

Checklist for Fence Permit

- | | Initials/Date |
|---|---------------|
| 1. Regulations for “Fence Installations” provided to you by City staff. | _____ |
| 2. Fill out the application for a fence permit, submit the permit fee, and three copies of the plans to Crestwood Public Works, 1 Detjen Drive, Crestwood, MO 63126. | _____ |
| 3. Provide three copies of a survey of the property with the proposed fence location. | _____ |
| 4. Provide pictures indicating the location of the proposed fence construction site and show the current conditions. | _____ |
| 5. The property owner is responsible to determine the property lines and fence locations. | _____ |
| 6. Any disputes between neighbors is a civil matter and does not involve the City of Crestwood. | _____ |
| 7. The fence permit will only allow work to be completed on the permitted property, per the approved permit plan. | _____ |
| 8. The property owner assumes all liability if a fence is installed on an easement. | _____ |
| 9. Have your contractor obtain a Crestwood Contractor’s Business License, including the fee payment, if applicable. | _____ |
| 10. If the property owner is installing the fence, no Contractor’s Business License is required. | _____ |
| 11. If you intend to install your fence in front of the front yard building line, you must apply for a zoning variance with the Board of Zoning Adjustment. The application fee for a zoning variance is \$500.00 and may take up to sixty days. Variance is only valid for ninety days, failure to start the project within ninety days of the variance will result in the expiration of the variance. | _____ |
| 12. When the fence is installed, it cannot impede the flow of stormwater onto or off of the property. Stormwater must flow under or through the fence installation. | _____ |
| 13. The installation must start within six months of permit approval and be completed within twelve months, Section 26-323(a). | _____ |
| 14. Upon completion of the installation, call Crestwood Public Works for a final inspection, (314)729-4720. | _____ |

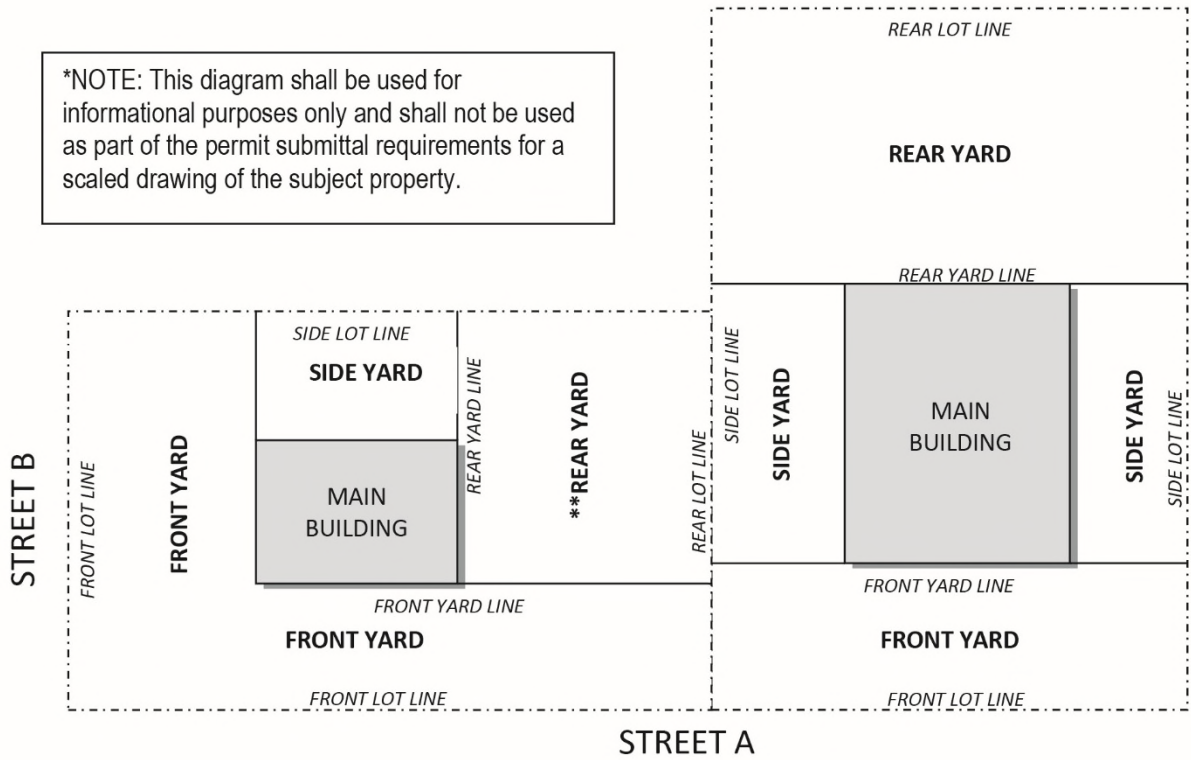
 Property Owner/Contractor Signature

 Date

DETAIL SHEET

YARD DEFINITIONS

*NOTE: This diagram shall be used for informational purposes only and shall not be used as part of the permit submittal requirements for a scaled drawing of the subject property.



