



CITY OF DEARBORN
DEPARTMENT OF BUILDING & SAFETY
4500 Maple Dearborn, MI 48126
(313)943-2154

FENCE APPLICATION

APPLICATION REQUIREMENTS

To avoid delays in processing your compliance certificate, please submit all the required documentation in addition to the completed application form

- Completed Compliance Certificate Application Form**
 - Three (3) copies of a current land survey (preferred) or site plan are required showing the following:**
 - All existing buildings and structures
 - Indicate any side door that may exist on building
 - All property lines and easements
 - Location and dimensions of existing fence, if applicable
 - Location and dimensions of proposed fenceSubmitted documents shall be scaled (1/16" = 1' or 1"=20' minimum).
 - Signatures are required from the requesting property owner and for property owners of any adjacent property, agreeing to the location and style of the proposed fence.**
 - Documentation of Property Owner Association and/or Historical District Review, if your property is located within a Property Owner Association and/or Historical District.**
 - Photo copy of Semi-Private Fence style.**
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PERMITTED FENCE STYLES & MATERIALS

- . Chain-link/Cyclone (metal)
- . Picket (wood or vinyl)
- . Board-on-Board (wood or vinyl)
- . Semi-Private (vinyl) 6 inch board with 7/8 inch gap;
or 3 inch board with 1/2 inch or 3/4 inch gap

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

UN-CONSENTED/DISPUTED FENCE CASES

Please call the Department of Building & Safety for assistance and procedural guidelines to resolve disputes when neighbors do not agree on fence property lines or fence styles.

PERMITTED FENCE HEIGHT

Five (5) feet maximum in residential area.
Six (6) feet is allowed when a residential property abuts a commercial district.

APPEALS

Deviations from established fence regulations may be appealed to the Building Board of Appeals.

For further information see the Department brochure, "**Residential Fence Regulations.**"

OTHER IMPORTANT INFORMATION

Retaining walls are not covered under this compliance certificate; they are covered under a Building Permit.

Swimming pools shall be enclosed with a fence at least 4 feet high with a self-latching and self-closing gate. (Refer to the Department brochure "**Pool Regulations**" for detailed restrictions and requirements.)

Signature Consent of Adjacent Owners:

When constructing or replacing a line fence, the applicant must seek signature consent of all affected adjacent property owners, and request that they sign on the appropriate line on the application form.

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, the applicant may initiate a resolution process mandated by City Ordinance. This procedure takes 3 to 4 weeks and is outlined in the Department brochure, "**Un-consented/Disputed Fence Procedure.**"

Fence Compliance Certificates Fee:

- Non-refundable plan examination fee of \$10 (residential) due upon submittal.
- Non-refundable administration fee of \$25 due upon submittal.
- Fence compliance certificate fees are based on the construction value.
Minimum certificate fee is \$50.

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

Applicant and/or property owner will be notified when your application is approved and a Fence Compliance Certificate is ready to be issued.

Inspections are scheduled by calling (313) 943-2400. Please have your permit number and inspection code (#140) when calling.

Fence regulations are found in the City Ordinance Ch. 5 Article IV, "Fences"

Online: click on the "ordinances" link found on the City Clerk website: www.cityofdearborn.org/cityclerk also for sale in hard copy format, at the City Clerk's office.

*Homeowners are discouraged from obtaining permits on behalf of a contractor.
The City of Dearborn cannot protect homeowners from unlicensed contractors.*



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 4500 Maple, Dearborn, MI 48126
 (313) 943-2154

Date Submitted _____
 Application No. _____
 Parcel No. _____

FENCE APPLICATION

SITE ADDRESS _____

 _____ Zip Code _____

PROPOSED FENCE

Construction Value: _____

Fence work: New Repair Gate

Fence Style: Chain-link/cyclone (metal) Picket (wood or vinyl) Board-on-Board (wood or vinyl)
 Semi-Private (vinyl) 6 inch board with 7/8 inch gap; or 3 inch board with 1/2 inch or 3/4 inch gap

Fence Material: Wood Vinyl Metal **Fence Length:** _____

Fence Height: 5 Feet (maximum in residential area) 6 Feet (abutting commercial district) Other _____

Is there an existing fence at the proposed location?
 No Yes (Only one fence may be constructed along any common adjoining property line.
 Existing fences must be removed before a new fence is erected.)

PROPERTY OWNER INFORMATION/AFFIDAVIT
 I do 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 a part of this application. I further give permission to the City of Dearborn to access my property for purposes of a site inspection of the proposed fence.

NAME _____

ADDRESS _____

CITY	STATE	ZIP CODE
TELEPHONE NO.	FAX NO.	
E-MAIL ADDRESS		
DRIVER'S LICENSE OR STATE ID NUMBER		DATE OF BIRTH

SIGNATURE OF PROPERTY OWNER _____

CONTINUED ON REVERSE SIDE

FOR OFFICE USE ONLY

- Application complete; applicant signature notarized
- 3 copies of land survey or site plan
- Neighborhood Association / Historical District Review
- Property Owner verified

Staff Initials _____

Permit Fee	\$ _____
Administration Fee	\$ <u>25.00</u>
Plan Review Fee	\$ _____
Additional Fee	\$ _____
PAY THIS AMOUNT	\$ _____

Plan Reviewer _____ **Approved / Date:** _____ **Denied / Date:** _____

Comments: _____

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

ADJACENT PROPERTY OWNER INFORMATION/AFFIDAVIT

I do 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

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NO.

SIGNATURE OF PROPERTY OWNER

ADJACENT PROPERTY OWNER INFORMATION/AFFIDAVIT

I do 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.

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NAME

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TELEPHONE NO.

SIGNATURE OF PROPERTY OWNER

APPLICANT INFORMATION/AFFIDAVIT

Application is hereby made for a Fence Compliance Certificate, 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 Compliance Certificate 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.

FAX NO.

E-MAIL ADDRESS

DRIVER'S LICENSE OR STATE ID NUMBER

DATE OF BIRTH

SIGNATURE OF APPLICANT

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

Notary Public, Wayne County, Michigan

My commission expires _____