

APPLICATION DATE: \_\_\_\_\_  
EXPIRATION DATE: \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

PERMIT FEE \$10.00  
ISSUANCE FEE \$10.00  
LOCATE FEE \$5.00

# CITY OF WILLARD

## Fence and Wall Permit

### Property Information

Address: \_\_\_\_\_ Subdivision: \_\_\_\_\_

Lot #: \_\_\_\_\_ Zoning: \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Section/Township/Range: \_\_\_\_\_

Property Easements:	Front	Back	Left	Right
Property Setbacks:	Front	Back	Left	Right

### Applicant and Contractor Information

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (city, state, zip): \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (city, state, zip): \_\_\_\_\_

### Improvement Information

#### Type of Improvement

- Chain Link
- Wrought Iron
- Wood
- Brick
- Electric
- Repair/Replacement
- Other \_\_\_\_\_

#### Additional Details

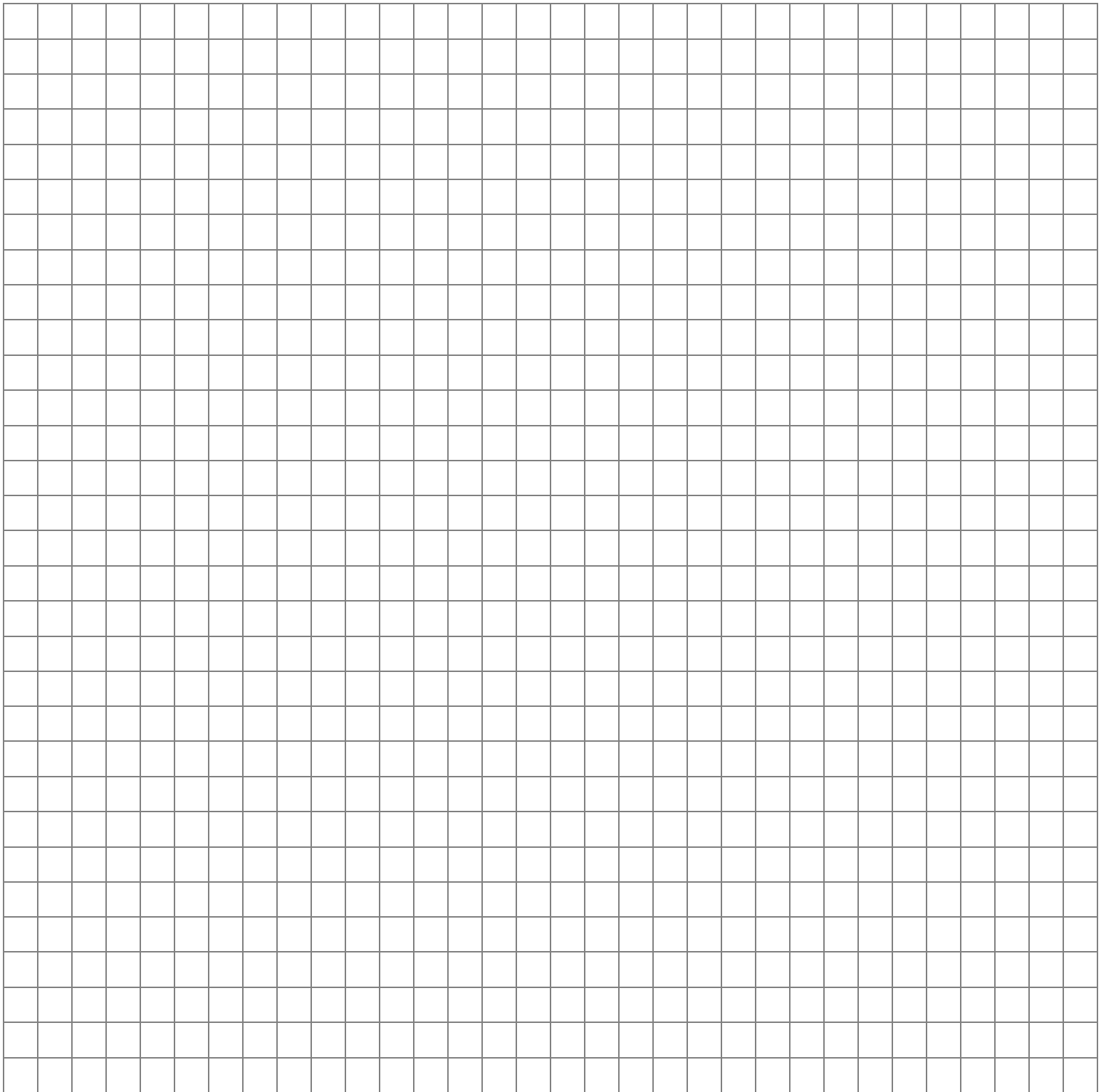
Height \_\_\_\_\_  
Is property located in 100-year floodplain?  
 Yes  
 No  
Total Cost of Project: \$ \_\_\_\_\_

