

**FENCE PERMIT APPLICATION**

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administrator.

|                                                                                                                                                                |                                      |                                                                                           |                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Project/Property Address or Location:                                                                                                                          |                                      | Project Name/Business Name (if applicable):                                               |                                                                                              |
| Parcel ID No.(s):                                                                                                                                              | Current Zoning:                      | Total Acreage:                                                                            |                                                                                              |
| Type of fence to be erected: (please select one)                                                                                                               |                                      |                                                                                           |                                                                                              |
| Picket:<br><input type="checkbox"/>                                                                                                                            | Privacy:<br><input type="checkbox"/> | Chain Link:<br><input type="checkbox"/>                                                   | Split Rail:<br><input type="checkbox"/>                                                      |
| Other (please describe):<br><input type="checkbox"/> _____                                                                                                     |                                      |                                                                                           |                                                                                              |
| Is the property located in a subdivision:<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                                                          | If yes, subdivision name:            | Is the property a corner lot:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Is there a pool on the property:<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are there deed restrictions: (if yes, please attach the deed & an explanation of the restrictions)<br>Yes <input type="checkbox"/> No <input type="checkbox"/> | Material(s):                         | Height of fence:                                                                          |                                                                                              |
| <b>APPLICANT</b> Name (primary contact) -do <u>not</u> use a business name:                                                                                    |                                      | Applicant Address:                                                                        |                                                                                              |
| Applicant E-mail:                                                                                                                                              |                                      | Applicant Phone No.:                                                                      |                                                                                              |
| BUSINESS Name (if applicable):                                                                                                                                 |                                      |                                                                                           |                                                                                              |
| <b>FENCE ERECTOR</b> Name:                                                                                                                                     |                                      | Gahanna Registration No.:                                                                 |                                                                                              |
| Fence Erector E-Mail:                                                                                                                                          |                                      | Fence Erector Phone No.:                                                                  |                                                                                              |
| <b>PROPERTY OWNER</b> Name: (if different from Applicant)                                                                                                      |                                      | Property Owner Contact Information (phone no./email):                                     |                                                                                              |

**APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED** (see page 2)

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the project as described, if approved, will be completed in accordance with the conditions and terms of that approval.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM IS AVAILABLE TO BE SUBMITTED ONLINE: [www.gahanna.gov](http://www.gahanna.gov)**

**INTERNAL USE**

Zoning File No. \_\_\_\_\_

RECEIVED: \_\_\_\_\_

DATE: \_\_\_\_\_

PAID: \_\_\_\_\_

DATE: \_\_\_\_\_

CHECK#: \_\_\_\_\_

**FENCE PERMIT APPLICATION – SUBMISSION REQUIREMENTS**

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administrator.

| STAFF USE - INTAKE | TO BE COMPLETED/SUBMITTED BY THE APPLICANT:                                                                                                                                                                                                                                                                                               | APPLICANT |     | STAFF USE |     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----|-----------|-----|
|                    |                                                                                                                                                                                                                                                                                                                                           | YES       | N/A | YES       | N/A |
|                    | 1. Review Gahanna Code <a href="#">Section 1171</a> (visit <a href="http://www.municode.com">www.municode.com</a> )                                                                                                                                                                                                                       |           |     |           |     |
|                    | 2. Drawings & specifications to include:<br>- Exact location of the fence<br>- Location of gate(s)<br>- Kind of material(s)<br>- Full dimensions                                                                                                                                                                                          |           |     |           |     |
|                    | 3. Property plot plan or certified survey showing streets, structures, building lines & easements.<br><i>Note:</i><br>• Plot plans can be found at <a href="http://www.franklincountyauditor.com/your-property">www.franklincountyauditor.com/your-property</a> .<br>• Certified surveys can be found in the homeowners closing documents |           |     |           |     |
|                    | 4. Corner lots only – certified survey plan                                                                                                                                                                                                                                                                                               |           |     |           |     |
|                    | 5. Fences over 6’ – building permit                                                                                                                                                                                                                                                                                                       |           |     |           |     |
|                    | 6. Application fee (in accordance with the <a href="#">Building &amp; Zoning Fee Schedule</a> )                                                                                                                                                                                                                                           |           |     |           |     |
|                    | 7. Application & all supporting documents submitted in digital format                                                                                                                                                                                                                                                                     |           |     |           |     |
|                    | 8. Application & all supporting documents submitted in hardcopy format                                                                                                                                                                                                                                                                    |           |     |           |     |
|                    | 9. Authorization Consent Form Complete & Notarized (see page 3)                                                                                                                                                                                                                                                                           |           |     |           |     |
|                    | 10. The applicant must contact the City of Gahanna, Zoning Division (614.342.4025) to schedule a fence inspection upon completion of installation                                                                                                                                                                                         |           |     |           |     |

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**APPLICATION ACCEPTANCE**

INTERNAL USE

This application has been reviewed and is considered complete and is hereby accepted by the Zoning Division of the City of Gahanna and shall be forwarded to Administration for consideration.

Planning & Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION CONSENT FORM**

*(must sign in the presence of a notary)*

If you are filling out more than one application for the same project & address, you may submit a copy of this form with additional applications.

**AUTHORIZATION FOR OWNER’S APPLICANT OR REPRESENTATIVE(S)** *If the applicant is not the property owner, this section must be completed & notarized.*

I, \_\_\_\_\_, the owner or authorized owner’s representative of the subject property listed on this application, hereby authorize \_\_\_\_\_ to act as my applicant or representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project. I agree to be bound by all terms and agreements made by the designated representative.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION TO VISIT THE PROPERTY**

I, \_\_\_\_\_, the owner or authorized owner’s representative of the subject property listed on this application, hereby authorize City representatives to visit, photograph and post notice *(if applicable)* on the property as described in this application.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY**

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_

**AGREEMENT TO COMPLY AS APPROVED**

I, \_\_\_\_\_, the applicant of the subject property listed on this application, hereby agree that the project will be completed as approved and any proposed changes to the approved plans shall be submitted for review and approval to the Zoning Division staff.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY**

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Stamp or Seal

Notary Public Signature: \_\_\_\_\_

**NO FENCE MAY BE INSTALLED PRIOR TO OBTAINING APPROVAL FROM THE  
PLANNING & ZONING ADMINISTRATOR AND CITY ENGINEER**

INTERNAL USE

**FENCE PERMIT APPROVAL**

In accordance with Section 1171 of the Codified Ordinances of the City of Gahanna, Ohio, I hereby certify that the project, as submitted on the application, was approved by Administration on \_\_\_\_\_. The applicant shall comply with any conditions approved and shall comply with all building, zoning and landscaping regulations of the City of Gahanna.

Site Location/Address: \_\_\_\_\_ Permit No. \_\_\_\_\_

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planning & Zoning Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENGINEERING REVIEW**

Checked for interference with City utilities including:

Water: \_\_\_\_\_

Sanitary Sewer: \_\_\_\_\_

Storm Sewer: \_\_\_\_\_

Drainage Swales: \_\_\_\_\_

Plats & Conditions: \_\_\_\_\_

City Engineer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The applicant must contact the City of Gahanna, Zoning Division (614.342.4025) to schedule a fence inspection upon completion of installation.**

**INSPECTION**

Date requested: \_\_\_\_\_ Date performed: \_\_\_\_\_

Results: \_\_\_\_\_

Inspector Title/Signature: \_\_\_\_\_