

REQUIRED INFORMATION FOR A FENCE PERMIT

This is a description of the minimal information required for application of a fence permit. The Building Inspector may request additional information as required.

An application for a building permit shall be completely filled out by the applicant along with all the information below. Do not start your project prior to obtaining the actual permit. All projects started prior to obtaining proper permits will be charged a double permit fee per §270-120.

Processing of permits is usually five (5) working days, but at peak construction times processing may take longer.

1. **Two** surveys or plot plans showing the proposed fence location and existing conditions of the site including easements, setback distances of all buildings and accessory structure locations and lot dimensions. Surveys or plot plans shall be drawn on a minimum of an 8 ½" x 11" sheet of paper and be drawn to scale or have exact dimensions given for distances. The scale used shall be shown on plan.
2. Fences in residentially zoned areas shall be no taller than 6 feet from finish grade in any case, and shall be no taller than 4 feet in the front yard. Security fences in non-residentially zoned areas may be no taller than 10 feet, may be placed on the lot line and **MUST** be of an open type similar to woven wire or wrought iron fencing.
3. Fences must not be in the Village right-of-way, which is 11 ½ feet from the back of the curb. Additionally, fences shall not be closer than two feet to any easement.
4. **No fence shall be erected in any utility easement or drainage swale.**
5. **Please include a picture of the fence you wish to install.**
6. The permit fee for a fence is \$20.00.