



# Commercial Fence Permit Application

Community Development Department  
 9915 39<sup>th</sup> Avenue  
 Pleasant Prairie WI 53158  
 Phone: 262.925.6929  
 Email: communitydevelopment@pleasantprairiewi.gov

## GENERAL INFORMATION

Job Address	Tax Parcel Number
Property Owner	
<input type="checkbox"/> Property Owner is Acting as Contractor	
Estimated Cost of Project	Estimated Date of Completion

## FENCE DETAILS

Fence work proposed (check all that apply)		Proposed Material (check all that apply)	
<input type="checkbox"/>	New fence	<input type="checkbox"/>	Wood
<input type="checkbox"/>	Repair/Replace existing fence panels/posts	<input type="checkbox"/>	Vinyl
<input type="checkbox"/>	Retaining wall	<input type="checkbox"/>	Chain link (minimum 9 gauge with top rail)
<input type="checkbox"/>	Garbage/recycling dumpster/compactor enclose	<input type="checkbox"/>	Decorative aluminum/wrought iron
Fence Height: _____ ft		<input type="checkbox"/>	Other material (specify)

## MINIMUM SUBMITTAL REQUIREMENTS

- Plat of Survey or approved Site Plan showing location of proposed fence or garbage enclosure, setbacks to property lines and other buildings. Include additional informational required for a fence located in any Village Easements such as Sewer, Water, Storm Sewer, Drainage, Tree Preservation or Landscape Easements.
- Written approval from We Energies for fences proposed to be located within a Utility Easement. Contact: Tracy Zwiebel with We Energies at 262-763-1044.
- Written Approval from Commercial Owners Association (if applicable).

**The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted if additional information is required to be submitted.**

## PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the application, information is missing or additional information is required, the permit will be put on hold until the information is received, then the 10 day review period will start again once the additional information is received. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions.
  - It is the responsibility of the applicant to schedule all required inspections with the Village within 48 hours of the requested inspection.
  - It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.***

## FENCE INSPECTIONS shall be scheduled 48 hours in advance by calling the Community Development Department at 262.925.6726 with the Permit Number

1. **Location (staking) Inspection:** This inspection is required for all fences prior to being installed. The applicant is responsible to physically stake the location of the proposed fence and the adjacent property lines so that the Village inspectors can readily determine that the proposed fence meets the required setbacks. The Village accepts no responsibility for the property owner accuracy of property lines.
2. **Final Inspection:** Upon completion of the fence, a final inspection shall be scheduled with the Village.

**REQUIRED SIGNATURES**

I hereby certify that all of the above statements and attachments submitted, are true and correct to the best of my knowledge. Furthermore, I understand that for any work started or completed without proper permits, a triple fee will be charged.

I hereby apply for a permit herein described and as shown on the attached required application and plans, and hereby agree that all of the work will be done in accordance with all applicable Village, County, State or Federal codes and ordinance requirements and permit conditions. The applicant further agrees to permit the inspection of the premises by the Village's Inspectors during regular business hours.

**PROPERTY OWNER****CONTRACTOR**

	Company Name
Print Name	Print Name
Mailing Address	Mailing Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Email	Email

**APPLICANTS SIGNATURE:** The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.

Signature:

Check one:

Date:

<input type="checkbox"/>	Owner
<input type="checkbox"/>	Contractor

## GENERAL FENCE REQUIREMENTS

Pursuant to Article XI of Chapter 420 of the Village Municipal Code no person shall construct, repair, replace, install, enlarge, or alter any fence, unless a valid permit has first been issued.

**Exception:** the following types of fences do not require a permit, provided that the fence is not located within any public right-of-way, does not in any way interfere with traffic visibility, does not block, redirect or cause a drainage problem for the adjacent or downstream properties, and is not located within any easement(s) without written permission from the easement holder:

- Snow fences shall be permitted in all districts when comprised of wooden pickets bound together by wire and not exceeding four feet in height and removed between May 1 and November 1 of each year. No privately owned snow fence shall extend into the road right-of-way line.
- Decorative fences not exceeding two feet in height shall be permitted in all districts provided that said fence is located a minimum of two feet from any right-of-way.
- Temporary chain link construction fence to secure a job site during construction provided that the fence is located on the property wherein the construction is being done and further provided that adequate access is maintained for Village inspectors and emergency personnel as approved by the Village.

All fences shall be maintained in good repair in that said fence is structurally sound and plumb and does not have missing or have damaged structural components/fence panels. Furthermore, the fence surfaces shall be not be leaning and shall be free of rust, corrosion, peeling, flaking or chipped paint.

When a fence is declared by the Zoning Administrator or designee to be dilapidated or hazardous, said declarant may order such fence to be removed or repaired, and if it is not removed or repaired within a reasonable time after notice to the owner, the Village may remove the same and charge the cost thereof to the owner.

Fences in violation shall upon their repair or replacement be repaired or replaced to meet these requirements.

## Commercial Fence Requirements

A commercial fence that is used to provide enclosure, screening or security for all or a portion of a property in any business, manufacturing, institutional or park-recreational district is subject to the following requirements:

### Fence Materials:

- A fence may be constructed of brick, field stones, wood (decay resistant wood which is stained or painted), wrought iron, decorative aluminum, vinyl, or other appropriate material as may be approved by the Zoning Administrator.
- A commercial fence shall not be constructed of corrugated metal or other metal panels and shall not be an agricultural field fence or an electric fence, but may incorporate razor or barbed wire only as deemed necessary by the Village Zoning Administrator for a manufacturing use within an manufacturing district.
- A vinyl coated chain link fence a minimum of 9 gauge with a top bar with or without vinyl slates may be approved by the Village Zoning Administrator in any manufacturing district.
- A fence within a business or manufacturing district that abuts a residential district shall be constructed of a solid material, such as brick, wood, vinyl, field stone or other appropriate material as may be approved by the Zoning Administrator and all structural and support components of the fence shall face away from the adjacent residential property.

