CHECKLIST FOR:
Fence Permit

General Submittal Requirements

☐ Permit Application.
☐ Owner/Builder Disclosure Statement. This is required when an owner is obtaining a permit.
☐ Notice of Commencement. A certified copy is required if job value is $2,500 or greater prior to the first inspection (this is not required to be submitted to obtain the permit)
☐ Health Department. If there is a septic system located on the property, a site plan must be provided showing the location and distance of the tank and drainfield to the proposed fence.

Additional submittal requirements may be required. Prior to receiving a processing number from the Customer Service Representatives, all plans must be assembled properly.

Submittal Requirements for all 1 & 2 Family Permits:

☐ Site Plan. Two copies of the site plan indicating the property lines, roadways, water ways, easements, existing structures, and proposed fence location, height, and type of material
☐ Vegetation Removal Affidavit. Required if woody vegetation will need to be removed
  ☐ One acre of vegetation is allowed to be removed after the single-family building permit has been issued. A Vegetation Removal Permit is required to clear over one acre.
  ☐ The Vegetation Removal Affidavit is required to be turned in with, but not limited to, the following: Any Structure, Buildings, Chickee Huts, Storage tanks, Carports, Temporary Construction Trailer, Wood Deck, Demolition, Driveway, Fence, Pool, Slab, Tennis Court Permits, and Seawalls.
☐ Preservation Review Form. Required if the property is located in the Rural Fringe Mixed Use district
☐ HOA Letter. Provide an approval letter for the following communities:
  • Carson Lakes
  • Liberty Landing
  • Independence
  • Victoria Falls
  • Trail Ridge
  • Charlee Estates
☐ **Fences and Walls Requirements.** Fences and walls shall be constructed to present a finished side of the fence or wall to the adjoining lot or any abutting right-of-way. See LDC section 5.03.02 for additional information regarding Fence and Wall requirements.

☐ **PVC, Aluminum, or Vinyl.** For fences constructed of PVC, Aluminum, or Vinyl, provide the product specifications.
FENCE PERMIT

Submittal Requirements for all Commercial Permits:

☐ SDP. Four copies including the cover page, site plans, and architectural plans, if required
☐ Site Plan. If there is not an approved SDP, provide four copies of a scaled site plan

By signing the submittal requirements checklist, you acknowledge that you have read and understand the conditions of installing a fence in either a utility easement or drainage easement and the homeowner has been informed of the conditions.

__________________________________________    _______________________________________
Signature                                           Name (Please Print)

__________________________________________    _______________________________________
Company                                              Date