

SAMPLE ZONING PERMIT APPLICATION PROCESS FOR A FENCE

Homeowner wants to install a fence

Homeowner or their Fence Company submits a **Zoning Permit Application which includes:**

- Zoning Permit Application Form w/fee. Two copies of a current Survey.
- One copy showing location, type and height(s) of proposed fence.
 If associated with a pool, submission should be with a Pool Plot Plan or survey showing pool.
- All fencing must be within property lines, not in Borough Right-Of-Way.

Zoning Office

- Confirms completeness of application and establishes a ZP #
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 Zoning Officer reviews for compliance against Zoning Ordinances, including:

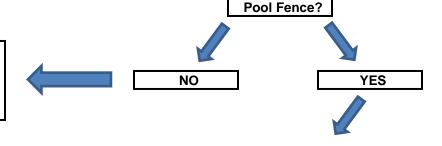
 Proper location, heights, and compliance with ordinances.
 Pool fencing has additional requirements controlled by the Construction Department.
- If application does not comply, ZO will work with Applicant to try to modify application to comply.

 If application cannot comply, it will be
- Denied, otherwise:

IF APPROVED

Applicant

Copy of Approval gets sent to Applicant who can notify Fence Company they can schedule work.



Construction Department

- Issues permits to Fence Company for work being done.
- Schedules and conducts various inspections throughout the process.