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COMMUNITY DEVELOPMENT DEPARTMENT

FENCE

Permit Information:

- **Permit Application.** Include estimated cost of construction and contractor with their contact information.
- **Plat of survey.** Draw the fence location, including dimensions if setback from a property line.
- **Contractor's contract/proposal** (signed by the owner) that includes the scope of work.
- If there is an active Homeowners Association submit a copy of the **HOA approval letter**.

Permit Process:

- After a complete submittal is received, the documents are reviewed for compliance with Village Building Codes and Ordinances.
- The applicant will be contacted if there are any questions.
- When plans are approved, and the permit is ready for pickup, the applicant will be contacted and notified of the permit fee that is due.
- The Village accepts check or cash only for payment.

Construction Requirements:

- The maximum fence height in a residential area is 6'-0".
- Post holes shall be 3'-0" deep to support the fence.
- Fences are not allowed in front yards (30'-0" setback for most lots – verify with Village staff).
- Allowed fence locations:
 - Rear yard.
 - Interior side yard.
 - Exterior side yard that abuts the front yard of an adjacent lot **or** that abuts a street classified as an Arterial or Collector roadway when setback 10'-0" from the side property line.
 - Exterior side yard (other than noted above) when setback 1'-0" from the property line.
 - Fences in interior / exterior side yards must be located behind the front line of the house. This applies when a house is located behind the front yard setback.
- Split-rail fences with maximum post height of 3'-6" are allowed in front yards and exterior side yards.
- Fences shall be constructed of an approved material (ex.: wood, aluminum, chain-link, PVC).
- The "finished" side of the fence panel must be facing out, towards the neighbors.
- A gate is required to provide access to any areas of property that will be blocked off by fence to allow for maintenance (ex.: utility pedestals, storm inlets, rear property line that abuts a road, etc.).
- It is owner's responsibility to maintain all areas of property including between back-to-back fences.
- If the fence is part of the required safety barrier around a pool it must meet additional requirements for the gate (swing away from the pool/self-closing/self-latching/latch release height), maximum size of openings in the barrier, and minimum height of the fence. Contact the Village for these additional requirements.

Inspections:

- **2-business day notice** is required when scheduling inspections.
 - Post hole (**property corners must be identified**)
 - Final

Reminder: State Law requires the person doing the digging to contact J.U.L.I.E. for location of underground utilities 48 hours before starting to dig. Call 800-892-0123 or 811.