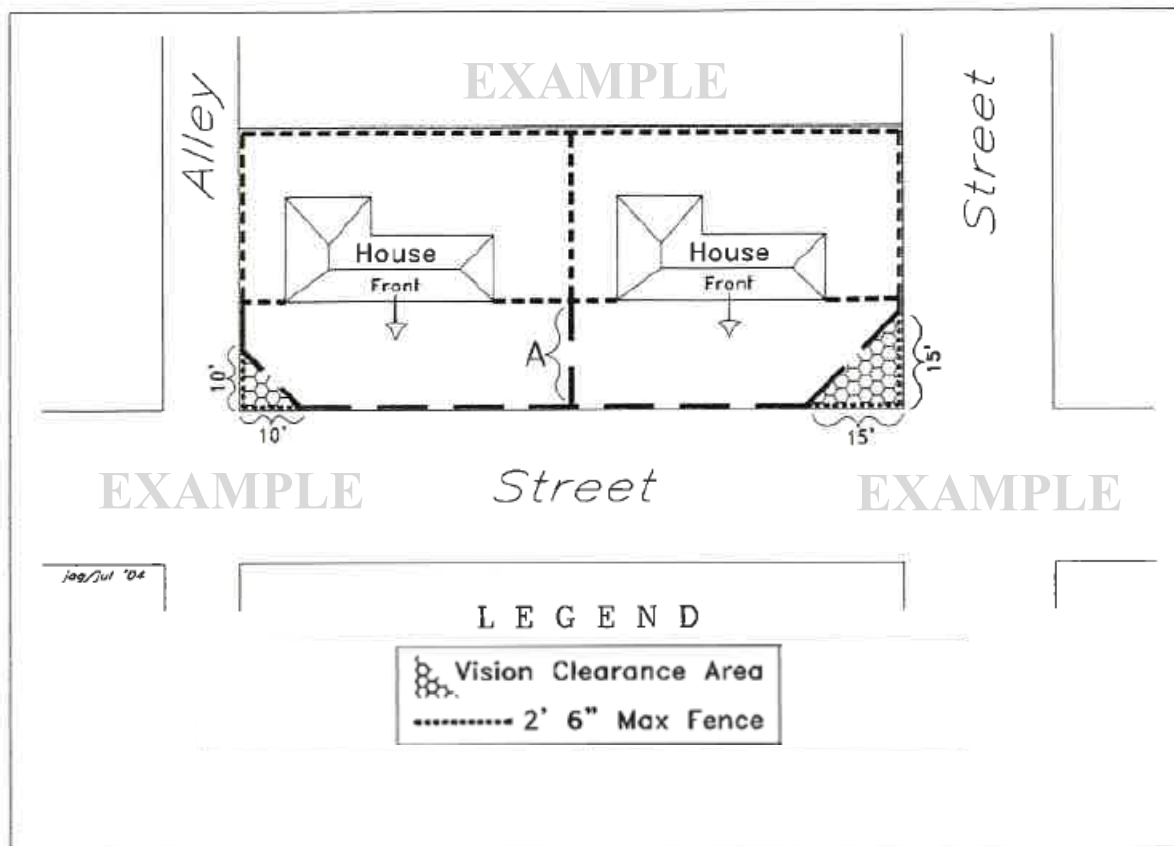
Property Owner or Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

City Development Services Division: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL RETAINING WALL REQUIREMENTS

1. A site plan must be submitted that includes the locations and dimensions of the proposed retaining wall, any other existing retaining walls or fencing, and all existing structures on the property.
2. Retaining walls must be constructed of structurally sound material.
3. Retaining walls cannot extend into the public right-of-way.
4. Retaining walls may be placed on property lines if there are no easements in that location. (Check with all utility companies and the City prior to building). **The property owner is responsible for any retaining walls constructed over easements not identified. The property line is not necessarily adjacent to the sidewalk.**
5. Corner lots (lots abutting two streets, or an alley and a street) are required to maintain a *vision clearance area*. Retaining walls in this area cannot be higher than two and one-half (2 ½) feet. The vision clearance area for two streets is a triangle formed along each property line, starting 15 ft from the property corner at the intersection. The vision clearance area for an alley and street is a triangle formed along each property line, starting 10 ft from the property corner at the intersection. The retaining wall can be built 4 feet high, if outside of this area.
6. Retaining walls may also require the preparation, submission, and review of engineered plans based on height, slope, and other design and site considerations.

**Diagram: Vision Clearance Areas**



**ATTENTION: THE CITY STRONGLY RECOMMENDS HIRING A LICENSED SURVEYOR TO LOCATE PROPERTY LINES!**