



Village of Minerva Park

PLANNING & ZONING
 2829 MINERVA LAKE RD
 COLUMBUS OH 43231
 614-882-5743
 zoningofficer@minervapark.org

PERMIT NO: _____
PMT INFO _____
RECD BY _____ DATE: _____

FENCE PERMIT APPLICATION

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administration

Project/Property Address or Location:		Project Name/Business Name (if applicable)			
Type of fence to be erected					
New Fence <input type="checkbox"/>	Replacement <input type="checkbox"/>	Additional <input type="checkbox"/>	Please describe any existing fence present on your property, or neighbor property (include, material, height, and color):		
Picket <input type="checkbox"/>	Privacy <input type="checkbox"/>	Chain Link <input type="checkbox"/>	Split Rail <input type="checkbox"/>	Fence Height:	Other (please describe)
Material Type					
Wood <input type="checkbox"/>	Vinyl <input type="checkbox"/>	Metal <input type="checkbox"/>	Composite <input type="checkbox"/>	Other (please describe), include color <input type="checkbox"/> _____	
Posts and Caps					
Post Caps <input type="checkbox"/> Yes <input type="checkbox"/> No		Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No		Other (please describe) <input type="checkbox"/> _____	
Additional Information (if applicable):					
APPLICANT Name (primary contact) – do not use a business name			Applicant Address:		
Applicant E-mail:			Applicant Phone No.:		
BUSINESS Name:					
FENCE ERECTOR Name					
Fence Erector Email:			Fence Erector Phone No.		
ADDITIONAL CONTACTS (please list all applicable contacts)					
Name(s):			Contact Information (phone no./email):		
Contractor					
Surveyor					
Architect					
PROPERTY OWNER Name:			Property Owner Contact Information (phone no./email):		

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED (see page 2 & 3)

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be in accordance with the conditions and terms of that approval.

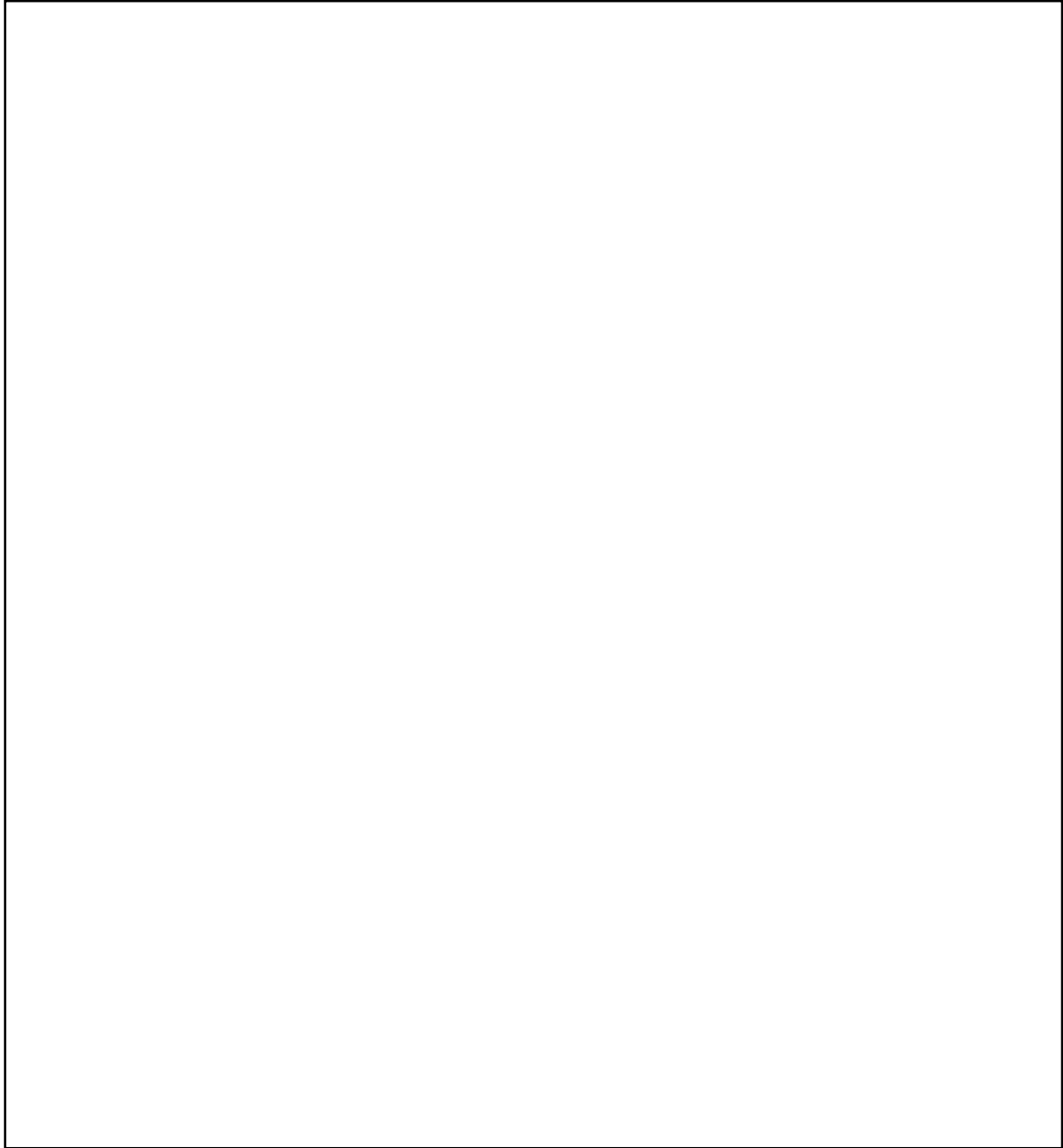
Applicant Signature: _____ Date: _____

Location: _____

Permit # _____

SITE PLAN - REQUIRED

Please show property lines, existing fence, proposed fence, all dimensions of existing structures, and how far structures are from one another, and the dimensions the fence is from all the property lines and structures. *(you may use graph paper, or any other site plan showing this required information)*



