

FENCE INSTALLATION CHECKLIST

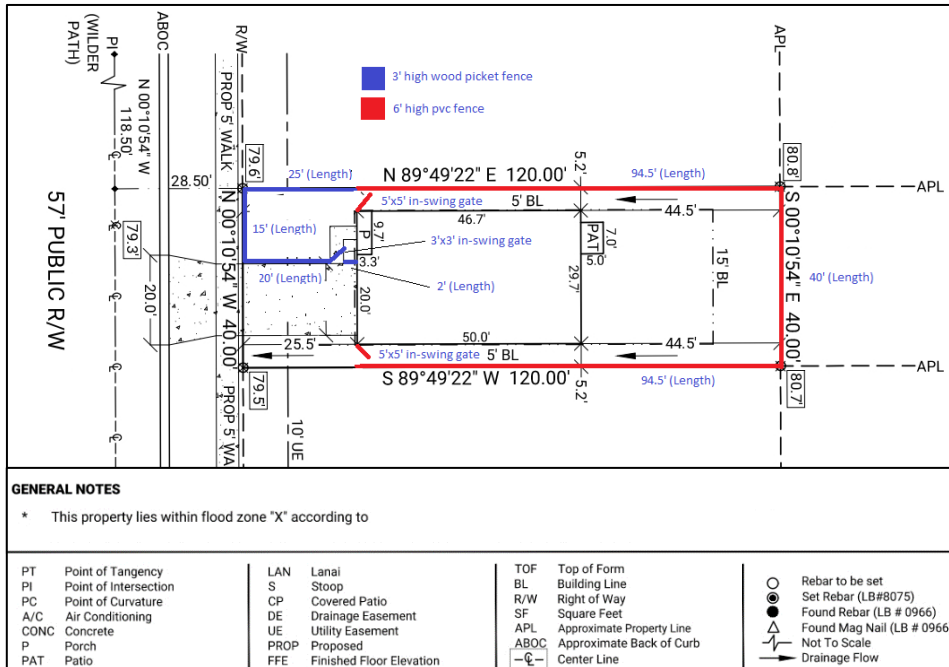
NOTE: THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH THE BUILDING PERMIT APPLICATION. ALL FENCING SHALL COMPLY WITH THE CITY'S LAND DEVELOPMENT CODE (LDC) [SECTION 3.20.2](#) – FENCES, WALLS AND HEDGES.

ITEMS REQUIRED TO SUBMIT AN APPLICATION:

- Completed permit application form including signature of contractor, owner, or agent
- One (1) copy of a property survey that shows all of the following:
 1. The location of the proposed fence
 - If not on property line, please provide the setback from property line.
 2. The type of fence material (e. g. wood, vinyl, rod iron, etc.)
 3. The height of the proposed fence above grade
 4. The location of any gates or openings and the direction in which they swing.
 - Example: gate swings in, out, or sliding
 5. Length of the proposed fence in linear feet
 - If sections of fence have different heights or material, please indicate length of each section.

A site plan may be submitted instead of property survey if items 1-5 above and items 6-10 below are shown:

6. Property boundaries
 7. Location of all structures
 8. Location of easement(s) (if applicable)
 9. Location of any drainage swales, ditches, and/or floodways near the proposed fence
 10. FEMA Flood Zone where the fence is proposed (i.e. X, A, AE, AE Floodway, or D)
- Completed Fence Covenant and Restriction
 - If the property is located within the Downtown Historic District, a completed Certificate of Appropriateness (COA) Application and applicable fee shall be submitted to the Community Development Department
 - Please see attached Historic Preservation Boundary Map
 - An example site plan / survey plan is provided below:



Should you have any questions about this application please call 407-957-8427.