

**HOW TO OBTAIN A**

**FENCE PERMIT**

# HOW TO OBTAIN A FENCE PERMIT (RESIDENTIAL)

## Step #1: REVIEW ORDINANCE REQUIREMENTS

### a: Height:

1. Front Yard – 3 feet maximum height
2. Side and Rear Yard – 6 feet maximum height

*Front Yard* is defined as an area bounded by the street right-of-way line(s), front wall of the principal building and side lot line(s).

*Side Yard* is defined as an area bounded by a side lot line and the front, rear and/or side walls of the principal building.

*Rear Yard* is defined as an area bounded by the rear lot line (and the street right-of-way line in case of a double frontage, reverse frontage or triple frontage lot) and the rear wall of the principal building and side lot lines.

### b: Location:

1. Fences may not be placed within any easements or right-of-ways for sewer or stormwater. Typically easements or right-of-ways are referenced on a property's deed. It is recommended that PA One Call (1-800-242-1776) be contacted to mark the locations of any utilities on your property to avoid disturbing these utilities when digging.
2. It is recommended that fences not be placed within street right-of-ways which extend into front yards. Fences in these areas run the risk of damage due to snow plows, etc. If damaged, the property owner is responsible for the repair or replacement. Also, fencing that is installed adjacent to a driveway in any zone, the maximum height of such fence or wall or portion thereof shall be such that adequate sight distance between the driveway and the street is provided.
3. Fences in front yards of corner or triple frontage lots may not obstruct vision in clear-sight-triangles (see attached) or the sight distance at a street intersection.
4. Fences may be located up to, but not directly on the property line. If you are unsure of the location of your property line and can not locate the metal pins or wooden stakes located in the ground that mark the property boundaries, you may want to ask your neighbors or refer to your deed for the information. If you are still unsure, you may want to hire a surveyor to locate the property boundary lines.

### c: Other:

1. Fences can be constructed of any materials. Fences are to be adequately maintained.
2. Other regulations apply for fencing around swimming pools.

## Step #2: COMPLETE APPLICATION (reference attached)

## Step #3: PREPARE A PLOT PLAN ON THE BACK OF THE APPLICATION OR ON A SEPARATE SHEET OF PAPER

## Step #4: SUBMIT THE APPLICATION AND PLOT PLAN TO THE DALLASTOWN BOROUGH OFFICE

- a: A completed application will take approximately 1 day to process.
- b: The cost of the permit is dependant on the cost of the project. Base fee is \$10.00 for the first \$1000.00 of work. Every thousand after that is an additional \$2.00.  
(example: if the fence project costs \$1 500.00, the permit cost will be \$12.00)
- c: All fees doubled if work is started without a permit.

## Step #5: POST PERMIT CARD IN A FRONT WINDOW OF THE HOUSE WHERE IT CAN BE SEEN FROM THE STREET

## Step #6: INSTALL FENCE – PERMIT VALID FOR 9 MONTHS

## Step #7: RETURN PERMIT CARD WHEN PROJECT IS COMPLETE

\*the above stated are only guidelines and are subject to all applicable provisions of the borough's codes and ordinances.



PERMIT # \_\_\_\_\_

DATE \_\_\_\_\_

# APPLICATION FOR FENCE PERMIT

DALLASTOWN BOROUGH

175 EAST BROAD STREET, DALLASTOWN, PA 17313

TELE: 717-244-6626 • FAX: 717-244-1076 • www.dallastownboro.com

## ZONING / FENCE PERMIT

**OWNER**

NAME \_\_\_\_\_ JOHN SOMENAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ 803 S. WALNUT ST. \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ DALLASTOWN, PA 17313 \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_ (717)555-5555 \_\_\_\_\_

**CONTRACTOR**

NAME \_\_\_\_\_ WE BUILD FENCES \_\_\_\_\_

ADDRESS \_\_\_\_\_ 309 ALTA VISTA LN. \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ SOMEWHERE, USA 55555 \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_ (000)000-0000 \_\_\_\_\_

ADDRESS/LOCATION OF PROPERTY \_\_\_\_\_ 803 S. WALNUT ST. \_\_\_\_\_

TAX MAP \_\_\_\_\_ PARCEL # \_\_\_\_\_

**Sample Application**

**DESCRIPTION OF PROPOSED WORK:** \_\_\_\_\_ Wooden picket fence: 3 feet high in front yard and 6 feet high in sides and rear yards. The fence will not be on the property line and will not be over any utility easements. \_\_\_\_\_

**ESTIMATED COST OF WORK:** \_\_\_\_\_ \$1500.00 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER OR AGENT OF PROPERTY OWNER

\_\_\_\_\_  
DATE

The above signed applicant hereby makes application for a building permit under all applicable ordinances of Dallastown Borough and hereby certifies, under penalties of perjury, that all facts herein are true and correct. The actual work will be performed in accordance with the above, and it is reasonably expected that the work authorized hereby will begin within three (3) months. This permit can be revoked if its issue violates the zoning ordinance or work does not begin within the specified time period. By signing this permit application you give permission to the authorities of Dallastown Borough and agents of Dallastown Borough to enter on the premises to inspect the project.

**\*Attach plot plan/drawing**

permit cost \$ \_\_\_\_\_

---sample plot plan---



PERMIT # \_\_\_\_\_

DATE \_\_\_\_\_

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## ZONING / FENCE PERMIT

**OWNER**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_

**CONTRACTOR**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_

ADDRESS/LOCATION OF PROPERTY \_\_\_\_\_

TAX MAP \_\_\_\_\_ PARCEL# \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ESTIMATED COST OF WORK:** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER OR AGENT OF PROPERTY OWNER

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