

## VILLAGE OF JACKSON FENCE PERMIT APPLICATION REQUIREMENTS

The following information is necessary to obtain a building permit for a fence (*new or replacement*). Failure to provide all information will delay the permit issuance process. The Building Inspector may request additional information as required. Please allow a minimum of five (5) working days to process permit; additional time may be needed.

1.) **GENERAL PROJECT PERMIT APPLICATION:** (*Complete all information on form.*)

2.) **DETAILED BUILDING PLANS: TWO (2) COPIES - (MAXIMUM SIZE 11" x 17")** Including the following details:

- a. Dimensions along each side, gate size and location drawn on the Plat of Survey.
- b. Fence style and material type to be specified on application under "Project Description".  
*Examples: 6-foot cedar dog-eared fence / 4-foot white vinyl picket fence, etc.*

3.) **FENCE DETAILS:** Fences may ONLY be installed AT (not On) the property line (*with signed affidavit from all abutting property owners*) or a minimum of 3-feet inside the property line without abutting owner approval.

- c. Rear and side yard fences shall not exceed 6-feet in height. Front yard fences shall not exceed 36-inches in height with posts no more than 42-inches in height.
- d. Fences shall not obstruct intersection vision triangles or right-of-way site lines as established in Village Ordinance Sections 45-54 and/or 8-127.
- e. Fences may not be located within any drainage easement. Fences shall meet the minimum setback requirements from utility easements. (See 6a below.)
- f. Where HOA regulations allow for decreased distances from property lines, a fence must meet the greater 3-foot setback required by the Village.

4.) **PLAT OF SURVEY, CERTIFIED SURVEY MAP, OR PLOT PLAN - TWO (2) COPIES** including:

- **NOTE: Fence permit applications will not be reviewed without a Plat of Survey for your property.**
- All existing buildings and lot dimensions
- Easements (public & private) including all existing site utilities such as underground gas, electric, stormwater, sewer lines
- Setbacks from lot lines and existing buildings (*see note below*)

**NOTE:** Plats of Surveys are recorded at the County Register of Deeds. You may check the County GIS system or contact the Register of Deeds office directly. (Tax key/Parcel numbers, or full address are required prior to calling or searching.)

5.) **FENCE WAIVER FORMS** – (*For fences placed AT property lines ONLY*)

- a. Where a fence will be located at a lot line that is shared with another property owner, the fence applicant must obtain permission from EACH abutting neighbor to place the fence along the property line. The Fence Waiver Form is included with this packet and is also available online.

6.) **OUTSIDE ENTITY APPROVAL LETTER REQUIREMENTS - TWO (2) COPIES**

- a. **WE Energies Fence Encroachment Letter:** Where construction of a fence will encroach within a public utility easement (gas and/or electric) the property owner must contact WE Energies and request "*Fence Encroachment Letter*" which grants permission to the property owner to construct a fence within the easement area. **Call WE-Energies at (414) 221-3969 to request the letter.**
- b. **Homeowners Association Approval:** Owners of a property located within or affected by a Homeowners Association or similar entity, shall obtain PRIOR written approval from the Association. The Village does not enforce HOA regulations.

7.) **PERMIT FEE:** \$100.00 (\$60.00 permit fee plus a \$40.00 plan review fee)