



This information is for a [Fence - Residential No Vehicular Gate](#), [Commercial with Vehicular Gate](#), [Commercial No Vehicular Gate](#), or [Residential with Vehicular Gate](#).

Description - Please provide a scope of work for the project, to include location on the property, height, distance from the existing property line, design details, and materials. Please indicate if the fence will include vehicular gates.

For example, "4 foot tall wooden white picket fence located 3 feet from property line."

Square Feet - Please include the total linear feet of fence.

Valuation - Please include the total cost of construction materials and labor.

Required Attachments

1. [Fence Permit Application](#)

2. Construction Drawings: Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Civil Drawings**
 - **Existing Conditions/Survey**
 - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Indicate the shortest dimensions between piers on the site plan. Also include any existing utility services such as water, sewer, septic fields, etc.
 - **Grading and Drainage Plans**
 - **Fence, Gate, and Masonry Pier Details**, if applicable. Provide a detail of each proposed fence, gate, and pier, and indicate the height, design, material, and color (as well as width, for piers) of each.
 - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
 - **Tree Conservation Plan** including the canopy coverage calculations.

3. [Erosion Control and Tree Conservation Agreement](#)

4. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor's License, local Business License, and state Driver's License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit](#):** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.
- **[Residential Owner-Contractor Affidavit](#):** Required for owners of residential properties who wish to act as their own contractor.