



# Fence Permit Information and Application Form

CITY OF DEARBORN . PERMIT SERVICES DIVISION

## APPLICATION REQUIREMENTS

- Completed Application Form
- Two (2) copies of a land survey or site plan (scaled 1/16"=1' or 1"=20' minimum) showing:
  - . All property lines and easements
  - . All existing buildings and structures
  - . Any side door that exists on building
  - . Location and dimensions of existing fence, if applicable
  - . Location and dimensions of proposed fence
- Photo copy of semi-private or private fence style, if applying for semi-private or private fence
- Documentation of Property Owner Association and/or Historical District Review, if your property is located in one of the following districts:

Dearborn Hills Civic Association	Springwells Park Civic Association
West Lane Civic Association	Ford Homes Historical District

## PERMITTED FENCE STYLES & MATERIALS

- . Chain-Link/Cyclone (metal)
- . Picket (wood, vinyl, wrought-iron)
- . Semi-Private or Full Privacy (wood or vinyl)

Sharp projections on fences are prohibited. Picket fences are required to have blunt-end or ball-type finials, or an angle at the top of not less than 90 degrees, or a top rail.

## PERMITTED FENCE HEIGHT

- |                        |  |
|------------------------|--|
| Residential Districts: | 6' height maximum (6' allowed when property abuts commercial district) |
| Commercial Districts:  | 6' height maximum  |
| Industrial Districts:  | 8' height maximum  |

**Decorative tops** are allowed on an approved fence. Decorative tops may not exceed one foot in height, must have a solid top rail and a minimum 50% clear open view. Overall height may not exceed 6'

## PERMITTED FENCE LOCATIONS

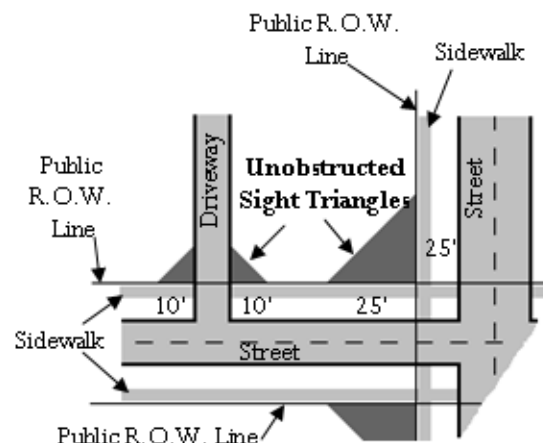
- . On property line, enclosing rear yard
- . On property line, extended to enclose side door
- . In certain cases, a line fence may be extended to enclose an acquired side yard
- . Fences shall be 12" from the public sidewalk

## POSTS/FOOTINGS REGULATIONS

- . Minimum depth for fence post footings is 36"
- . Minimum diameter of metal fence posts is 1-5/8"
- . Minimum size of wood posts is 4x4 dimensional lumber or 4" diameter.

## LINE OF SIGHT

Fences shall not obstruct a 10' clear line of sight at driveways nor a 25' clear line of sight at intersections, measured from the public right-of-way lines.



## **PRIVACY SCREENS**

Privacy screens may be located in the interior of the rear yard, subject to the following:

- . There must be a minimum six feet clearance from the line fence, house, or any other structure.
- . Privacy screens shall not exceed six feet in height.
- . Privacy screens must be freestanding and self-supporting.
- . Only one privacy screen may be constructed along any common or adjoining property line.

## **SIGNATURE CONSENT OF ADJACENT OWNERS**

Signatures are required from the property owner and property owner(s) of any adjacent property, agreeing to the location and style of the proposed fence. City Council approval is required if adjacent property is owned by the City of Dearborn.

## **UNCONSENTED/DISPUTED FENCE CASES**

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, city ordinance mandates the following:

1. Send a notice to your neighbor, along with a copy of your fence application and related documentation (site plan, contract, etc.) requesting their consent to your fence application. Documents must be sent to the property owner of record in the form of certified mail with return receipt and must indicate that a response is required within 15 days.
2. If your letter is returned undeliverable, or if your letter is delivered and you do not obtain consent within 15 days, or if you receive a negative response, you may re-submit your application with proof of certified attempt/receipt.
3. We will send an official notice to your neighbors requesting a response. The notice will indicate that a permit will be issued unless a valid reason for withholding the permit is given within 15 days.
4. If no response is received, or if a valid reason for withholding the permit is not received, then your permit will be issued, provided all other requirements are met.
5. If a valid reason is given to withhold the permit and a resolution cannot be obtained, an application to the Building Board of Appeals must be submitted for a determination. Building Board of Appeals application forms may be obtained online at [cityofdearborn.org](http://cityofdearborn.org) or at the Dearborn Administrative Center/Permit Division. The fee to apply to the Building Board of Appeals is \$300.

