

## Minimum Requirements for Fence Submittal

- Completed Application (shall include proposed fence height, length, and type)
- Property Appraiser’s parcel detail print out page
- Recorded Notice Of Commencement (if valuation of job exceeds \$2,500.00)
- Notarized Power of Attorney ( if being pulled by a contractor’s representative)
- Owner/ Builder statement (must be the owner & resident of the property – must appear in person and sign in front of permit technician)
- Estoppel letter signed by homeowner (is required when the fence will encroach into easement)
- Two (2) legible site plans showing:
  - The exact location of the proposed fence and height
  - Setbacks measured from the property line to the fence location

Sample site plan (fence is noted by the X's)

**RESIDENTIAL STRUCTURES & ACCESSORIES SAMPLE SITE PLAN**

Plans may be rejected and possibly delayed if the following information is not included on site plan: (2 copies of site plan, drawn to scale, are required)

- Building site with lot dimensions.
- locations, dimensions and setbacks of all existing and proposed structures.
- Location of all easements
- Location and name of ALL roads abutting property.
- Scale of drawing
- Driveway access
- North Arrow
- Complete Legal description

