



FOR OFFICE USE ONLY	
Date	_____
Permit #	_____
Needs Approval	_____
IP	_____
Fee'd	_____

APPLICATION FOR FENCE PERMIT
Form #DCI110 (rev. 07/2020)

Permit Fee \$60.00

(If work is started without first obtaining a permit, a penalty fee will be charged in accordance with Chapter 9.07C of the Code of General Ordinances.)

Project Address _____ **Check one:** 1 or 2 family Commercial* Multi-family*

* If commercial or multi-family, Zoning approval is required. Please do not submit payment with application.

Property Owner _____ Contractor _____

Mailing Address _____ Mailing Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Phone (_____) _____ Phone (_____) _____

Property Owner e-mail: _____ Contractor e-mail _____

➔ **Estimated Cost** _____ **Project Name** (if commercial property) _____

Front Yard Fence Height _____ Fence Type: Split Rail Wrought Iron Picket

Note: Front yard fences shall be minimum 50% open fencing—(chain link and stockade fencing not permitted in front yards)

Rear Yard Fence Height _____ Side Yard Fence Height _____

Fence Type: Solid Privacy Split Rail Wrought Iron Picket Chain Link Lattice Other _____

Zoning Ordinance (16.0) Requirements:

- Property is a corner lot: Yes No
- Will the fence be located adjacent to a sidewalk? Yes No A **6” setback** from the public sidewalk is required.
- Will the fence be located adjacent to a driveway, alley, or other vehicular roadway? Yes No
(If yes, applicant agrees to maintain required vision clearance triangle areas)
- Will the fence be closer than 3' in front of a door or window of a neighbor's home? Yes No
(If yes, a review by the Zoning Division is required prior to issuance of permit)
- Will the fence be located atop a retaining wall? Yes No
(Fencing located atop a retaining wall, berm, or other methods to raise the elevation of the site shall require a preliminary inspection by the Department prior to installation)
- Will the fence be near/on an easement? Yes No

Note: All fences shall be installed with the finished side facing the adjacent property or public right-of-way, and the fence posts must be located on the inside of the fence facing the property on which the fence is located.

It is recommended that, as a courtesy to your neighbor(s), you inform them of this project prior to starting work.

If at any time during or after the approval process you determine that you will not proceed with this project, please contact our office at 262.653.4263 to avoid paying the entire cost of the permit. Administrative and/or plan review fees will be charged. Any/all unpaid permit fees, along with an additional \$100.00 Administrative Fee, will be processed as a special charge against the real estate upon which the service was performed.

I agree to comply with all applicable codes, statutes, and ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and, certify that all of the permit information herein is accurate. Fencing installed at the rear of double-frontage lots shall adhere to front yard setback requirements. Fence installation shall be completed within 180 days of issuance of permit. The applicant is responsible for locating fence on intended property and certifies that fence does not encroach onto public right-of-way, easements, or neighboring properties. The applicant is responsible for removal and replacement of fencing located in easement areas. Applicant agrees to maintain required vision clearance triangle areas. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

Applicant Signature: _____ **Date** _____

After installation of fence, please call 262.653.4263 to schedule a final inspection.

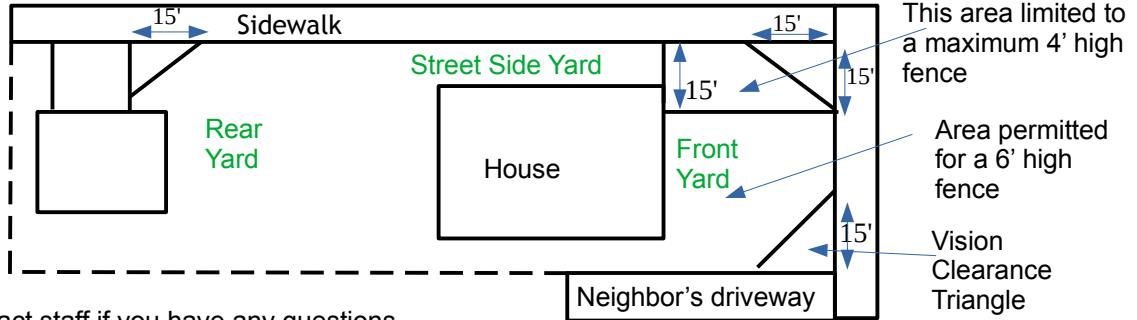
On the template below:

List fence height at proposed locations of fence installation: Example: 6'
Rear Fence Height

For Front Yard Fences: On the template below, please show locations of sidewalk, driveway, and all visual clearance triangles. See attached example.

