



## Department of Planning and Zoning

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### Fence Application Checklist

Use this checklist for all applications for replacement fences and new fences - See Sec. 3.2.2 of the Zoning Ordinance.

In order for your application to be considered complete, the following information **must** be provided, as applicable:

- A completed application form signed by the property owner;
- The application fee of \$50, in cash or check (no cards). Checks to be made out to the 'City of Burlington'. (There will also be a \$35 fee to request the Final Certificate of Occupancy when the project is complete, if requested within the two year time limit);
- Photographs of the subject property showing the location of the project (and neighboring properties if applicable);
- A site plan of the subject property, that is accurate and to scale, including the following, as applicable:
  - Identifying information including the record owner of land, north arrow, date (including any revision dates) and scale (recommended at not smaller than 1 inch equals 40 feet);
  - Lot dimensions and location of property lines, abutting streets, the location and dimensions of the existing house and driveways;
  - Location of the proposed fence per Sec 6.2.2(m) Landscaping and Fences, (i.e. clear sight triangle and setback as indicated on page 2).
  - Location and ownership of rights-of-way or easements affecting the property;
  - Required setbacks from property lines and/or public rights-of-way;
  - Grading changes with minimum 5 ft. contours;
- Visual representation of the style, materials, and dimensions of the proposed fence (specification sheet or photograph of an example).

Note: If unsure of your front property boundary, you may assume the property line is one foot behind existing sidewalks. If a sidewalk is absent, assume the property line is ten feet from the curb of the roadway. If unsure, contact your neighbors, the Department of Public Works to obtain the street width, or hire a surveyor to delineate the boundaries for you (a survey is not a requirement, but is the most official way to clarify boundaries if there is a dispute).

**See page 2 for the rules on fences from the Comprehensive Development Ordinance**

## EXCERPT FROM THE COMPREHENSIVE DEVELOPMENT ORDINANCE

Below are the rules from the zoning ordinance that must be complied with for all fences:

### **Sec. 6.2.2(m) Landscaping and Fences:**

Fences may be placed within the required setback along a property line, but shall be setback sufficiently to provide for the maintenance of both sides of the fence without entering onto the adjacent property and shall present a finished side to the adjoining property and public street.

Fences placed within a clear sight triangle along driveways and at street intersections, or between an existing building and the front property line, whichever is less, shall be limited to 3-feet in height above the curb in order to provide safe sight distances for pedestrians and vehicles.

Styles, materials, and dimensions of the proposed fence shall be compatible with the context of the neighborhood and the use of the property.

The Clear Sight Triangle, discussed above, is indicated below:

