



Fence Permit Information and Application Form

CITY OF DEARBORN . PERMIT SERVICES DIVISION

APPLICATION REQUIREMENTS

- Completed Application Form
- Two (2) copies of a land survey or site plan (scaled 1/16"=1' or 1"=20' minimum) showing:
 - . All property lines and easements
 - . All existing buildings and structures
 - . Any side door that exists on building
 - . Location and dimensions of existing fence, if applicable
 - . Location and dimensions of proposed fence
- Photo copy of semi-private fence style, if applying for semi-private fence
- Documentation of Property Owner Association and/or Historical District Review, if your property is located in one of the following districts:

Dearborn Hills Civic Association	Springwells Park Civic Association
West Lane Civic Association	Ford Homes Historical District

PERMITTED FENCE STYLES & MATERIALS

- . Chain-Link/Cyclone (metal)
 - . Picket (wood, vinyl, wrought-iron)
 - . Semi-Private (wood or vinyl) with minimum one-half-inch gaps between vertical slats
- Sharp projections on fences are prohibited. Picket fences are required to have blunt-end or ball-type finials, or an angle at the top of not less than 90 degrees, or a top rail.

PERMITTED FENCE HEIGHT

- | | |
|------------------------|--|
| Residential Districts: | 5' height maximum (6' allowed when property abuts commercial district) |
| Commercial Districts: | 6' height maximum |
| Industrial Districts: | 8' height maximum |

Decorative tops are allowed on an approved fence. Decorative tops may not exceed one foot in height, must have a solid top rail and a minimum 50% clear open view.

PERMITTED FENCE LOCATIONS

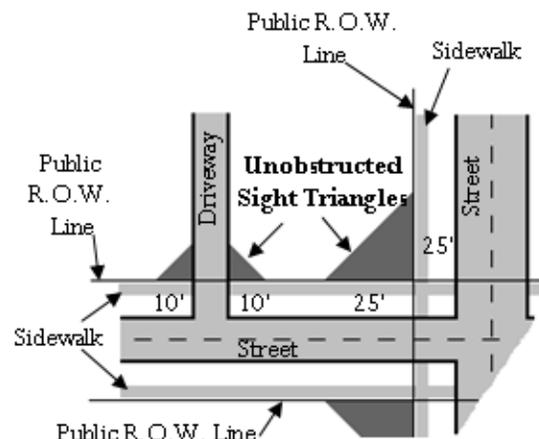
- . On property line, enclosing rear yard
- . On property line, extended to enclose side door
- . In certain cases, a line fence may be extended to enclose an acquired side yard
- . Fences shall be 12" from the public sidewalk

POSTS/FOOTINGS REGULATIONS

- . Minimum depth for fence post footings is 36"
- . Minimum diameter of metal fence posts is 1-5/8"
- . Minimum size of wood posts is 4x4 dimensional lumber or 4" diameter.

LINE OF SIGHT

Fences shall not obstruct a 10' clear line of sight at driveways nor a 25' clear line of sight at intersections, measured from the public right-of-way lines.



PRIVACY SCREENS

Privacy screens may be located in the interior of the rear yard, subject to the following:

- . There must be a minimum six feet clearance from the line fence, house, or any other structure.
- . Privacy screens shall not exceed five feet in height.
- . Privacy screens must be freestanding and self-supporting.
- . Only one privacy screen may be constructed along any common or adjoining property line.

SIGNATURE CONSENT OF ADJACENT OWNERS

Signatures are required from the property owner and property owners of any adjacent property, agreeing to the location and style of the proposed fence.

UNCONSENTED/DISPUTED FENCE CASES

In the event that you are unable to contact the adjacent owners or they refuse to give their consent and a compromise between neighbors appears unreachable, city ordinance mandates the following:

1. Send a notice to your neighbor, along with a copy of your fence application and related documentation (site plan, contract, etc.) requesting their consent to your fence application. Documents must be sent to the property owner of record in the form of certified mail with return receipt and must indicate that a response is required within 15 days.
2. If your letter is returned undeliverable, or if your letter is delivered and you do not obtain consent within 15 days, or if you receive a negative response, you may re-submit your application with proof of certified attempt/receipt.
3. We will send an official notice to your neighbors requesting a response. The notice will indicate that a permit will be issued unless a valid reason for withholding the permit is given within 15 days.
4. If no response is received, or if a valid reason for withholding the permit is not received, then your permit will be issued, provided all other requirements are met.
5. If a valid reason is given to withhold the permit and a resolution cannot be obtained, an application to the Building Board of Appeals must be submitted for a determination. Building Board of Appeals application forms may be obtained online at cityofdearborn.org or at the Dearborn Administrative Center/Permit Division. The fee to apply to the Building Board of Appeals is \$125.