### Required Documentation and Licensing

- Sketch Plan, to-scale
- Business License for Contractor, if applicable. License # \_\_\_\_\_
- Property pins must be visible at time of presite inspection.

I hereby certify that the information provided on this application is true and correct; that I have read and understand the procedures, ordinances, and requirements associated with the application and review process. I also understand that this application will expire within 180 days of the date of my signing, unless extended by the building inspector pursuant to a written request for extension received prior to the expiration date. Furthermore, I acknowledge that I will be responsible for any, and all costs incurred by plan reviews performed by consultants of the city, certified mailing or publication costs for required legal notice, and recording fees. These costs may be paid by the city and reimbursed by the applicant upon invoicing.

Owner/Contractor: \_\_\_\_\_ Date: \_\_\_\_\_



SKETCH MUST INCLUDE:

- Street(s) / Alley
- Property Boundary (with dimensions)
- House
- Garage, other structures
- Driveway
- Sidewalk
- Curb / Gutter
- Existing Fence(s)
- Proposed Fence(s) (with dimensions)
- Labels for all elements of sketch

# FENCE AND WALL GUIDELINES

## Fencing Permit Requirement

Fences are classified as Group U structures and are regulated to a limited degree. To obtain a permit please visit [www.cityofwillard.org/licensepermits](http://www.cityofwillard.org/licensepermits) or City Hall at 224 W Jackson St. After the application and site plan are submitted there is typically a wait period of 1-2 business days to review the plans and site.

## Fencing Height Restrictions

Back Yard: From the mid-point of the house back, the fence is limited to seven (7) feet in height.

Front Yard: From the mid-point of the house forward, the fence is limited to three and one-half (3 ½) feet in height.

## Other Requirements

A proposed fence or wall in a storm water detention basin, retention pond, drainage easement or area of special flood hazard is prohibited; unless such fences or walls are formally authorized by the City's Floodplain Administrator through the issuance of a permit.

Fences and walls can be installed up to the property line; but all posts, bases and other structural parts, shall be located completely within the boundaries of the lot on which it is located.

All fences and walls erected adjacent to a public street shall have the finished side of the fences facing toward the street.

Fences and walls located in the front yard shall be constructed to have an open void. This percent is defined in the Willard Municipal Code Section 400.560 - E

Fences or walls installed in or through a utility easement shall be installed at the property owner's risk and the property owner shall be responsible for the cost of repair to the fence or wall removed or damaged by a utility company or the city exercising its rights under the terms of the easement.

Utility meters are not permitted to be behind a fence. The meter must be accessible for monthly reading and periodic maintenance.

It is the homeowner's responsibility to maintain the fence, and ensure it is in good condition at all times.

## Permit Procedures

A to-scale sketch plan (see next page for example) should be prepared indicating the location of the property lines, existing structures and fences, and the location of the proposed fence or wall. Also, include the dimensions and lengths of the proposed fence and the house length to help verify locations.

All contractors must obtain a City of Willard Business License prior to the issuance of any permit for work within the city limits. Business Licenses may be obtained from the City Clerk's office, located at City Hall: 224 W Jackson St. For additional information call (417) 742-5308

The owner/contractor is responsible for locating underground utilities (1-800-DIG-RITE).

You may locate a fence or wall on your property line, but the City is not responsible if your fence is not on the exact line. To know exactly where your property line is, you will need to employ the services of a surveyor.

Disputes between neighbors over the location of property lines and fence locations are not arbitrated by the City's Planning and Development Department or their designees. All applicants are encouraged to contact all neighboring property owners prior to any fence or wall installation.

