

Checklist for All Fence and Wall Applications

A completed fence/wall permit application requires the following information. Please initial to signify that the requested information has been provided or is not necessary.

	Applicant Initials	Staff Initials
A copy of this Application Checklist, completed by the applicant	<input type="checkbox"/>	<input type="checkbox"/>
A completed and signed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
A site plan (one copy, minimum 8 1/2" x 11") which meets the requirements listed in this application, or a sketch can be provided on page 4 of this application	<input type="checkbox"/>	<input type="checkbox"/>

Checklist for Fence/Wall Permit Applications in Certain Overlay Districts

A completed fence/wall permit application for property in the OV-FP, OV-FW, OV-5P, OV-ID, OV-NMC, OV-CC, or OV-HP districts must also include the following information:

	Applicant Initials	Staff Initials
Fence or Wall Rendering (one copy, minimum 8 1/2" x 11") that includes: <ul style="list-style-type: none"> • Color proof identifying materials and height. 	<input type="checkbox"/>	<input type="checkbox"/>

Facts About Fences and Walls	TABLE 17-5.8 (D)(3) : MAXIMUM FENCE OR WALL HEIGHT IN REQUIRED YARDS	
	REQUIRED YARD	MAXIMUM HEIGHT OF FENCE OR WALL
<i>Note: this information is not comprehensive; please consult the Zoning Ordinance Chapter 17-5.8 for more information</i>	Side or Rear Yard	8 Feet
	Secondary front yard on corner lot	6 Feet [1][2]
	Front yard	4 Feet [1][2]

[1] Per 17-5.8(d)(1) - A fence or wall shall not extend into a street intersection sight area.

[2] Per 17-5.8(c)(3) - Gates shall not swing outward over a sidewalk or into the right-of-way.

****This application is not to be used for walls 7 feet or over in height****



1. Applicant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

2. Property Information

Address (including Suite/Unit/Space number, as appropriate)		
Tax Map Reference Number(s)	Zoning District	Overlay District (if applicable)
Property Owner/Business Name (if applicable)		

3. Property Status

To the best of your knowledge, is the property located within a flood hazard area? Yes No

Does the proposed fence or wall extend into the street intersection sight area? Yes No

4. Contractor Information

Contractor Name	City Business License #
Address (street, city, state, zip)	
Phone	Email

5. Project Value

Project Value	\$
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6. Fence/Wall Information

Fence			
Fence Height(s)	Fence Type	Location(s)	Height
<input type="checkbox"/> 4 feet	<input type="checkbox"/> Wood		
<input type="checkbox"/> 5 feet	<input type="checkbox"/> Metal		
<input type="checkbox"/> 6 feet	<input type="checkbox"/> Aluminum		
<input type="checkbox"/> 7 feet	<input type="checkbox"/> Vinyl		
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

Wall			
Wall Height(s)*	Wall Type	Location(s)	Height
<input type="checkbox"/> 3 feet	<input type="checkbox"/> Brick		
<input type="checkbox"/> 4 feet	<input type="checkbox"/> Masonry		
<input type="checkbox"/> 5 feet	<input type="checkbox"/> Stucco		
<input type="checkbox"/> 6 feet	<input type="checkbox"/> Block		
<input type="checkbox"/> Other	<input type="checkbox"/> Other		

*Walls 7 feet tall and taller - need a building permit and require footing inspections.

7. Site Plan

Attach a site plan at least 8 1/2" by 11" in size that includes the following information or use page 4 to sketch.

The site plan shall indicate:

