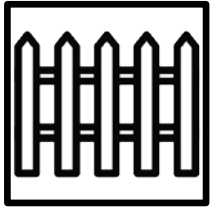




BUILDING DEPARTMENT



CITY FENCE PERMIT APPLICATION

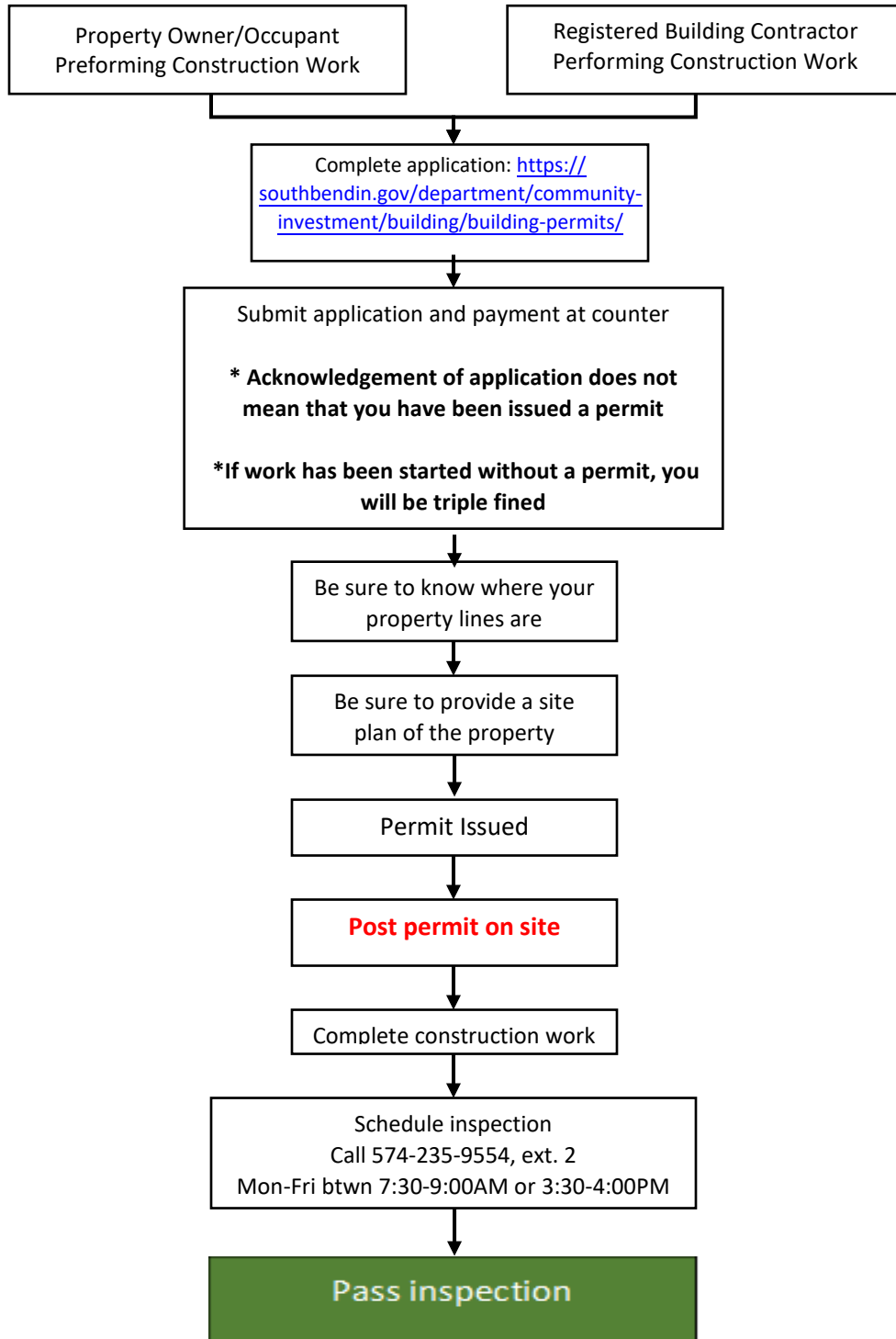
FENCE PERMIT CHECKLIST

- 1. Completed Application
- 2. Site Plan or Aerial View of property showing:
  - a. Property lines/size of property
  - b. Streets/alleys abutting property
  - c. Size and location of driveway and any abutting driveways
  - d. Size and location of all structures on property
  - e. Location of all easements on property (utility, drainage, etc.)
  - f. Size, type, and location of fence being planned
- 3. Special use/exception and/or variance approvals if applicable
- 4. Signed contract showing estimated cost of construction
- 5. All applicable contractors involved in the project (on application form)
- 6. Application fee **\*\*SEE FEE SCHEDULE FOR APPLICABLE PERMIT FEES**

