



Fence Permit Application Checklist



Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

Application Requirements:

In order for an application for a fence permit to be reviewed, it must include all required information. An application without complete information, including all required plans, may not be processed until the submittal is complete. The following checklist indicates the quantities and types of plans and materials required to determine compliance with Chapter 28 (Zoning Regulations) of the Arlington Heights Municipal Code.

1. Each application for a fence permit must be submitted to the **Building Department**, accompanied by **two collated sets** of the following items:
 - a. A Plat of Survey, drawn to scale, with the proposed placement of the fence (denoted with an "X"), proposed height and proposed style of the fence.
 - b. The proposal from the contractor who will be installing the fence, which specifically lists the proposed style and height of fence, and the method of construction.
 - c. Catalog cut-sheet or image of the proposed fence type.
2. A fence permit fee of \$40.00 is due at the time of your submittal.

Other Requirements:

- Complete applications submitted between 8:00 AM and noon will be available for pick-up, if approved, after 1:00 PM the following business day.
- Complete applications submitted between noon and 5:00 PM will be available for pick-up, if approved, after 9:00 AM two business days later.
- Fences must be located on or within lot line of the subject property.
- Fences must comply with Section 6.13 of Chapter 28 of the Arlington Heights Municipal Code (Zoning Regulations). A copy of said regulations are attached to this packet.
- If the fence contractor changes, a letter from the owner stating the change from the old contractor to the new contractor is required, as well as a copy of the new proposal. The new contractor is also required to be licensed in the Village of Arlington Heights.

Fence Permit Application

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Application Date: _____ Permit #: _____ Fee: _____

PROJECT INFORMATION:

Project Address: _____

PROPERTY OWNER INFORMATION:

Name: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

FENCE CONTRACTOR / INSTALLER INFORMATION:

Name: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Proposed Fence Information

Location(s) (Circle all that apply): FRONT YARD EXTERIOR SIDE YARD SIDE YARD REAR YARD

Fence Type: Open Semi-Open Fence Material: Wood Vinyl
 Solid Metal Other _____

Fence Height: _____

Value of Work: _____

Is there an existing fence in the location of the proposed fence? YES NO

If yes, will this fence be removed? YES NO

Variation Information

Has a fence variation previously been sought for this property? YES NO UNKNOWN

If yes, was the variation approved by the Zoning Board of Appeals? YES NO Date of Hearing: _____

I have read and understand the information included in the fence application handout, and agree to comply with all applicable Village codes. By signing this permit application, I understand that any permit issued hereunder shall expire one-year from the issuance date, and that any permit under which no substantial work is commenced within six months of issuance shall expire by limitation and that before any work is done after such expiration, a new permit shall be secured upon payment of the applicable re-issuance fee. I also understand that in the event the construction is delayed or prevented by "Acts of God", strikes, disaster or other circumstances beyond the control of the building, an application for exemption of this paragraph shall be made to the Director of Building.

Signature _____ Print Name _____ Date _____
(Circle one): Owner Agent for Owner Contractor Tenant

For official use only:

Zoning District: _____ Director of Building & Health Services or Designee: _____

Fence Regulations

Section 3.2 of the Arlington Heights Zoning Regulations

3.2-87 Fence, Open. An open fence is one in which less than 50% of its surface is closed when viewed from a right angle.

3.2-88 Fence, Semi-Open. A semi-open fence is one, which shall be designed and constructed to allow the free movement of air through the fence.

3.2-89 Fence, Solid. A solid fence is one, which effectively conceals from viewers in or on adjoining properties and streets, materials and activities conducted beyond it.

Section 6.13 of the Arlington Heights Zoning Regulations

6.13-1 Fence Permit Required. No fence shall be erected without having secured a permit from the Director of Building, who shall grant the permit only if the proposed fence is in compliance with all the provisions of this Code and any amendment to it, and if the proposed fence will be erected in a structurally sound manner.

6.13-2 Materials and Type of Construction:

- a. The use of barbed wire fencing is prohibited;
- b. All metal fences erected shall be of nine gauge woven wire or its equivalent;
- c. Fence posts shall be of an approved material and shall be embedded into tamped earth or concrete, to a depth which would assure its structural stability;
- d. All fences must be erected with the finished side facing the adjoining properties;
- e. Solid fencing is allowed only between certain zoning districts and where otherwise specified in Chapter 28; and
- f. Slatted chain link fence is prohibited.

Exception: In the M-1 and M-2 Districts, slatted fences will be allowed between business properties and to enclose garbage dumpsters but cannot be located adjacent to a street or residential properties.

Section 6.13-3 Location of Fences. A fence is a permitted obstruction in any yard with the following limitations:

- a. Front Yard. Fences shall not exceed a height of 36-inches and shall not contain any sharp points and must be an open fence; and
- b. Side and Rear Yards. Fences must be open or semi-open and shall not exceed a height of five feet with the following exceptions:
 1. When parallel to a major or secondary arterial road, fences shall not exceed a height of six feet and may be a solid fence;
 2. When between certain Zoning Districts and where otherwise specified in Chapter 28.
 3. Through Lots. On through lots that are adjacent to non-through lots, fences in yards with road frontages may not exceed 36-inches and shall not contain any sharp points and must be an open fence;

4. Corner Lot. That portion of the side and rear yard with street frontages may have open or semi open fences erected no closer than five feet or half the distance from the building to the perimeter of the lot, whichever is greater. Landscaping, a minimum of three-foot high and spaced a maximum of 48-inches on center, must be provided along the street side of the fence.

The perimeter of the lot is defined as the lot line, sidewalk, or street pavement, whichever is closest to the building. In each instance where the building is closer than 5 feet to the perimeter of the lot, no fence shall extend beyond the line of the principal building. An open fence, not exceeding a height of 36 inches, shall be allowed anywhere within the Rear Yard and shall not contain any sharp points; and

5. Visibility. Within 12 feet of intersecting property lines at streets, walks, driveways, bike paths, or walking paths, fences shall not exceed 36-inches and shall not contain any sharp points and must be an open fence.

c. Exterior Side Yards. Fences shall be allowed in an Exterior Side Yard with the following limitations:

1. An open or semi-open fence, not exceeding a height of five feet shall be allowed no closer than five feet or half the distance from the building to the perimeter of the lot, whichever is greater.

Landscaping, a minimum of three feet high and spaced a maximum of 48 inches on center, must be provided along the street side of the fence. The perimeter of the lot is defined as the lot line, sidewalk, or street pavement, whichever is closest to the building. In each instance where the building is closer than five feet to the perimeter of the lot, no fence shall extend beyond the line of the principal building; and

2. An open fence, not exceeding a height of 36 inches shall be allowed within the Exterior Side Yard and shall not contain any sharp points.
3. When an Exterior Side Yard is parallel to a major or secondary arterial road, a solid fence, not exceeding a height of six feet, shall be allowed.

6.13-4 Wire Gauge. All metal fences erected in the Village shall be at least nine gauge woven wire or its equivalent.

6.13-5 Safety Hazards Prohibited. The Director of Building may order any fence removed that is a hazard to public safety or to the free flow of traffic.

6.13-6 For fences required for screening of parking lots, between zoning districts, detention and retention basins, and commercial antenna structures and earth stations, see Section 6.16.