Fence Submittal Guide

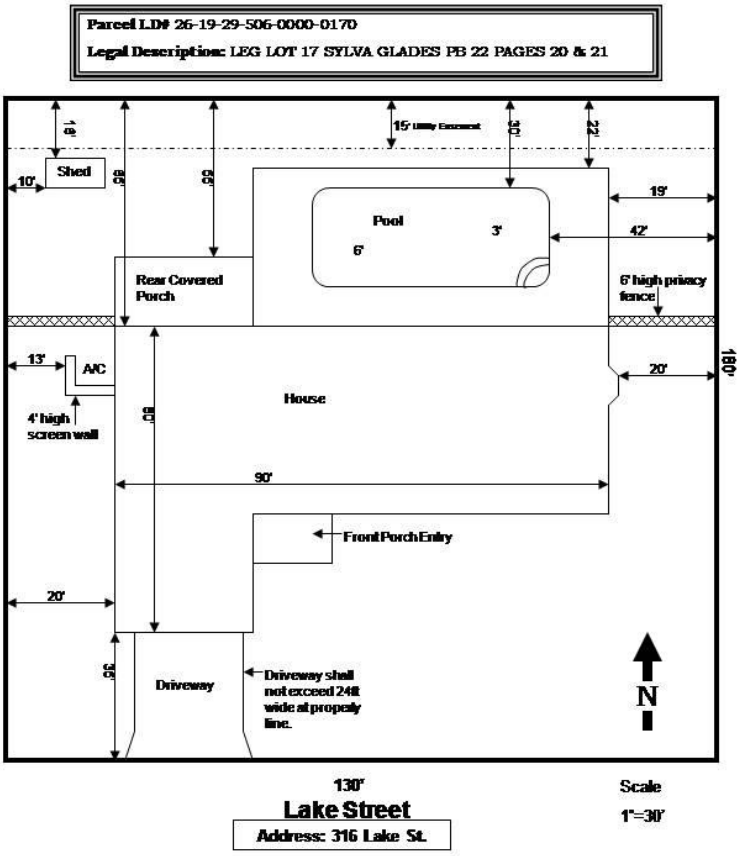
- Permit Application (include proposed fence height, length, and type)
- Property Appraiser's printout with legal description
- Historical / Archaeological Form
- Recorded Notice of Commencement [or] signed contract for less than $2,500.00
- Notarized Power of Attorney (if being pulled by a contractor's representative)
- Owner / Builder Statement (If owner is pulling the permit)
- Fence in Easement Estoppel letter signed by property owner
- 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



This is only a guide and may not be all-inclusive for your particular project.