



*Small, Serene, Simply Garnett.*

## APPLICATION FOR FENCE PERMIT

APPLICATION NO. \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE OF APPROVAL: \_\_\_\_\_

### TO BE COMPLETED BY APPLICANT:

Applicant Name: \_\_\_\_\_ Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Contractor Name and Phone: \_\_\_\_\_

Address of Proposed Fence: \_\_\_\_\_ Fence Height: \_\_\_\_\_

Fencing Type: \_\_\_\_\_ Residential ( ) Commercial ( )

I certify that I am the (SELECT ONE: OWNER LESSEE TENANT) of the property for which this permit is requested. I understand that I must submit a site plan, information, a sketch, and the **REQUIRED FEE OF \$25.00** before the application will be accepted for consideration. I also understand that the Zoning Administrator must approve or deny my application within 30 days unless I consent to an extension of time.

**I FURTHER UNDERSTAND THAT ALL UTILITY METERS SHALL BE ACCESSIBLE TO UTILITY PERSONNEL DURING NORMAL WORKING HOURS FOR INSPECTION, READING, MAINTENANCE OR REPLACEMENT. GATES SHALL NOT BE LOCKED, AND ANIMALS MUST BE CONTROLLED SO ACCESS FOR PERSONNEL IS NOT DENIED.**

A zoning certificate shall become invalid six (6) months after the date on which it is issued, unless during such six-month period construction has commenced. It shall also become invalid if such construction is incomplete, terminated or abandoned 6 months after such work has commenced.

Except in case of emergency, permit applications must be submitted not less than three (3) business days in advance for review and processing. The Zoning Administrator reserves the right to issue or deny any permit within 30 days of application, in accordance with City Zoning Regulations. No work shall commence until a signed permit has been received by the applicant. Permit must be present at the jobsite and available for viewing by City staff.

**IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER** to contact the office of the Zoning Administrator at least two (2) hours in advance for all required inspections. Permit holder or representative must be on-site for all required inspections. Except in case of emergency, inspections must be conducted during normal business hours.

**SITE SKETCH, DIAGRAM OR PICTURE OF FENCE SHALL BE ATTACHED TO APPLICATION, ALONG WITH INCLUDED FENCELINE BOUNDARY-NEIGHBOR ACCEPTANCE (SEE ATTACHED FORM).**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*Call before you dig! (800)344-7233 (DIG-SAFE) or 811, or <https://www.kansas811.com>\*\*\*