

City of Sherburn

Fence Permit Review and Approval Policy

Purpose:

This policy establishes a consistent administrative process for reviewing and approving fence permits in accordance with the City of Sherburn Code.

1. Permit Requirement

In accordance with City Code, all fences require a permit issued by the City prior to construction, installation, replacement, or substantial repair.

2. Application Requirements

Applicants must submit a completed fence permit application, including:

- Property address
- Site sketch showing:
 - Property lines
 - Location of proposed fence
 - Adjacent streets or alleys (if applicable)
- Fence height, material, and design

Incomplete applications will not be processed.

3. Administrative Review

Fence permits shall be reviewed and approved by the City Clerk or designated staff for compliance with City Code.

Permits that meet all requirements shall be approved administratively without City Council action.

4. Zoning Standards (Per City Code)

All fence permits shall comply with the following:

A. Location:

- Fences may be placed on private property inside the property line
- Fences shall not be located within public right-of-way
- The finished side of the fence (face opposite the post) shall face the abutting property

B. Condition:

- All fences must be constructed in sound condition
- Fences may not be in disrepair or pose a safety hazard

C. Height:

1. Residential Properties:

- Rear yard: up to six (6) feet
- Front yard or side yard adjacent to a public street: up to three (3) feet

2. Commercial and Industrial Properties:

- Fences may be up to eight (8) feet in height

D. Barbed Wire:

- Barbed wire is not permitted in residential areas
- Where allowed, barbed wire must be:
 - At least six (6) feet above ground level
 - A minimum of three (3) feet from any public sidewalk or public way

5. Property Line Responsibility

The property owner is responsible for ensuring accurate property line identification prior to fence installation.

The City does not verify property boundaries and is not responsible for resolving boundary disputes.

6. Council Review / Exceptions

The following shall be referred to the City Council:

- Fence applications that do not meet the standards outlined in City Code
- Requests for exceptions or unique circumstances
- Situations involving disputes or unclear interpretation of code

7. Permit Timeline

Complete applications will typically be reviewed within 5–10 business days.

8. Fees

Fence permit fees shall be established by resolution of the City Council.

9. Enforcement

Failure to obtain a permit or comply with City Code may result in:

- Stop work orders
- Required correction or removal of the fence
- Additional enforcement actions as allowed by City Code

10. Effective Date

This policy shall take effect upon approval by the City Council.

CITY OF SHERBURN
FENCE PERMIT APPLICATION

Property Information

- **Property Address:** _____
- **Property Owner Name:** _____
- **Phone Number:** _____
- **Email Address:** _____

Contractor Information (if applicable)

- **Contractor Name:** _____
- **Phone Number:** _____
- **License Number (if applicable):** _____

Fence Details

- **Type of Property** Residential Commercial Industrial
- **Fence Location** Front Yard Rear Yard Side Yard
- **Fence Height:** _____ feet
- **Fence Material (check all that apply):**
 Wood Vinyl Chain Link Metal Other: _____
- **Fence Design/Description:** _____
- **Will barbed wire be used?** No Yes

Site Sketch Requirement

A site sketch must be included with this application. The sketch must show:

- Property lines
- Location of proposed fence
- Adjacent streets or alleys
- Existing structures

Applicant Acknowledgment

By signing below, I acknowledge and agree to the following:

- All fences require a permit prior to installation.
- Fences must be placed on private property and shall not be located within public right-of-way.
- The finished side of the fence will face outward toward adjacent property.
- I am responsible for verifying property lines; the City is not responsible for boundary disputes. *It is recommended that property owners obtain a survey prior to fence installation to avoid encroachments.*
- The fence will comply with all City of Sherburn regulations, including height and material restrictions.

Applicant Signature: _____

Date: _____

FOR CITY USE ONLY

Date Received: _____ **Permit Fee Paid:** _____
Approved By: _____ **Approval Date:** _____