



Village of Van Buren, Ohio **FENCE PERMIT APPLICATION**

Attention: *Zoning Inspector, P. O. Box 275, Van Buren, OH 45889*
Phone (419) 299-3234 or email vanburenoh@gmail.com

THIS APPLICATION MUST BE COMPLETED! LACK OF INFORMATION OR DETAILS ON PLANS WILL RESULT IN THE APPLICATION NOT BEING PROCESSED!

Submit ONE (1) site plan, drawn to scale, showing the actual size, dimensions, and shape of: the lot with corner pins shown, existing and proposed buildings or structures, their distance to the lot lines and other information that is essential to the permit and property. **Always call OUPS/811 before digging!**

Please Print

Address of property: _____

Lot number and Subdivision name: _____

Owners Name: _____ Contractor: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Applicant if not owner: _____ Email: _____

Fencing Material: ☐ Wood ☐ Vinyl ☐ Aluminum/Wrought Iron

Was the property professionally surveyed? ☐ Yes ☐ No - Name of Surveying Engineer: _____

Have your property pins located? ☐ Yes ☐ No

Corner Lot? ☐ Yes ☐ No If yes, give, give name of side street _____

Height of fence: (maximum 6 foot) _____

Distance from Property Line _____

If the property is in the flood hazard area, restrictions in Section 1116 must be complied with.

I, the undersigned, do hereby certify that all of the above statements are true to the best of my knowledge, and understand that any deviation, change or alteration not included or shown on these plans will alter the approval so granted. I further understand that the permit, when issued, is valid for one-year from date of issue. Should the permit fail to be issued/obtained within 30 days from the date of approval, this application becomes null and void.

ANY STRUCTURE PLACED WITHIN A RECORDED or DEDICATED EASEMENT IS SUBJECT TO REMOVAL OR DEMOLITION (SHOULD THE NEED ARISE) AT THE OWNER'S RISK!

Permit expires if work is not started within 180 day of issuance or if work is suspended for 180 days.



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Signature: _____ Date: _____

- ☐ Review the provisions as applicable in accordance with Van Buren Integrated Zoning Code and Land Use Plan Ordinance which can be found on www.vanburenohio.org.
- ☐ Obtain the appropriate permit application on-line at www.vanburenohio.org.
- ☐ Complete the permit application and send to Village of Van Buren, Atten: Zoning Inspector, P. O. Box 275, Van Buren, OH 45889 along with the required [application fees](#) amount. The permit is normally issued within 48-96 hours provided that there are no conflicts.
- ☐ Additional copies of the permit will be available on request provided appropriate contact information is provided. The original building permit (normally orange in color) will be provided to either the general contractor or the applicant as stipulated on the application. This permit **MUST** be displayed and visible from the street frontage at the construction site until the project is completed. Failure to comply with this requirement will result in a "stop work order" being issued.
- ☐ Fences may not exceed six (6) feet in height, measured from the surface of the ground and shall not extend toward the front of the lot nearer than the front of the house of the required minimum front yard, or whichever is greater – except decorative split rail or iron-type fences which may be located in the front yard. Snow fences are prohibited.
- ☐ If the fence is to be located on the property line, you will need written permission from your neighbors (attached it to the application. If your neighbor does not agree, the fence must be located inside the property on your property line.
- ☐ Attached a plot plan showing entire lot, residence, pools, decks, sheds, act. Indicate where the fence is proposed to be located. Furnish a copy of plat if the lot is irregular in shape.
- ☐ Be aware of any utility and/or drainage easements that might be located on your property. No structure can be placed within any easements.
- ☐ The Fences installation must be completed within 180 Days of the permit issuance date. If additional time is needed, an extension request must be filed. Contact the Zoning Inspector via. email at vanburenoh@gmail.com to request the extension and any other issues during the construction process.
- ☐ Zoning Inspector must be notified at least 2 days prior to the start of installing fence to ensure location of the structure
- ☐ Upon completion of the project, the property owner must contact the Zoning Inspector to advise project is completed for final inspection.
- ☐ Additional projects i.e., decks, pools, etc., can be found on-line at www.vanburenohio.org.



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Property Owner: _____ Zoning Inspector _____