



FENCE ZONING PERMIT APPLICATION

No fence shall be erected without first receiving an approved fence permit from the City. The zoning administrator shall approve the placement of a fence and may require a land survey be submitted and/or the land be staked prior to approval. Fences that are erected without a fence permit are subject to municipal fines and removal in whole or in part.

Applicants are asked to complete the Fence Zoning Permit Application in its entirety and forward it to the Zoning Administrator as part of the permitting process. Once this Fence Zoning Permit Application and supporting materials are determined to be complete, the City will act on the application.

You may submit this form to staff at City Hall located at **66 S. Main St., Cedar Springs, MI 49319**, Monday thru Thursday 7:30 am to 5:30 pm. You may also place this application with appropriate payment in a drop box at City Hall or mail to **City Hall, P.O. Box 310, 66 S. Main St., Cedar Springs, MI 49319**.

FENCE ZONING PERMIT APPLICATION INFORMATION

1. The City's fence ordinance is found at [Sec. 32-535](#). - Walls and fences. Proposed fences shall be reviewed and considered for approval based upon the rules and requirements found in the fence ordinance.
2. Applications for zoning approval which propose fences or walls on or near property lines may be required to submit a land survey and/or stake the land prior to approval.
3. Fences shall be installed in a workmanlike manner and be maintained at all times in a state of good repair
4. Fencing material shall be all weather, high-quality, low maintenance and must be made of composite, chain-link, metal, wood, vinyl, brick, stone or other material approved of by the Planning Commission. All fencing material shall be specifically designed to be used for fencing and shall not be constructed of junk, scrap, salvage or other materials not designed for use as a fence.
5. No wall or fence may install or use privacy fence slats or fence tape that are added to a see-through fence to create a solid or opaque appearance.
6. Residential/Commercial Fence height:
 - a. **See-through fences** are defined as a cyclone, chain-link, wrought-iron or picket fence. See-through fences must have openings of at least 50 percent in each square foot of fencing, so that light and vision may pass through the wall or fence on either side.
 - See-through fences may not exceed (4) feet tall within a front yard and (5) five feet tall in a side or rear yard. Corner lots must not exceed (6) foot tall within the secondary front yard.
 - b. **Solid/Opaque/Privacy fences** are defined as less than 50 percent of opening in each square foot.
 - Solid fences may not exceed three (3) feet tall within a front yard and (6) feet tall in a side or rear yard. Corner lots must not exceed (6) six feet in height in the secondary front yard.
7. Fences with a decorative side shall be erected with that decorative side facing the adjoining street or abutting property owner's premises.
8. It shall be unlawful to construct any fence in any public right-of-way or across a utility's easement. Any fence constructed in any public right-of-way or across a utility's easement may be removed as a nuisance.
9. No fence shall be erected or maintained on any lot or parcel that will, in the opinion of the zoning administrator, obstruct vision of the road intersection or of a sidewalk.
10. It is strongly advised for applicant to submit a specification sheet or cut sheet of the proposed fence which illustrates what the final fencing will look like along with this application.

Individuals wishing to receive assistance in completing the Fence Zoning Permit Application are asked to contact City Hall at 616.696.1330.



Fence Zoning Permit

Applicant: _____ Date Submitted: _____

Is Applicant the Owner of property where fence is to be located? ☐ Yes ☐ No

Daytime Phone Number: (____) _____ - _____

E-mail: _____

Property Address: _____

Parcel Number: 41 _____ Zoning District: _____

Type and material of fence to be installed (wood, wrought-iron, privacy, chain-link, etc.)? (please submit a specification/cut sheet showing what the fencing will look like)

Height of fence to be installed? _____

Is the fence to be located within 33 feet from the center of a public road? _____

Will fence be on or near property line? _____

Has a land survey been submitted? _____

Applicant's Signature: _____

BY SIGNING THIS FORM I ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE TO THE BEST OF KNOWLEDGE AND THAT I INTEND TO ABIDE BY THE REQUIREMENTS OF SEC. 32-535. I ALSO ACKNOWLEDGE THAT FAILURE TO PLACE THE FENCE ON MY OWN PROPERTY OR FAILURE TO FOLLOW THE REQUIREMENTS OF THE FENCE ORDINANCE MAY RESULT IN THE REMOVAL OF THE FENCE AT MY EXPENSE.

