

FENCE INSTALLATION

PERMIT APPLICATION CHECKLIST (Return with Application)

Permit application for _____
(job address)

Owner's Name _____

Contractor's Name _____

Before a zoning approval may be granted, all of the following documentation must be submitted with an application to place the fence. By providing all information, you can assure that the application can be reviewed as efficiently as possible.

- ___ 1. BUILDING PERMIT APPLICATION (accessory) including the following:
 - A. Linear feet of fence to be installed.
 - B. Signature of applicant (owner or contractor).
- ___ 2. LOT DIAGRAM or PLOT PLAN on page two of the application form. The drawing must include all items listed on the form, and must show where the fence is to be placed on the owners property, and its relationship to buildings and lot lines.
- ___ 3. HEIGHT: Indicate the height of the fence. If there will be different heights, please indicate where the different heights will be located on the property.
- ___ 4. TYPE: Indicate type of fence to be placed (i.e. chain link, picket, privacy, stockade, etc.)
- ___ 5. PROOF OF OWNERSHIP (deed, land contract, tax statement, etc.)
- ___ 6. PROPERTY TAX I.D. NUMBER FOR THE PROPERTY INVOLVED.

Your application will be reviewed when all information has been received, and a permit issued when compliance with applicable ordinance requirements has been verified. Placement of the fence should not proceed until you have first received the zoning approval permit.

The BUILDING DEPARTMENT (Associated Government Services) may be contacted by PHONE at (800)627-2801 (an answering device operates 24 hours a day); by MAIL at P.O. Box 662, Schoolcraft, MI 49087; or by FAX at (269)679-4432. OFFICE HOURS are 8:00 AM to 12:00 pm and 1:30 to 4:30 pm, Monday through Friday.

Signed _____ Date _____
(applicant signature)