

Borough of Doylestown

Department of Building and Zoning

Permit Application for Fence

Background:

The Borough of Doylestown requires that prior to any new fence installation or repairs or replacement of an existing fence that change in type of fence; the property owner shall acquire a Fence Permit from the Department of Building and Zoning, located at 57 West Court Street. There is a \$25 fee (Plus a \$4 state fee) for this permit. All construction/repair work shall be done according to the Borough of Doylestown Ordinance specifications.

When A Fence Permit is Required:

- A Fence Permit is required to install any new fence.
- A Fence Permit is required for fence replacement or any repair of existing fences exceeding 50% or more of the value of the existing fence.

Process:

1. Complete the Fence Permit Application and bring it to the Borough Zoning and Planning Office at 57 West Court Street with payment in the amount of 29 dollars. Check should be payable to "Borough of Doylestown"
2. The staff will accept your completed permit application. You must attach 2 copies of the site plan. See the list below for what must be shown on the site plan. **Note staff will not accept incomplete applications.**
3. You will be contacted when a decision has been made on your application. Permit review normally takes 7 – 10 days but may be as long as 20 days.
4. Do not begin work until your application has been approved and you have an issued permit in your hand.
5. Once work is complete you must schedule a final inspection to close the permit.

Check List for Submission - Applicant must fill out checklist marked "A" below. Borough staff will complete checklist marked "S".

<u>A</u>	<u>S</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	<input type="checkbox"/>	Payment of \$29 dollars is included.
<input type="checkbox"/>	<input type="checkbox"/>	2 copies of the site plan are attached.
<input type="checkbox"/>	<input type="checkbox"/>	Site plan drawn to scale.
<input type="checkbox"/>	<input type="checkbox"/>	Site plan shows all structures on the site.
<input type="checkbox"/>	<input type="checkbox"/>	Site plan shows all easements, rights-of-way and dedications.
<input type="checkbox"/>	<input type="checkbox"/>	Site plan shows the proposed location, length and height of the fence.
<input type="checkbox"/>	<input type="checkbox"/>	Site plan shows a description of the materials contained in the fence.
<input type="checkbox"/>	<input type="checkbox"/>	Site plan shows location of traffic sight triangles at corners if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	Site plan shows location of fire hydrants, if applicable.

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Hours of Operation Monday - Friday 8:30 a.m. – 4:30 p.m.
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PROPERTY INFORMATION:

Property Address:	Tax ID Number:
Property Owner Name:	Owner Phone:
Property Owner Address: _____	

CONTRACTOR'S INFORMATION:

Company Name:	Phone:
Company Address:	Borough Registration #
Contact Name :	Contact Phone:
If Owner is doing the work complete Affidavit of Exemption from Proof of Worker's Compensation Form	

SITE CHARACTERISTICS:

Zoning District:	Corner Lot: YES NO If yes, will sight triangle be obstructed?	
Front Yards (any yard on a public street)	Back/Side Yards	Fence (please circle)
Identify streets fronted:	Identify any accesses or shared features:	Style: picket solid split-rail shadow-box other:
Identify any right of ways:	Identify any right of ways:	Color: natural white other:
Fence height: (May not exceed 4 feet)	Fence height: (May not exceed 6 feet)	Material: wood metal composite other:

DESCRIPTON OF WORK:

Describe fence, location and purpose:

APPLICANT SIGNATURE:

	Date:
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APPLICATION PROCESSING RECORD (Borough Office Use Only)

Date Received:	Amount Paid:	Check Number:
Payor:	Received by:	

Zoning Officer:	Date of Zoning Review:
Permit is: Granted Denied Other:	
Reason/Comments/Conditions: _____	
Zoning Officer Signature:	
Applicant Notified by:	On Date:
Permit Number Issued:	On Date:

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