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FENCE PERMIT APPLICATION

(SHT Fence Resolution 3.8)

PERMIT MUST BE OBTAINED PRIOR TO CONSTRUCTION. FAILURE TO OBTAIN PERMIT PRIOR TO CONSTRUCTION WILL RESULT IN A MONETARY PENALTY FEE

PROPERTY INFORMATION	
Site Address:	Parcel No.:
Owner(s):	
Owner Address:	
Owner Telephone No.:	
Owner Email Address:	
Primary Homeowners Association (HOA): <input type="checkbox"/> Yes <input type="checkbox"/> No (attach HOA approval if applicable) If yes, Name of HOA:	
Sub HOA (if applicable): <input type="checkbox"/> Yes <input type="checkbox"/> No (attach HOA approval if applicable) If yes, Name of HOA:	
Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No -Note: Corner lots are required to meet the front setback on both streets-	

CONTRACTOR INFORMATION	
Contact Name:	
Company Name:	
Address:	
Telephone No.:	Email Address:

FENCE INFORMATION			
SETBACKS FROM PROPERTY LINES (ft.):			
Front: (from centerline of road)	Left Side:	Right Side:	Rear:
Fence type (also provide drawing, brochure):			
Fence height above preconstruction grade (ft.):			
Total fence length (ft.):	Pool Fence: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Required Site Plan Data and Fence Detail Drawings

The following items must be submitted with the application in order to be reviewed. The application will be reviewed and the applicant will be contacted when the plans are approved. The Ohio Revised Code sets forth a maximum of thirty (30) days for review of all applications. No applications will be reviewed at the time of submittal.

The review process begins once a “completed” application and payment are received

Incomplete applications will delay the review process

****MINIMUM SEVEN (7) DAY PROCESSING OF ALL APPLICATIONS****

1. One (1) copy of the site drawing (legible 11” x 17” maximum). The site drawing must show the following:
 - a. A North arrow and scale
 - b. Existing structures and dimensions
 - c. All setbacks to each property line and lot dimensions
2. One (1) copy of the fence drawing (legible 11” x 17” maximum)
3. Homeowners Association (HOA) **and** sub-HOA approval letters (if applicable).

Applicant Certification:

By signing below, the owner has read, understands, and agrees to the following:

- Right of Revocation – It is understood and agreed by this applicant that any error, misstatement, misrepresentation of any fact, with or without intent, such as might and/or would cause a refusal of this application, or any alteration in the accompanying plans made subsequent to the issuance of a Zoning Certificate without approval of the Zoning Inspector or Zoning Board of Appeals, shall constitute sufficient grounds for the revocation of such certificate.
- The owner agrees to allow the Zoning Inspector access to the property for on-site inspections from submittal of application through final approval.
- The owner agrees to abide by the Ohio Revised Code Sections §5589.08, §5589.10, and §5589.22 in that no dirt or mud is permitted on the road right-of-way during construction and that any repair costs for damage to the roadway or parts thereof will be paid by the applicant.
- There may be deed restrictions on the property that differ from the Sagamore Hills Township Zoning Resolution. Owner is solely responsible to ensure that the proposed project meets any restrictions that may be in effect.
- The Zoning Permit shall become void at the expiration of one (1) year after date of issuance.
- If posts are exposed on only one side of fence, the posts must face the owner and the finished side will face the neighbor.

Property Owner Signature: _____ **Date:** _____

FEE - check (only) payable to Sagamore Hills Township

See Section 18 Fee Schedule

FOR OFFICE USE ONLY

Zoning District: Residential Residential Cluster PUD (Greenwood) PUD (Eaton Estates) Commercial Industrial

Zoning Certificate Permit No.: _____ Approved Denied*

Zoning Inspector Signature: _____ Date: _____

*Reason for Denial: _____

SAGAMORE HILLS TOWNSHIP

Fence Permit Application

Site Plan

(or provide a separate site plan drawing including the required information below)

Instructions:

Use the area below to show the following:

- (a) Property lines
- (b) Existing accessory buildings
- (c) Existing home
- (d) Proposed fence
- (e) Front or rear setback to the fence
- (f) Left side setback to the fence
- (g) Right side setback to the fence

Land Owner Name: _____

Address: _____