___ NOT TO SCALE ___ TO SCALE

STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Minerva Park Code ("Fences and Walls")				
	2. Drawings & Specifications to include: - Exact location of fence - Full dimensions - Location of gate(s) - Post locations - Type of material(s)				
	3. Property plot plan or certified survey showing streets, structures, building lines & easements				
	4. Corner lots only – certified survey plan				
	5. Fences over 6' – building permit				
	6. Application fee (below)				
	7. Application & all supporting documents submitted				
	8. Authorization Consent Form Completed				
	9. The Applicant must contact the Village of Minerva Park Planning & Zoning Office 614-882-5743 to schedule a HOLE INSPECTION after digging the post holes				
	10. The Applicant must contact the Village of Minerva Park Planning & Zoning Office 614-882-5743 to schedule a fence inspection upon completion of installation.				
Fee	Permit Type				
\$25	Residential				
\$200	Commercial				

AUTHORIZATION FOR OWNER'S APPLICANT OR REPRESENTATIVE(S) If the applicant is not the property owner, this section must be completed

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize _____ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: _____ Date: _____

AUTHORIZATION TO VISIT PROPERTY

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice (if applicable) on the property as described in this application.

Property Owner Signature: _____ Date: _____

AGREEMENT TO COMPLY AS APPROVED

I, _____, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plan shall be submitted for the review and approval to the Planning and Zoning Division staff

Applicant Signature: _____ Date: _____



FENCE GUIDELINES

Ordinance 05-2017 | Section 1464 (Fences & Walls)

PERMIT: YES

EXPIRES: 6 MONTHS

FEE: \$25 Residential
\$200 Commercial

FENCE CONSTRUCTION & LOCATION

- **Location:** Not forward of a line 14 feet back from the immediately adjacent front building line or structure on any lot and shall determine property line
- **Height:** No more than 72 inches (from natural ground level); Chain-link no more than 48"
- **Post Caps/Finials/Ornamental:** Not to exceed 12 inches above top fence, and not be more 6 inches in width spaced close than 4 feet on center
- **Supporting Post:** must be installed facing the installers dwelling (home/property)
- **Hole depth:** Holes should be at least 32 inches deep (or by manufactures recommendation)
- **Post distance:** There should be between 4-6 feet between each support post (or by manufactures recommendation)
- **Material**
 - **Fences:** wood, wood composite (or similar material), PVC or vinyl (or similar material), aluminum, chain link or wire (except in M/I subdivision), or a combination of these materials.
 - **Walls:** stone, brick, poured concrete, or block
 - **Chain link fence:** not exceed 48 inches and vinyl coated dark green, dark brown, or black. Chain link fence is prohibited in the M/I subdivision
 - **Welded wire fencing** painted black, dark green, or dark brown may be attached to the inside of a fence
- **One Style:** only one style of wall or fence is permitted per property line
- **Ground Clearance:** not exceed 3 inches (from ground to bottom of panel)
- **Lighting Features:** Not extend above the height of the fence panel
- **Prohibited:** No sharp edges or electrically charged fence material

Free-standing walls constructed of brick, concrete block, or stone

Must be constructed on a foundation starting 36 inches below grade and designed by a structural engineer or architect. Footings must be within the lot line.

M/I Development: No chain-link fence permitted.

INSPECTIONS: 2 inspections are required: (1) when the holes are dug, (2) upon completion of install

REPLACEMENT: Posts or more than 50% of fencing material requires a permit; the cost is 1/2 the amount of new permit fee.

VARIANCES: May be granted by Village Council after recommendation by the Planning & Zoning Commission (see 1232.01)

PENALTY 1272.05(h): Minor Misdemeanor punishable per day per occurrence

PLEASE NOTE!

The property owner is responsible for identifying lot lines, including boundaries and property pins. By submitting this application, the undersigned verifies and attest that the proposed fence permitted by this application shall be located entirely upon the property listed as the job location. The Village does not mark property lines and is not responsible for fences that are built within easements or on abutting properties, either intentionally or unintentionally.

Should your fence be determined to be within an easement or on adjacent property, the undersigned shall be responsible for any damage to the fence within an easement or for any trespass or property rights issues should your fence intrude onto adjacent property. You agree that the responsibility of placing the fence is yours alone and to hold the Village harmless for any misplaced fence. You further acknowledge that if any portion of the fence within an easement or on adjacent property needs to be removed, you are responsible for its removal and replacement.

CALL BEFORE YOU DIG, OHIO UTILITIES PROTECTION SERVICE AT 1-800-362-2764