



611 Mulberry Road, Suite 300
 Derby, KS 67037
 Phone 316-788-6632
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Application for Fence Permit

A DRAWING SHOWING PROPERTY LINES, EASEMENTS & STRUCTURES MUST BE ATTACHED PRIOR TO ACCEPTANCE OF APPLICATION!

Date: _____

FEE: \$25.00

CONTACT INFORMATION

Address of Fence: _____

Property Owner Name: _____

Property Owner Phone: _____ Email: _____

Contractor Name/Company: _____

Contractor Address: _____

Contractor Phone: _____ Email: _____

PROJECT INFORMATION

Legal Description of Property: Lot _____, Block _____, _____ Addition

Zoning District: _____ Project Type: New Construction Replacement

Fence Material: _____ Fence Height: _____

Is the property in a FEMA Flood Hazard Area: Yes No (If Yes, a Floodplain Development Permit may be required)

CERTIFICATION

I / We understand the provisions and requirements of Title 15 of the Municipal Code and agree to the following:

- A. All posts and bracing for wood fences abutting or visible from public rights of way or other public property shall be constructed either with support braces and other load bearing components thereof located on the interior of the fence. (i.e the "finished" side of wood fences shall be facing public street) or with the boards installed on both the interior and exterior of the fence in an alternating pattern commonly known as a shadowbox fence.
- B. A fence may be located within a drainage or utility easement as long as the fence meets the following criteria:
 - 1) Fences must be placed at an elevation to allow normal drainage flow to travel without blockage by the fence. When proposed to be placed in a drainage easement, a permit to construct the fence cannot be issued until the City Engineer approves the fence with regard to existing ground level; this is required to ensure that the fence will not restrict normal flow of storm waters.
 - 2) Fences shall not be located so as to divert the normal flow of storm water from the platted drainage easement.
 - 3) Fences located within the drainage or utility easement shall have removable panels or sections to order to provide access for quick emergency or maintenance access by the personnel of the City or a utility company.
 - 4) In the event the City or a utility company must perform maintenance, inspection or replacement of utility lines located within a public easement, such party shall not be liable for replacement of any fence or ground cover located within a public easement. This includes grass, trees, shrubs, etc.

COMPLETE APPLICATION ON NEXT PAGE

- C. It is the responsibility of the Applicant to locate property irons and/or lines, build the fence according to the approved plot plan, and contact "Kansas One Call" at <1-800-344-7233> for the location of utilities on said lot.
- D. If a contractor obtains this permit, it is the responsibility of that contractor to provide the property owner with a copy of this agreement.
- E. I acknowledge that the \$25.00 application fee is non-refundable.
- F. AN INSPECTION OF THE FENCE IS REQUIRED. CONTACT (316) 788-6632 OPTION 2 TO SCHEDULE.

Applicant Signature

Date

Printed Name

Applicant Status:
 Owner Agent or Contractor Tenant

OFFICIAL USE ONLY

Required Documents: Fee Plot Plan w/ Dimensions Elevation Drawings (if applicable)
 Floodplain Development Permit Application (if applicable)

Permit Status: APPROVED DENIED **Attach Laminated Notice**

Permit Number: _____

Reviewed By: _____

Code Enforcement Officer or Authorized Agent

Permit Issue Date

Notes/Conditions: _____

Permit Return Method: Email Permit Mail (USPS) Pick-Up (Call Applicant)