

# Customer Pre-Project Review and Preparation Checklist



Thank you for selecting CFC Fences & Decks! We look forward to building your fence. The following checklist was developed from our experience and our customers' feedback as a helpful resource for you.

**Please read it thoroughly and carefully to prepare for the smooth implementation of your project.**

**Establishing and Clearing the Fence Line:** In order to determine where the fence line will run, ensure that all property pins (corners) are visible and accurately placed. If the pins are no longer available, you may be able to determine the location of your property line(s) from your plot map (usually included with your mortgage paperwork) or from your county's online resources. You may also need to review the property line(s) with your neighbors and/or contact a surveyor.

*Utah County Assessor:* <http://www.co.utah.ut.us/Dept/Record/LandRecordsandMaps/WebAccess.asp>

100 East Center Street, Room 1100 Provo, UT 84606 / (801) 851-8295

*Salt Lake County Assessor:* <http://www.assessor.slco.org/cfm/Query/query2.cfm>

2001 S State Street, N2300 Salt Lake City, UT 84190 / (801) 468-3050

*Other Counties:* It is best to call or visit the assessor's office for assistance

***Important Note:*** Each city has its own regulations and code requirements for such items as fence building permits, sidewalk or curb offsets, street corner visibility, height restrictions, etc. In most cases, your questions can be answered by calling the planning & zoning offices for your jurisdiction or looking online for the codes. If you belong to a Home Owners Association (HOA), there may be additional restrictions concerning the style and type of fencing you may install. We have collected helpful information on HOA and city regulations to get you started: <http://www.fenceutah.com/hoa-regulations-city-ordinances.html>. Additionally, we recommend that you contact your regulatory entities directly to verify the most current requirements. Unless we have established a contract exception with you otherwise, the responsibility of acquiring the necessary information and documents resides with the customer.

**Stringing a line:** Once you have established the location of your pins, use string to create visual markings for the fence line. This is a simple and exceptionally helpful method to determine if there are any obstructions in the fence line such as sprinklers, boulders, vegetation, sheds, etc. You can buy an inexpensive string line from your local hardware store.

**Sprinklers:** All sprinkler heads and buried pipes should be 18+” away from fence line to avoid damage. If sprinklers are already in place and they have been installed improperly or have not been placed to allow adequate room for the fence installation, you will need to make arrangements to move the sprinkler heads and/or pipes before your fence project begins, or you will need to relocate your fence line. CFC cannot be held liable for damage that may be incurred to sprinkler systems that are too close to the fence line (*this includes your neighbors' sprinkler systems as well*). Installation prices do not cover repairing or moving lines or heads. If you anticipate an issue with your sprinklers and have not arranged for necessary adjustments to your system, we recommend you contact a licensed landscaping contractor to help you. Please turn off your sprinklers at least 36 hours prior to the fence installation and leave them off until the project is complete. This will allow a full day for the ground to dry and limit potential damage to existing landscaping.

*The responsibility of clearing the fence line resides with the customer. Ensuring that the fence line is clear prior to installation is important to keep the project on schedule and avoid potential obstacles that will inhibit our ability to build the fence.*

## Other Considerations

It may be difficult for you to visualize how your new fence will look on your property. From years of building experience, we've identified some of the most common elements buyers should take care of prior to beginning the project. The following considerations will help you make good decisions for the aesthetics, protection, and longevity of your fence.

**Grading:** Rough grade (within 1” - 2” of the final grade) should be completed before the fence is installed to ensure that the fence line flows smoothly and does not have any unnecessary gaps.

**Removal of the existing fence:** If you are taking care of removing and disposing of an existing fence you will need to include the removal of concrete on all end and corner posts, any in-line posts that will fall directly in the locations of the new posts, and any concrete curbing if applicable). This step needs to be completed 2-3 days in advance of the fence installation, to ensure you have adequate time to complete it.

**Preparation process**

**Contract and down payment:** CFC will begin preparations for your project once a signed contract and down payment have been received by our offices. Because CFC incurs expenses at the point that a project begins, it is vital that these arrangements be taken care of as soon as possible. Additionally, take into consideration that Blue Stakes requires markings to be in place a minimum of 2 business days before a job can begin. CFC will make arrangements for Blue Stakes markings at the appropriate time in the scheduling process.

**Discuss plans with neighbors/others:** Because you will most likely have lines that you share with neighbors, it is a very good idea to discuss your plans with them prior to installation and work out details such as clearing the line, moving sprinklers, containing animals during the job, etc. Think of others that may be affected by your plans as well (for example, you may need to talk to your city or power company if you plan to install the fence on an easement). Reviewing your project with applicable parties will reduce the chance of issues arising later.

**Initial walk through:** A CFC representative will meet with you to discuss details about the construction of the fence, mark corner, end, and gate posts, and answer any final questions. A signature will be required from you to initiate the building process. *All decisions regarding fence construction must be complete by the end of the initial walk through. Because alterations after this point typically affect our costs, changes after the walk through will require a Change Order and may incur additional charges.*

**Hole drilling:** We will want to use one of our specialized small tractors with an auger to drill post holes unless other arrangements have been made or fence line access is restricted. The tractor is designed for minimal impact on grass.

**Post setting:** *Before setting posts, you should decide where on your property you will want to have the dirt placed that will be excavated from the holes.* A CFC crew will set the posts in concrete (unless other arrangements have been made) and allow the posts to set for at least 24 hours and usually longer. Measurements for gates (if applicable) will be acquired and other fence-building preparations may be taken care of at this time.

**Fence building:** A CFC crew will return after the concrete has set to build the remainder of the fence. Normally, the gates (if applicable) will be hung during this time unless custom requirements have been made or our shop has a backlog. If necessary, CFC will return once the gates are complete to hang them.

**Project Completion:** Final payment is due when the project is substantially complete as specified in the contract and initial walk through documents.

Preparation Checklist	Completed
Review of plans with applicable parties (i.e., neighbors, HOAs, cities, etc.)	
Grading (if applicable)	
Removal and disposal of existing fence/curbing (if applicable)	
Property pins established in <b>all</b> corners	
Other specific steps (e.g. moving sprinklers, concrete work, etc., if applicable)	
Sprinklers turned off at least 36 hours prior to installation and left off during the project	
Clearing of fence line (trees, shrubs, sheds, other debris) to enable CFC crew/equipment access	
Location on property established for placement of dirt excavated from post holes	

Thank you once again for choosing CFC Fences & Decks for your fence project. Please call our offices if you have any questions. Utah Co.: (801) 374-6428 / Salt Lake Co.: (801) 990-6888.