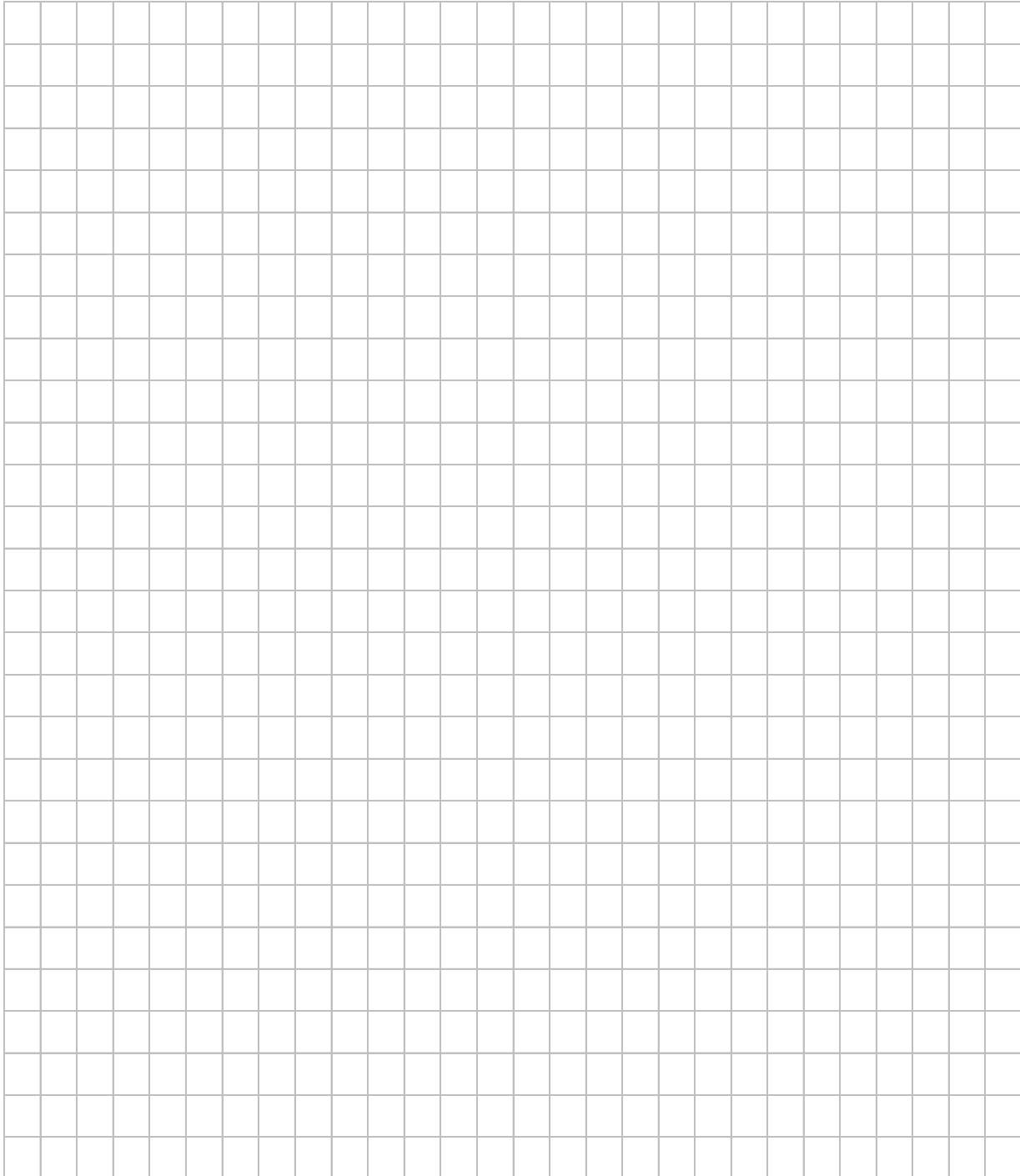
- The location and height of fence or wall;
- The location and dimensions of boundary lines and the location of existing buildings and structures;
- The distances, clearly marked, between the fence and neighboring structures.

By my signature, I understand that the permit applied for herein may be revoked and the fence or wall erected in conjunction with this permit may be required to be removed or modified in the event the information contained hereon is inaccurate.

8. Applicant Signature

Signature of Applicant	
Print Name	Date

**DETAILED SKETCH OF PROPOSED FENCE LOCATION ON
PROPERTY WITH PROPERTY LINES, STRUCTURES, AND
RIGHTS-OF-WAY CLEARLY SHOWN**



A large grid for sketching the proposed fence location. The grid is composed of 30 columns and 30 rows of small squares, providing a detailed area for drawing property lines, structures, and rights-of-way.