For Corner Lots in residentially zoned areas, the requirements are as follows:

1. Where the primary entrance faces a street side yard (the longest part of the lot), fences not exceeding six feet (6') in height are allowed within the residentially required front yard setback area, provided the fence is not installed closer than fifteen feet (15') to the street side yard lot line. See diagram below:



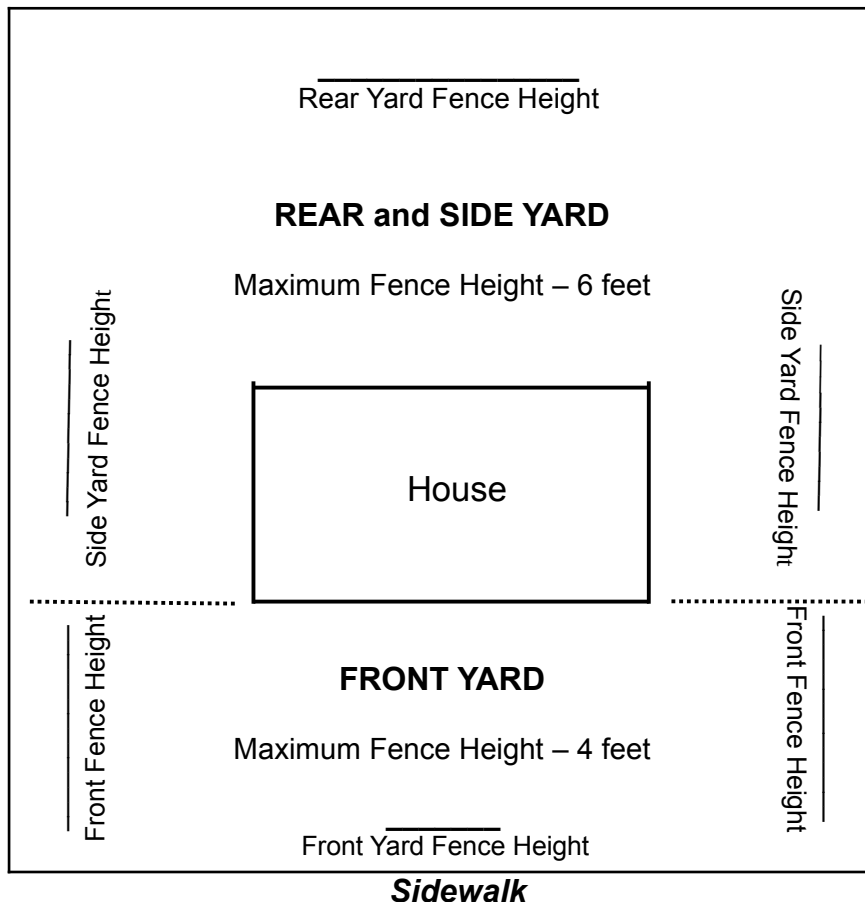
Please contact staff if you have any questions.

2. Where the primary entrance faces the front yard (narrower part of the lot), the ordinance regarding front yards would apply (fence no higher than 4' and must be 50% open and decorative – vision clearance observed). On the template below, please show locations of garages, both streets, public sidewalks, driveways, alleys, and all visual clearance triangles. See attached example.

For all Commercial Fence installations, a separate site plan (size 8 1/2" x 11" or 11" x 17") is required.

Located at the back of the property is:

____ Neighbor
____ Alley



Located on this side of the property is:

____ Neighbor
____ Street

Located on this side of the property is:

____ Neighbor
____ Street

SAMPLE DRAWING of a corner lot Showing VISION CLEARANCE TRIANGLES:

Located at the back of property is:

- Neighbor
- Alley

Vision Clearance* required in these areas – nothing over three feet (3') in height

*Vision Clearance Area on a property owner's lot is a triangular area which is formed by any two existing or proposed intersecting public right-of-way lines and a line joining points on such lines located a minimum of fifteen feet (15') from their intersection. **Note:** A typical right-of-way line is located six inches (6") inside of the sidewalk.

Located this side of property is:

- Neighbor
- Street

Located this side of property is:

- Neighbor
- Street