- All structural and support components of a fence shall face away from adjacent properties, private street or public rights-of-way. Fence sections being replaced due to damage or necessary maintenance may be replaced with the same construction materials and by the same construction methods and setbacks to the original installation may be approved by the Zoning Administrator.

**Fence Location:**

- A fence may be located in any street yard only upon approval by the Village Zoning Administrator, provided that said fence is set back a minimum of 15 feet from any public right-of-way.
- A fence may be located in any street yard only upon approval by the Village Zoning Administrator, provided that said fence is set back a minimum of 20 feet from any private road as measured from the outer edge of the gravel shoulder or back of curb.
- A fence on a corner lot shall not be located within the vision triangle.

The **vision triangle** is formed by any two existing or proposed intersecting roadway right-of-way lines or private roads as specified below:

- In the case of any Village roadway and private roadway intersecting with any other Village roadway or private roadway, the corner cutoff distances establishing the triangular vision clearance space shall be 15 feet.
- In the case of any federal, state or county highway or railway intersection with any other federal, state or county highway or railway, the corner cutoff distances establishing the triangular vision clearance space shall be 50 feet.
- In the case of any federal, state or county highway or railway intersection with a Village roadway or private roadway, the corner cutoff distances establishing the triangular vision clearance space shall be 50 feet from any federal, state or county highway or railway and 15 feet from any Village roadway or private roadway.

- The Village Zoning Administrator may require a fence to be installed along the rear or side property line of a property located within a business or manufacturing district that abuts a residential district.
- A fence may be located on the side or rear property lines.
- A fence may be placed within a wetland provided that there is minimal disturbance to the wetlands.
- A fence may be located in a shore yard provided that it is not located on the water side of the ordinary high-water mark of said navigable waterway.
- A fence may be placed within a 100-year floodplain provided that the fence does not block, redirect the flow of water. An 11 gauge woven wire fence attached on the bottom 4 to 6 inches of the wood fence is acceptable to allow for the flow of water.
- A fence shall not be located within any easement without written permission from the applicable easement holder.

✓ ***For any fence proposed within a Utility Easement contact Tracy Zwiebel with We Energies at 262-763-1044 for written approval.***

✓ ***For any fence proposed to be located within a Village Public Water, Sanitary, or Storm Water/Drainage Easement contact Village Engineering Department at 262.925.6729 for review and approval.*** The Village may impose additional requirements or deny such requests for any reason in which the Village deems the fence to interfere with the easement purpose and use, or not be in the best interest of the Village or the public.

✓ ***For fences within any other Village Easements such as but not limited to a Woodland Preservation and Protection Easement of Landscape Easement***

***additional approvals may be required based on the specific provisions of the particular easement contact the Community Development Department at 262.925.6717.*** The Village may impose additional requirements or deny such requests for any reason in which the Village deems the fence to interfere with the easement purpose and use, or not be in the best interest of the Village or the public.

- A fence shall not block, redirect or impede the flow of water or drainage within the area.

**Fence Height:**

- A fence shall not be higher than 10 feet. The fence height shall include all elevations, including berms, above the overall standard grade of the property.
- This fence within a business or manufacturing district that abuts a residential district shall be a minimum of six feet high.
- The fence shall be designed and constructed to resist any wind load.

A fence shall be in compliance with any recorded deed restrictions and restrictive covenants recorded on the property. Approval from the property's active Commercial Owners or Architectural Control Committee shall be provided in writing to the Village.

## **Garbage/Recycling Dumpster/Compactor Enclosure Requirements**

### **(Commercial, Manufacturing, Institutional and Park-Recreational Districts)**

- All dumpsters and other trash receptacles shall be stored in an enclosed structure and screened/landscaped from view from all public right-of-ways, private streets and adjacent residential uses as approved by the Zoning Administrator.
- Enclosures shall be large enough to include all solid waste related to the uses on the site.
- Enclosures shall be located on a paved concrete surface.
- Enclosures are not required to be under a roof; however, if a garbage enclosure will be used for the storage of equipment or other materials, the structure shall include a roof.
- Enclosures shall be constructed of the same materials as the principal building or of materials that are complementary to the materials used in the principal building or other materials approved by the Zoning Administrator.
- The opening to an enclosure for garbage truck collection shall be gated.
- The gated opening shall be attached to a heavy duty metal frame.
- The gate material shall be either a 9-gauge chain link fence, with a top and bottom bar that has slats that are complementary to the building color, a composite deck material in a color complementary to the building or other durable material as approved by the Zoning Administrator that is complementary to the building color.
- The gated opening to enclosures shall remain closed and secured when not in use.
- Enclosures shall be maintained, washed and cleaned out routinely to avoid odors, bugs and animal harborage. All garage/recycling shall be stored within the dumpster(s) located within the enclosure. Doors to the enclosure shall remain in working order and shall remain closed at all times except during removal of garage or recycling. Damaged doors or its components shall be repaired/replaced in a timely manner.
- Compliance with any approved Site and Operational Plans.
- Compliance with any recorded deed restrictions, declarations and restrictive covenants recorded on the property. Approval from the property's active Commercial Owners Association shall be provided in writing to the Village with the application.