

# RESIDENTIAL RETAINING WALLS

The City of Clayton regulates the construction of residential retaining walls to ensure the use of high-quality design and materials.



## Permits and Approvals

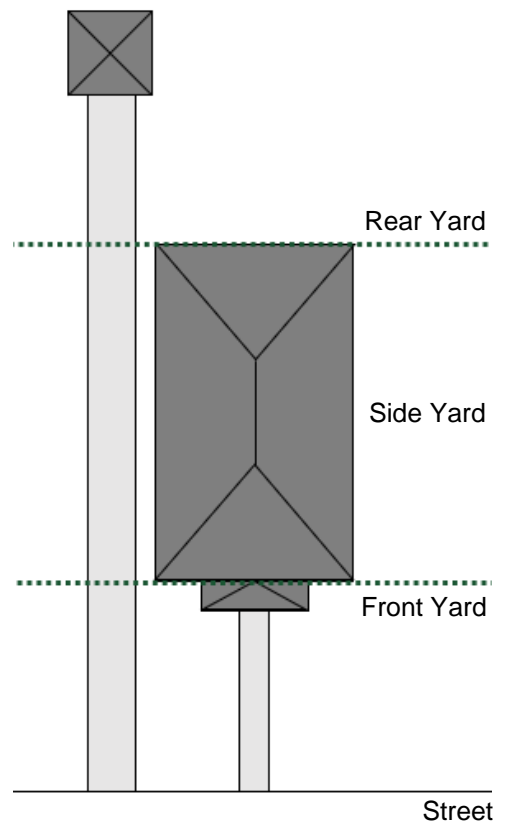
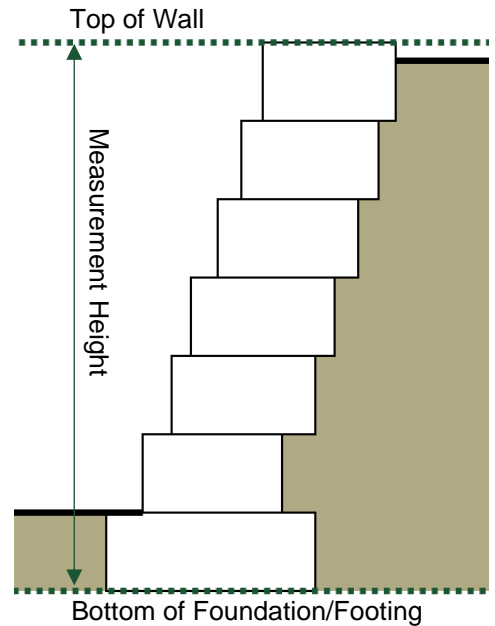
A Building Permit is required for any new retaining wall 48 inches or taller as measured from the bottom of the foundation/footing to the top of the wall, regardless of their location. Retaining walls less than 48 inches that are subject to traffic (live load) surcharges, such as driveways and/or parking surfaces also require a Building Permit.

Walls requiring a Building Permit that are located in the front yard must obtain approval from the Architectural Review Board (ARB). Any wall less than 48 inches tall requires an Administrative Architectural Review Permit (AAR). The chart below identifies required permitting.

Wall Height	Front Yard	Side/Rear Yard
Less than 48 inches tall	AAR Permit	AAR Permit
48 inches tall or greater or; less than 48 inches subject to live load	Building Permit and ARB	Building Permit

Prior to installation of any new or expanded retaining wall, the following must be submitted with the permit application:

- A scaled site plan identifying the complete scope of proposed changes including: location of wall on site, spot elevations to show top and bottom of wall and/or topography lines, distance from property lines, distance from structures.
- An existing conditions, signed and sealed property survey is recommended and may be required depending on location and design of wall.
- Both existing and proposed impervious coverage calculations. (coverage limits may vary based on zoning and overlay districts).
- Wall material and construction specifications.
- A color photograph of the existing conditions.
- A visual of the proposed wall material. Visuals may include a photo of an identical, existing wall, a photo of a material sample, or marketing materials that include imagery of the proposed wall.



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### Permitted Materials

Retaining wall designs and materials should be compatible and consistent with other materials on the property including primary and accessory structures. Stone, brick, and modular block walls are permitted regardless of height or location. If located in a front yard or in a side yard directly facing public right-of-way, modular block walls must contain three different block sizes, varying color patterns, and tumbled or rolled edges. Concrete retaining walls are permitted when stamped, stained, or finished with a pattern to appear as stone, brick or stucco.



### Prohibited Materials

Railroad tie and untreated concrete retaining walls are not permitted. Existing walls that are constructed of a non-approved material that are being replaced must be replaced with an approved material.



### Online Permitting Portal

The City of Clayton utilizes an online permitting system for applications, reviews, payments, and issuing permits. To submit an application, click or search the following link: <https://www.citizenserve.com/Portal/Clayton>.



You must create a portal account to be able to apply.

- At the top right of the page, click “Log In.”
- Click “Register Now” if you do not have an existing account. If you have an existing account, log in with your email (User Name) and password.
- One logged in, click the “Home” tab at the top of the screen.
- If applying for an AAR permit, scroll down to the Planning and Development Permits header. Click “Administrative Planning/Architectural Review.”
- If applying for a Building Permit, scroll to the Building Division Permits header and select “Building Permit.”

