

# CHECKLIST FOR: Fence Permit

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## 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

## Supplemental Materials - General Submittal Requirements

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- 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