



**RESIDENTIAL FENCE
PERMIT APPLICATION**

Property Owner (Applicant): _____

Property Address: _____

Phone: Home () _____ Cell () _____ Work () _____

I have read the “Residential Fence Regulations” and the “Residential Fence Requirements” handout sheets and my fence proposal conforms to the residential fence requirements. My proposed fence is located in (circle those that apply):

- street-yard(s) side-yard(s) rear-yard
- non-corner lot corner lot (2 required street-yards)

I. Fence Details:

The following information must be provided:

fence material: _____ fence height(s): _____
 fence type/style: _____ height of post caps: _____
 decorative side of fence shall face adjacent properties (yes or no) fence setback(s): _____

II. All fence applications must include a Plat of Survey:

Attach 2 copies of a Plat of Survey that is dated by the surveyor within the past year. A Plat of Survey of the property **may** be on file with the Office of Building Inspection or at the Washington County Courthouse (Real Property Office). If there is no plat of survey on file at either location, or the existing survey is older than one year, it is the responsibility of the applicant to contact a Registered Land Surveyor to create a plat of survey and possibly place lot markers on your property to identify the lot corners so that they are made visible.

III. Submission:

I hereby submit this completed “Residential Fence Permit Application”, 2 copies of a current Plat of Survey that identifies fence details, and a sketch or photo of the fence. I understand that an incomplete fence permit application will be returned to me.

IV. Permit Approval:

Upon approval of the fence permit application, the applicant will be notified of the approval and the required permit fee. The applicant will receive the fence permit upon payment of the required fee (check payable to the “City of West Bend”). Upon completion of the fence installation, the applicant is required to contact the Building Inspection Office at 262-335-5140 to request an inspection. Prior to the required inspection, a string must be placed between the lot corner markers so the inspector can verify the fence is located correctly. Fence installation prior to permit issuance is a violation of the Municipal Code.

I will install and maintain the fence in compliance with the approved fence permit and all residential fence requirements.

Signature of Property Owner (Applicant)

Printed Name of Property Owner

Date