

City of St. Joseph

1100 Frederick Avenue, St. Joseph, Missouri 64501

1100 FREDERICK AVENUE

ST. JOSEPH, MISSOURI 64501-2346

APPLICATION FOR FENCE PERMIT

Fee for Residential Fence Permit is \$31.50*

Fee for Commercial Fence Permit is \$63.00*

In an effort to assist you, we have prepared the attached checklist to ensure you have all the information necessary before coming to City Hall to obtain your fence permit. Having all the required information in advance will help us process your application in a more efficient and timely manner. Please complete the application in full. Be sure to sign it.

Along with this application, you need to submit one site plan and any supporting documents as well as a photograph showing the type of material you will use for the fence. It is not necessary that the site plan be professionally drawn, but it should adhere to the details listed on this document. For planning purposes, our review will normally take one or two days. **Incomplete applications may be returned to you without action.** After our review starts, if we require additional information, we will contact you.

- **Street address of the Property:** _____

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF SAID FENCE PERMIT.

With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards & commissions, and City departments.

- **Signature of Applicant:** _____

Print or type name: _____

Address of applicant: _____

Telephone number of applicant: _____

- **Signature of property owner or his/her legal representative:** _____

Print or type name: _____

Address of property owner or his/her legal representative: _____

Telephone number of property owner or his/her legal representative: _____

- **Signature of contractor or his/her legal representative:** _____

Print or type name: _____

Address of contractor or his/her legal representative: _____

Telephone number of contractor or his/her legal representative: _____

Will the proposed fence be within a floodplain/floodway? Yes No Unknown

Height and type of fencing (i.e. 6 ft. wood privacy fence): _____

Date: _____

Application Check List for Fence Permits

The following must be submitted with your completed Fence Permit application. Otherwise, the application will be deemed incomplete and may result in unnecessary delays: (Please ✓ when complete)

General attachments and information:

- _____ 1. If you choose to place the fence on the property line, a notarized statement from all abutting neighbors is required stating they have no objection to the placement of the fence.
- _____ 2. Fences in the front yard can be no taller than 4 feet; side yard 6 feet; rear yard 8 feet.
- _____ 3. Sight obscuring fences (privacy fences) can only be located in the side and rear yard.
- _____ 4. No fence of any kind can be located within the sight visibility triangle or a driveway or intersection.
- _____ 5. Fencing material is to be wood, wrought iron, chain link, masonry or other like material. No barbed wire or electric fences are allowed in residential districts. A photograph of the fence material must be submitted with this application.
- _____ 6. Fences must be constructed with the finished side facing the neighboring properties.
- _____ 7. Is the property located in a local historic district or the downtown precise plan district?

Site plans must include the following information:

- _____ 1. Date prepared and any revision dates.
- _____ 2. Name, address and telephone number of the person preparing the site plan, or other responsible party. Homeowner's name and contact information must be included if different from the person who prepared the plan.
- _____ 3. North arrow.
- _____ 4. Dimensions of the subject property and total square footage of the property.
- _____ 5. Dimensions of any buildings located on the property and their location.
- _____ 6. If available, please provide an aerial photo or previously recorded survey of the subject property showing the property dimensions.
- _____ 7. Show all setback lines and list the setback dimensions for all sides of the proposed fence.
- _____ 8. Proposed location, dimensions, construction type and type of material to be used on the fence.
- _____ 9. Identify adjacent streets, alleys, garages and points of access to public right-of-way.
- _____ 10. Show all driveways, parking areas and sidewalks.
- _____ 11. Please verify on the site plan that the posts are to be set in a concrete base.
- _____ 12. A photograph of the fence material must be submitted with this application.

PLEASE NOTE:
Processing your application may
take one to two business days.