FENCE PERMIT REGULATIONS

Sec 7-33 (c) 302.7.2. Fences. All fences shall comply with the following requirements:

- a) Fencing shall only be comprised of standard fencing material, including chain-link, vinyl, wood, wrought iron, composite wood, masonry, or other materials as approved by the Director of Public Services.
- b) Wooden fences, including any posts, shall consist of materials produced in a lumberyard or mill and the components shall be of nominal size.
- c) All fence posts shall be of the same material and shall have a uniform appearance from the ground to the top of post. However, posts of fences abutting differing property lines on the same parcel may be of not more than two differing materials.
- d) All fencing materials shall be of the same composition and be complementary to the posts on the same property line. However, fencing materials on fences abutting differing property lines on the same parcel may be of not more than two differing materials.
- e) Painted fences shall be of not more than two colors which is compatible with the color of the home located on the parcel. Colors of fences abutting differing property lines on the same parcel may be of not more than two differing colors, so long as all colors are compatible with the color of the home located on the parcel.
- f) All fences shall be kept in good repair and shall not be allowed to deteriorate to an unsound or unsightly condition. Repairs shall be made with materials that match materials and color of the balance of the fence line where the repairs are required.
- g) The construction of two (2) fences on a property line by the same owner is prohibited.
- h) All new fence installations shall be erected with the smooth side facing outward. All posts shall be located on the inside of the fence.
- i) Electric (invisible pet containment) fences installed after February 1, 2012 shall be permitted only if such fences are installed a minimum of two (2) feet from the front or side property lines. Such fences shall not extend into the public right-of-way.
- j) No fence shall be erected within the City unless a permit has been issued by the Director of Public Services or designee. Such application shall be filed along with a site plan containing the following information:
 1. the address of the property;
 2. the name of all streets bounding the property;
 3. the size and location of all buildings on the property;
 4. the location of the proposed fencing;
 5. the location of the driveways and parking areas;
 6. a description of the adjacent properties;
 7. a north arrow; and
 8. a drawing scale.

The application and site plan shall clearly show the type of fence proposed to be erected and the material which is to be used. The application for a fence permit shall be accompanied by a filing fee in an amount established by the Board of Aldermen. Denial of a permit for the erection of a

fence shall be subject to review by the Public Works Board as set forth in Section 7-33(a)111.1. No permit shall be required to repair an existing fence.

Sec 26-185.1 Fence regulations in residential districts:

- (a) Height. A fence shall not be higher than six (6) feet.
- (b) Yard requirements:
 - (1) A fence shall not be erected in a required front yard.
 - (2) A fence may be erected in side or rear yard.

Property Owner: _____ Phone: _____

Address: _____ City/Zip Code: _____

Signature: _____ Date: _____



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Fence Permit Application

Application Fee \$55.00 (Cash or check due at time of application-non-refundable) Application Date: _____

WORK SITE ADDRESS: _____

Property Owner Name and Address: _____

Phone: _____

Contractor/Supplier Name and Address: _____

Phone: _____

Contact Person: _____ Phone: _____ Email: _____

Description of work: _____

Start Date: _____ Planned Completion Date: _____

Height: _____ Material: _____ Color: _____

Please Contact Mirela Celaj at 314-729-4724 to schedule final inspection for this project.

Fences are permitted in accordance with the regulations of the City of Crestwood Fence Ordinance in Chapter 7 & Chapter 26. Unless specifically exempted, no new fence shall be erected, or replaced until after City Staff has reviewed the application and the Department of Public Works has issued a Fence Permit.

- A fee of \$55.00 shall accompany this completed application.
• Three (3) copies of boundary survey or scaled drawings of the subject property with dimensions, setbacks, property lines, structures, and the location and dimensions of the proposed fence shall accompany this completed application.
• A detailed description of the fencing material(s), height, and type shall also accompany this completed application.
• Any building permit under which no construction work has been commenced within six (6) months after the date of issuance of the permit or under which proposed construction has not been completed within one (1) years of the time of issuance shall expire by limitation. Sec. 26-323(a).

I declare that this application is true and correct to the best of my knowledge.

Applicant Signature: _____ Printed Name: _____ Date: _____

OFFICE USE ONLY

Approved By: _____ Title: _____ Date: _____

Final Inspection Approved By: _____ Title: _____ Date: _____

Payment Section

Date Paid: _____ Payment Amount: _____

Payment: Cash _____ Check _____

Received By: _____

Variance needed: Yes _____ No _____

Permit #: _____

Contractor's Business License: _____

Please Notes; A Contractor's Business License is required for all contractor's that do not have a CRESTWOOD BUSINESS LICENSE.