



### **Policy for Fence and Wall Permitting**

1. The applicant will complete the fence application, and there will be NO FEE with this submission. A permit number will be assigned to the application.
2. Applicant will see the "Planner of the Day" to date stamp and review the paper work. The "Planner of the Day" will attach the site plan, fence detail, and agreement form together.
3. If the planner notices a stream buffer on site and/or encroachment issues, then the planner will need 10 business days to make sure the proper departments are satisfied with the permit.
4. The "Planner of the Day" will give a copy of **authorization** and not an approval of the fence/wall permit, and the copy will go into our files.