## **APPEALS and VARIANCES**

When special conditions exist, the director may refer such conditions to the Building Board of Appeals, or the parties themselves may appeal to the Building Board of Appeals to determine what is fair and reasonable and to adjust any and all differences and disputes which may exist between the department and the parties involved, or between adjacent owners, in order that justice may be done and an equitable solution of the problem achieved. A separate application is required to apply to the Building Board of Appeals (\$300 fee).

## **OTHER INFORMATION**

- . Swimming pools shall be enclosed with a fence at least 4' high with a self-latching, self-closing gate.
- . A Building Permit is required for retaining walls.

Exceptions to some regulations are allowed for certain situations.

Visit [cityofdearborn.org](http://cityofdearborn.org) to view the fence ordinance.

## **FEES**

Application Fee:	\$35
Plan Review Fee:	\$40
Permit Fee:	\$50
<b>Total</b>	<b>\$125</b>

Payment may be made by check (payable to City of Dearborn), credit card or cash. City of Dearborn Treasury charges a processing fee for credit card payments.

## **HOMEOWNER PERMITS**

Homeowners are discouraged from obtaining permits on behalf of a contractor. Code and ordinance issues are enforced with the permit holder.

FOR OFFICE USE ONLY:

Application No. \_\_\_\_\_

Date Submitted \_\_\_\_\_

Processed by: \_\_\_\_\_

**FENCE PERMIT APPLICATION**

CITY OF DEARBORN . PERMIT SERVICES DIVISION

**I. PROPERTY INFORMATION**

Property Address: \_\_\_\_\_

- Property is located in
- Dearborn Hills Civic Association (documentation of review required)
- West Lane Civic Association (documentation of review required)
- Springwells Park Civic Association (documentation of review required)
- Ford Homes Historical District (documentation of review required)
- None of the above

**II. DESCRIPTION OF PROPOSED WORK**New Installation:  Fence  Fence and Gate  Gate OnlyRepair Existing:  Fence  Fence and Gate  Gate Only

Is there an existing fence on site?  No  Yes (Only one fence may be installed along any common adjoining property line. Existing fences must be removed before a new fence is installed.)

**III. STYLE and MATERIAL**

Fence Style:  Chain-Link/Cyclone

Picket

Semi-Private (photo required)

Private (photo required)

Fence Material:  Metal

Wood

Vinyl

**IV. HEIGHT and LENGTH**

Fence Height:

<i>Residential District</i>	<input type="checkbox"/> 4'
	<input type="checkbox"/> 5'
	<input type="checkbox"/> 5' with 1' decorative top (6' total)
	<input type="checkbox"/> 6'
<i>Commercial District</i>	<input type="checkbox"/> 5'
	<input type="checkbox"/> 6'
<i>Industrial District</i>	<input type="checkbox"/> _____

Fence Length: \_\_\_\_\_

**V. CONSTRUCTION VALUE***Construction Value is used for statistical purposes only. Permit fees are not based on construction value.*

Construction Value: \$ \_\_\_\_\_

**VI. PROPERTY OWNER INFORMATION/AFFIDAVIT**

I 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 part of this application. I further given permission to the City of Dearborn to access my property for inspection purposes.

NAME

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NO.

E-MAIL ADDRESS

**SIGNATURE OF PROPERTY OWNER**

## VII. ADJACENT PROPERTY INFORMATION

How many properties are adjacent to the proposed fence?

One  Two  Three  \_\_\_\_ (use copy of this form for additional signatures)

Adjacent Property Address:

I 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

TELEPHONE NO.

E-MAIL ADDRESS

**SIGNATURE OF PROPERTY OWNER**

Adjacent Property Address:

I 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

TELEPHONE NO.

E-MAIL ADDRESS

**SIGNATURE OF PROPERTY OWNER**

Adjacent Property Address:

I 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

TELEPHONE NO.

E-MAIL ADDRESS

**SIGNATURE OF PROPERTY OWNER**

## VIII. APPLICANT INFORMATION/AFFIDAVIT

Application is hereby made for a fence permit, 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. Application and accompanying documentation will be kept on file for 180 days after review. The acceptance of the permit 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.

E-MAIL ADDRESS

Preferred Method of Communication:  Mail  Phone  E-Mail

**SIGNATURE OF APPLICANT**

Applicant signature must be notarized:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

My commission expires \_\_\_\_\_

Approved Comments: \_\_\_\_\_

Plan Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_