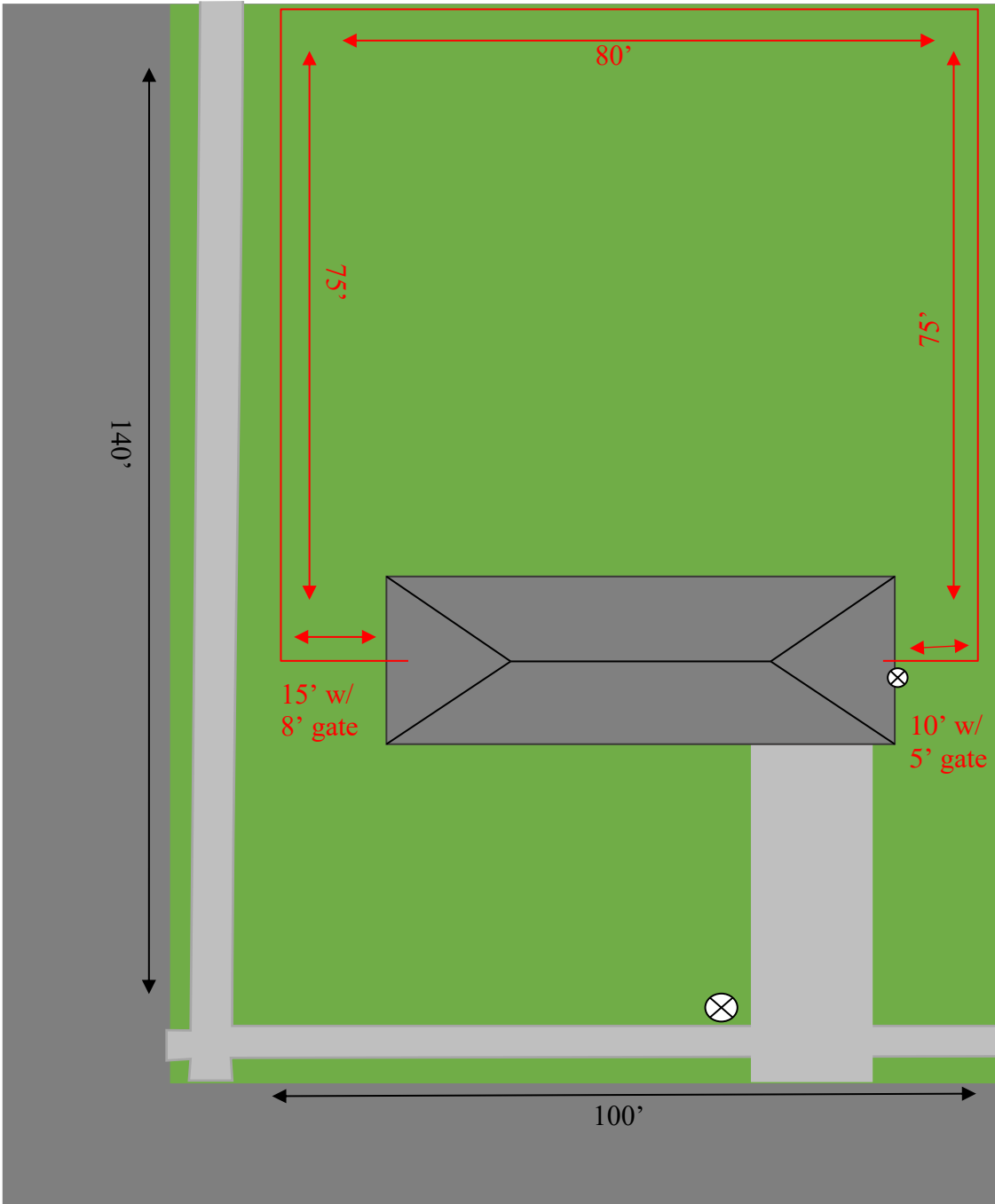
The required front yard setback is measured from the property line, not from the paved part of the right of way.

In residential areas, it is common for the right of way to extend beyond the paved street or sidewalk. This area is typically landscaped and maintained by the property owner and may appear to be part of the lot, but is actually within the right of way.

## Materials

All materials, including fasteners, supports, ornamental decorations, etc. used in construction of fences and walls shall be resistant to the elements.

# SITE PLAN EXAMPLE



In the above example, the red line indicates the new fence and the numbers represent the measurement of each side.

Include the location of your utility meters on your site plan, as shown in the example above as a circle with an X.