City Employee Receiving Application: _____

Zoning Permit Authorization: ☐ Yes ☐ No Date: _____ / _____ / _____

Zoning Administrator's Signature: _____

Fee Paid: ☐ Small Accessory Structure (fence or wall) \$ 5.00

This form shall serve as the Fence Zoning Permit

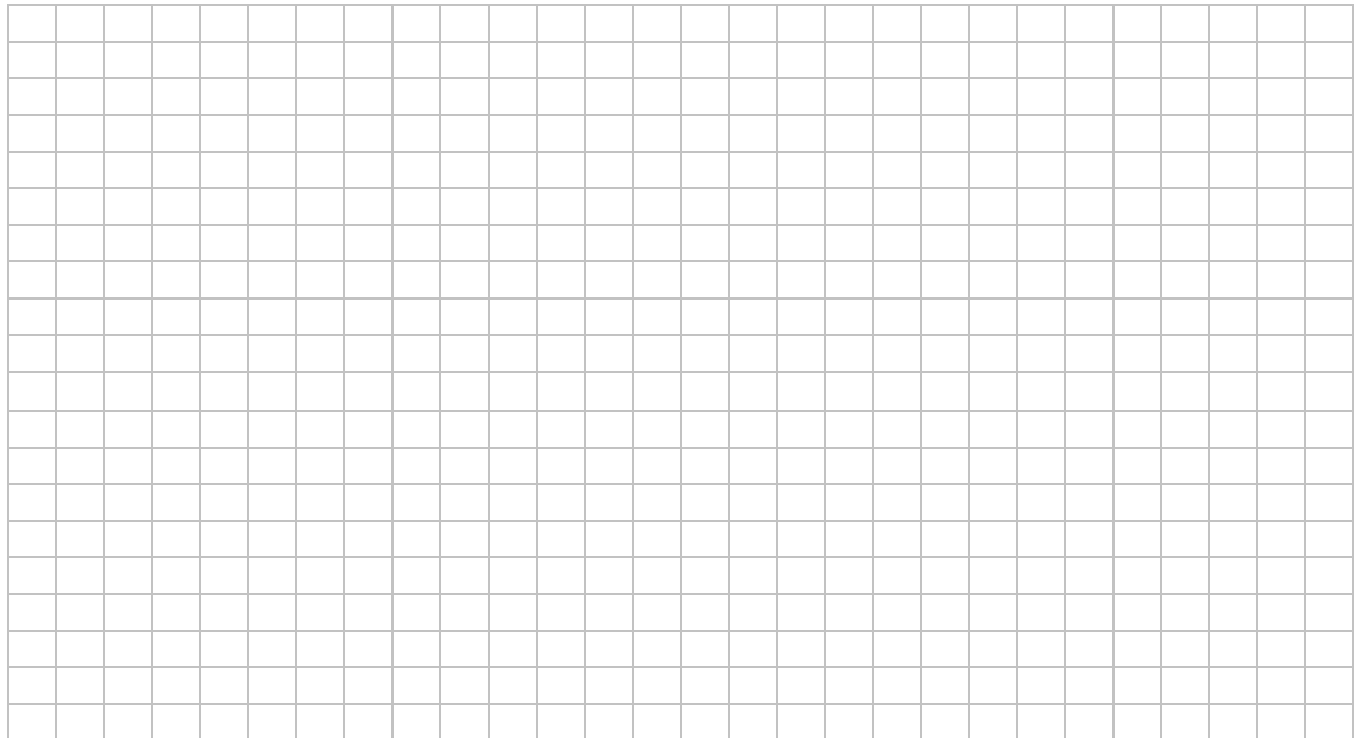
City of Cedar Springs Zoning Permit - Property Sketch

- A complete and accurate drawing is required for all zoning permits.
- Applicant may attach their own separate drawing or use the scale below.
- Please submit a spec/cut sheet showing what the fencing will look like
- The City may require a land survey be submitted and the land staked prior to approval

Address: _____ Parcel #: 41- _____ - _____ - _____

Please show and label:

- Property lines
- All setbacks (from front, side and rear property lines)
- All structures
- Creeks or other water bodies on the property
- Driveways
- Easements
- Electrical Lines
- Fences & Gates
- Streets



Example of Complete Property Sketch