APPEALS and VARIANCES

The Building Board of Appeals may grant variances from the fence ordinance because of limitations on style or location requirement, or limitations caused by pre-existing conditions of the property would cause the applicant *undue hardship or practical difficulties*. A separate application to the Building Board of Appeals is required (\$125 fee).

OTHER INFORMATION

- . Swimming pools shall be enclosed with a fence at least 4' high with a self-latching, self-closing gate.
- . A Building Permit is required for retaining walls.

Exceptions to some regulations are allowed for certain situations.
Visit cityofdearborn.org to view the fence ordinance.

FEES

Application Fee:	\$35
Plan Review Fee:	\$40
Permit Fee:	\$50

Payment may be made by check (payable to City of Dearborn), credit card or cash.

HOMEOWNER PERMITS

Homeowners are discouraged from obtaining permits on behalf of a contractor. Code and ordinance issues are enforced with the permit holder.

FENCE PERMIT APPLICATION

CITY OF DEARBORN . PERMIT SERVICES DIVISION

FOR OFFICE USE ONLY:

Application No. _____

Date Submitted _____

Processed by: _____

I. PROPERTY INFORMATION

Property Address: _____

II. DESCRIPTION OF PROPOSED WORK

New Installation: Fence Fence and Gate Gate Only

Repair Existing: Fence Fence and Gate Gate Only

Is there an existing fence on site? No Yes (Only one fence may be installed along any common adjoining property line. Existing fences must be removed before a new fence is installed.)

III. STYLE and MATERIAL

Fence Style: Chain-Link/Cyclone
 Picket
 Semi-Private

Fence Material: Metal
 Wood
 Vinyl

IV. HEIGHT and LENGTH

Fence Height:

<input type="checkbox"/> 5' <input type="checkbox"/> 5' with 1' decorative top (6' total)	<i>Residential District</i>
<input type="checkbox"/> 6'	<i>Commercial District or Residential District abutting Commercial District</i>
<input type="checkbox"/> _____	<i>Industrial/Other</i>

Fence Length: _____

V. CONSTRUCTION VALUE

Construction Value is used for statistical purposes only. Permit fees are not based on construction value.

Construction Value: \$ _____

VI. PROPERTY OWNER INFORMATION/AFFIDAVIT

I hereby certify that I am the owner of the property herein described and that I have given the applicant herein named permission to perform the work described in this application and the accompanying documentation, which are part of this application. I further given permission to the City of Dearborn to access my property for inspection purposes.		
NAME		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NO.	E-MAIL ADDRESS	
SIGNATURE OF PROPERTY OWNER		

VII. ADJACENT PROPERTY INFORMATION

How many properties are adjacent to the proposed fence?

One Two Three ____ (use copy of this form for additional signatures)

Adjacent Property Address:

I hereby certify that I am the owner of the property herein described and that I agree to the location and style of the proposed fence for which this application has been submitted.

NAME

TELEPHONE NO.

E-MAIL ADDRESS

SIGNATURE OF PROPERTY OWNER

Adjacent Property Address:

I hereby certify that I am the owner of the property herein described and that I agree to the location and style of the proposed fence for which this application has been submitted.

NAME

TELEPHONE NO.

E-MAIL ADDRESS

SIGNATURE OF PROPERTY OWNER

Adjacent Property Address:

I hereby certify that I am the owner of the property herein described and that I agree to the location and style of the proposed fence for which this application has been submitted.

NAME

TELEPHONE NO.

E-MAIL ADDRESS

SIGNATURE OF PROPERTY OWNER

VIII. APPLICANT INFORMATION/AFFIDAVIT

Application is hereby made for a fence permit, as described in this application and the accompanying documentation, which are a part of this application. I affirm that the information provided in this application is accurate. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn.

NAME

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NO.

E-MAIL ADDRESS

Preferred Method of Communication: Mail Phone E-Mail

SIGNATURE OF APPLICANT

Applicant signature must be notarized:

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public Signature: _____

My commission expires _____

Approved Comments: _____

Plan Reviewer: _____ Date: _____