



Fence Permit Application

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Updated FEB 2026

NOTICE TO APPLICANT

The following documents must be attached to this application, if applicable:

- ☐ Brief description of the fence, including dimensions and height
- ☐ Plat of lot showing the footprint of the residence, accessory structures, setbacks, easements, and fire hydrants
- ☐ Photograph or illustration showing type fence
- ☐ Application fee: \$50

All applications should be submitted to vernonburgintendant@outlook.com.

OFFICE USE ONLY

Received by: _____ Date: _____

Action by Zoning Committee: _____ Date: _____

Action by Town Council: _____ Date: _____

Applicant Information

Property Owner Name _____ Property Owner Email _____

Property Address _____ Property Owner Phone _____

Property Owner Mailing Address (if different) _____

Builder/Contractor Name _____ Builder/Contractor Email _____

Builder/Contractor Mailing Address _____ Builder/Contractor Phone _____

Fence Information

Material: ☐ Wood ☐ Masonry ☐ Vinyl ☐ Wrought Iron ☐ Other: _____

Color: ☐ Natural ☐ Stained ☐ Painted/Solid Color ☐ Other: _____

Affidavit

I, the undersigned, agree to construct or complete the work as described in this application and in compliance with all applicable state and local laws, ordinances, and regulations. I further acknowledge that I have reviewed and understand the Vernonburg Code of Ordinances and Unified Development Ordinance and agree to comply with all provisions set forth in these documents.

Property Owner Signature _____ Contractor Signature _____ Date _____

follows:

- 6.4.1 Access to such a lot will be by an access easement ("Access Easement").
- 6.4.2 Width. An Access Easement serving one (1) residence shall have a minimum right-of-way of 20 feet. An Access Easement serving two (2) residences shall have a minimum right-of-way of forty (40) feet.
- 6.4.3 No more than two (2) lots may be accessed by an Access Easement.
- 6.4.4 That portion of any Property which is designated as an Access Easement shall not be considered when determining minimum lot size or minimum building setbacks for that property.

6.5 Driveways

Impervious driveways shall be setback from adjacent properties a minimum of ten (10) feet. Pervious driveways shall be setback from adjacent properties a minimum distance of five (5) feet.

6.6 Fences

All fences shall require a building permit and written notice to neighbors.

- 6.6.1 Height. All fences within seventy-five (75) feet of the marsh line, bluff line, waterway, or public right-of-way must be less than four (4) feet in height and constructed of materials and in a manner that permits visibility through them from adjoining properties (i.e., pickets, rails, etc.). Fences located on other parts of a property may be up to six (6) feet in height. Fences which exceed six (6) feet in height are prohibited.
- 6.6.2 Location. As part of the Vernonburg Comprehensive Land Use Plan, every reasonable effort shall be made to locate fences so they do not harm existing canopy trees or alter drainage patterns.
- 6.6.3 Materials. Fences should be constructed in a manner that is visually compatible with fencing materials and patterns in Vernonburg. This includes, but is not limited to stucco, tabby, split rail, concrete slats, pickets, etc. Although chain link fences are permitted, a property owner must make a reasonable effort to grow ivy or other vegetation on or near every section of chain link fence to shield it from adjoining properties. This requirement does not apply, however, to fences within seventy-five (75) feet of the marsh line, bluff line, or waterway.

6.7 Tree Canopy Protection, Maintenance, and Replacement