

**FENCE PERMITS  
VILLAGE HALL OFFICE NEEDS:**

**A SURVEY AND PERMIT ARE REQUIRED FOR A NEW FENCE**

1. APPLICANT TO SUPPLY A COPY OF THE SURVEY WITH THE FENCE NOTED (HAND DRAWN OR HIGHLIGHTED) ON THE SURVEY SHEET (PLEASE SHOW THE: LOCATION, MEASUREMENTS OF FENCE (LENGTH & HEIGHT)).

HOMEOWNERS CAN GET A FEW QUOTES ON SURVEYS BY LOOKING ONLINE UNDER LAND SURVEYOR. MAKE SURE THE SURVEY SHOWS A FEW FEET ONTO THE ADJOINING LOT LINE, THIS IS THE MAIN REASON THE SURVEY IS NEEDED SO THAT STAFF HAS PROOF THAT THE FENCE WILL NOT BE ON THE NEIGHBOR'S PROPERTY. A NEIGHBOR GIVING YOU PERMISSION TO PUT THE FENCE ON THEIR PROPERTY IS NOT SUFFICIENT AND NOT TO CODE.

(IF NO SURVEY, APPLICANT MIGHT BE ABLE TO SUPPLY "IN LIEU OF SURVEY" SHEET AND INFORMATION, BUT 98% OF THE TIME A SURVEY IS REQUIRED BECAUSE WE HAVE TO HAVE THE LOT LINE INFORMATION FROM A LAND SURVEYOR. THIS IS SO WE KNOW THE FENCE WILL NOT BE ON A NEIGHBORS LAND)

2. HEIGHT OF FENCE (SIDE YARD MAXIMUM HEIGHT 4 FEET, REAR YARD MAXIMUM HEIGHT 6 FEET, MUST BE AT LEAST 2 FEET AWAY FROM ALLEY LOT LINE)
3. PICTURES OF YARD AND FENCE OR MATERIALS (IF AVAILABLE)
4. CAUTIONARY STATEMENT SIGNED
5. CODE HAND OUTS TO RESIDENT OR CONTRACTOR:  
**98-91**            TRAFFIC VISIBILITY  
**98-254(3)**     IN LIEU OF A SURVEY  
**98-123(3)**     YARDS
6. IF THE HOME IS ON A CORNER LOT, NEW FENCES ARE NOT NORMALLY ALLOWED IN STREET YARDS (YARDS FACING THE STREET).
7. **IF YOU ARE REPLACING OR REPAIRING AN EXISTING FENCE AND WILL NOT BE ENLARGING IT IN ANY WAY, A SURVEY IS NOT REQUIRED.**