USEFUL LINKS

- ✓ Zoning Ordinance/Variance Applications for the CITY **\*SEE UPDATES:**
  - <https://southbendin.gov/departement/community-investment/planning-community-resources/zoning/>
- ✓ Clear Sight Area requirements in the CITY:
  - <https://southbendin.gov/departement/community-investment/planning-community-resources/zoning/>
- ✓ Flood Plain Map:
  - <https://indnr.maps.arcgis.com/apps/webappviewer/index.html?id=05026dabc2e8461983e196d56a213c1e>
- ✓ Wetland Map:
  - <https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=fdd445df825c47739d3cdc2a5379094f>
- ✓ Historic Properties:
  - <https://stjocogis.maps.arcgis.com/apps/PublicInformation/index.html?appid=fe6f472405f14b468e2f983c83ecbba1>
- ✓ Residential Permitting Steps:
  - <https://southbendin.gov/wp-content/uploads/2018/07/RESIDENTIAL-PERMITTING-PROCESS-1.pdf>

**FENCE PERMIT APPLICATION PROCESS FOR CITY PROPERTIES**



**CITY FENCE PERMIT APPLICATION**  
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

PAYMENT: \_\_\_\_\_  
CHECK # \_\_\_\_\_  
CARD \_\_\_\_\_  
CASH \_\_\_\_\_

**PROPOSED PROJECT ADDRESS:** \_\_\_\_\_  
Address City Zip Township

**PROPERTY OWNER:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
Address City State Zip

**COST OF CONSTRUCTION: \$** \_\_\_\_\_ **\*SIGNED CONTRACT SHOWING COST OF CONSTRUCTION MUST BE PROVIDED UPON APPLICATION SUBMITTAL\***

**NEW FENCE HEIGHT:** \_\_\_\_\_  
Front Yard (ft) 1<sup>st</sup> Side Yard (ft) 2<sup>nd</sup> Side Yard (ft) Rear Yard (ft) Other (ft)

**NEW FENCE MATERIAL (e.g. wood, vinyl, aluminum):** \_\_\_\_\_

**NEW FENCE TYPE:**  ) 0% or more open e.g. *chain-link, split rail*  Less than) 0% open e.g. *privacy, chain-link with privacy slats*  Mix of) 0% open and less than) 0% open \* Indicate locations of each type on site plan

**NEW FENCE LOCATION:**  Front Yard  1<sup>st</sup> Side Yard  2<sup>nd</sup> Side Yard  Rear Yard  Other  
**\*SHOWN ON PLAN/AERIAL**

**\*PLEASE INITIAL TO ACKNOWLEDGE YOU UNDERSTAND THAT NOTHING TALLER THAN 3 FEET IS ALLOWED WITHIN CLEAR-SIGHT TRIANGLES, STREET-TO-STREET OR STREET-TO-ALLEY/DRIVEWAY:**

**VARIANCE, SPECIAL USE/ EXCEPTION APPROVAL DATE, IF APPLICABLE\*:** \*  
PLEASE PROVIDE APPROVAL LETTER \_\_\_\_\_

**\*\*\* CITY PROPERTIES ONLY:**  
Please **initial** to acknowledge that all fence posts and related supporting members of a fence shall be erected so that **finished sides of the fence face outwards** (towards the adjacent lot or public right-of-way).

**\*\*\*** Please also note that it is the Property Owner's responsibility to determine property line locations and to assure that the erected fence does not expand past these property lines/height regulations.

**CITY FENCE PERMIT APPLICATION**  
ST. JOSEPH COUNTY | CITY OF SOUTH BEND | BUILDING DEPARTMENT

**BUILDING CONTRACTOR:** \_\_\_\_\_ **OR** **OWNER AS CONTRACTOR**

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
Address City State Zip

**\*All contractors must be registered with our department. For more information on this go to <https://southbendin.gov/department/community-investment/building/contractor-licenses/>**

**\*Application can be emailed to us at [building@southbendin.gov](mailto:building@southbendin.gov) or provided to the address below for review.**

**\*Application must be signed below**

I certify the above to be true and accurate to the best of my knowledge.  
The Owner or Assignee obtaining this permit is responsible for determining the location of the property lines and conforming with the setback, height, and all other requirements of the Zoning Ordinance. Also, the restrictive covenant relating to the property may be more restrictive and should be checked.

The undersigned Owner or Assignee does hereby accept the above responsibility.

_____ <b>APPLICANT SIGNATURE</b>	_____ <b>DATE</b>
_____ <b>PRINT NAME</b>	_____ <b>ORG/BUSINESS OR OWNER</b>
_____ <b>PHONE</b>	_____ <b>EMAIL</b>