

## FENCES

### IN GENERAL

The installation/construction of fences and walls are regulated by the City primarily to protect the public's safety. The City regulates the type, size and placement of fences to ensure that sight obstructions are not created that could endanger the safety of drivers, pedestrians, or bicyclists. Mount Vernon Municipal Code Chapter 17.99 regulates fences within the City.

### APPLICATION & SUBMITTAL INFORMATION:

An electronic format (complying with the City's Electronic Document Requirements outlined on the accompanying handout) will be required to be uploaded into the City's permit portal.

<b>FENCE PERMITS</b>	
<b>ITEMS REQUIRED TO BE SUBMITTED</b>	
<b>SITE PLAN</b>	<p>Site plans submitted with fence permits are required to be drawn to a standard architectural or engineering scale and must be no smaller than 8.5" by 11" in size and must be comprised of all of the items listed below:</p> <ol style="list-style-type: none"> <li>1. Scale and north arrow</li> <li>2. All property lines</li> <li>3. All streets (identified by name) and sidewalks that abut the property</li> <li>4. The outline of all structures, driveways, above-ground utilities installed outside of a structure, and parking lots</li> <li>5. The location of all wetlands, streams and/or slopes in excess of 15% and their associated buffers</li> <li>6. The height from existing grade for every portion of the proposed fence</li> <li>7. The type of fence being installed (e.g. wood picket fence or solid vinyl fence) for every portion of the proposed fence</li> <li>8. An indication of the location, type, size and spacing of landscaping, if required.</li> </ol>
<b>FEES</b>	<p>Application fees must be paid when an application is submitted to the City.</p>

The City cannot accept an application that does not have all of the required submittal items listed in the table above.

### PROCESS AND TIMING

The time it takes to review and approve fence permits depends on whether the fence is installed in a Residential or Commercial zone and how quickly and completely responses are received from the Applicant when the Department asks for corrections to plans or additional information to process a permit. Fences in residential zones not subject to zoning overlays or Design Review are generally completed by the Department in one week. Fence permits proposed in non-residential zones, that are subject to Design Review or zoning overlays are generally completed by the Department in two- three weeks.

*The purpose of this handout is to assist the public in complying with detailed permit submittal requirements. It is NOT a complete list of permit or code requirements and should NOT be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness and applicability to other codes. Only complete applications can be accepted by the City for review.*

