



## FENCE PERMIT APPLICATION & AFFIDAVIT SUBMITTAL INSTRUCTIONS

A permit must be secured prior to the installation, replacement or major repair of any fence. It is the property owner's responsibility to ensure that fences are constructed in compliance with city regulations and outside of any required zoning buffers and/or easements located on the property. Failure to secure a permit and/or meet city regulations related to fences is a violation of city code and could result in the issuance of citation to appear in Municipal Court.

### FENCE PERMIT SUBMITTAL REQUIREMENTS

In lieu of submitting a site plan and fence details, applicants are required to complete an affidavit verifying their understanding of the City's fence regulations. In addition to the general requirements below, fences must meet specific requirements based on where they are located on a lot. See the attached **FENCE REGULATIONS** for additional details.

#### All fences, regardless of location, must comply with the following:

1. Fences shall be maintained in good repair.
2. Fences may step down a slope, however, supports shall be vertical and plumb.
3. Posts shall be anchored in concrete.
4. **Posts shall face inward to the subject property.**
5. Razor wire shall be prohibited on all fences. Barbed wire shall be prohibited in all zoning districts except for Airport.
6. No chain link fence or similar elements shall be visible from any public plaza, ground-level or sidewalk-level dining area, or public right-of-way.
7. Electric fences shall be prohibited.

**SUBMITTAL INSTRUCTIONS:** Paper copies of this permit will not be accepted. All fence permit applications must be emailed to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov). Fence permits may also be requested online by visiting the City's permit portal here: <https://chamblee.portal.iworq.net/portalhome/chamblee>.

### FENCE PERMIT SUBMITTAL CHECKLIST

(Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)

- Complete Fence Permit Application
- Complete Fence Permit Affidavit
- Fence Permit Fee (\$50 for Single-Family Residential/\$75 for All Others) \*

*\* Fees are not required at time of submittal for email submittals. Once your application is received, you will receive a link to pay any outstanding fees. Fees for online submittals are paid when submitting.*

Please allow up to 3 business days for permit review and approval.



# FENCE PERMIT APPLICATION

All fence permit applications must be emailed to [chambleedevelopment@chambleega.gov](mailto:chambleedevelopment@chambleega.gov).

**Site and Fence Information:**

Site Address: \_\_\_\_\_

Check One:       Single-Family Residential       Other: \_\_\_\_\_

Fence Height: \_\_\_\_\_      Fence Material: \_\_\_\_\_      Linear Feet/Length: \_\_\_\_\_

Check if applicable:

Corner Lot                       Swimming Pool                       Front Yard Fence

Stream Buffer                       Electronic Gate                       Dumpster Enclosure

**Applicant Information:**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner Information (if different than applicant):**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**NOTICE:** Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current City and State Building Codes. This permit is void if no construction activity commences within six months of issuance date or an extension is granted per City Code. I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the permit issued as a result of this application. I also agree to allow all inspections and right of entry per Section 120-2 of the UDO.

**Note:** Only the Property Owner or Contractor should sign this application as an applicant.

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

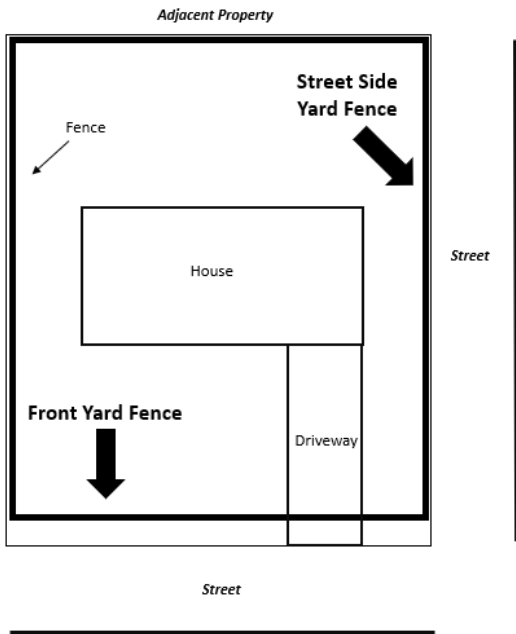
Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

# FENCE REGULATIONS

Per [Section 230-6](#) of the Unified Development Ordinance (UDO).

**Method of measurement:** Heights of fences shall be measured from the grade plane. Heights of retaining walls shall be measured from the bottom of the footer. Any retaining walls taller than 4 feet must be engineered and require a separate retaining wall permit.

## PART 1: Fences in the front or street side yard:

<p><b>Front yard:</b> An open, unoccupied space on the same lot with a principal building, extending across the full width of the lot between side lot lines and being that area situated between the front lot line and the line established by the front wall or walls of the principal structure projected to intersect the side lot lines. Through lots shall provide front yards for each lot line with street frontage.</p>	 <p>The diagram illustrates a property lot with a house and a driveway. A fence is shown around the perimeter of the lot. The front yard fence is located between the house and the street. The street side yard fence is located between the house and the street. The driveway is located between the house and the street. The lot is bounded by adjacent properties and a street.</p>
<p><b>Street side yard:</b> On corner lots, the street side yard shall extend from the rear line of the front yard to the rear lot line along the street.</p>	

### **Maximum height:**

1. Fences in the front or street side yard shall not exceed four feet in height and shall not extend into the public right-of-way.
2. See [Section 230-7](#) for corner lot restrictions.
3. Ornamental posts and vehicular gates may be up to six feet in height, provided the surrounding fence is no taller than four feet.
4. Properties with agricultural and industrial uses are allowed front- or street-side fences up to six feet in height.

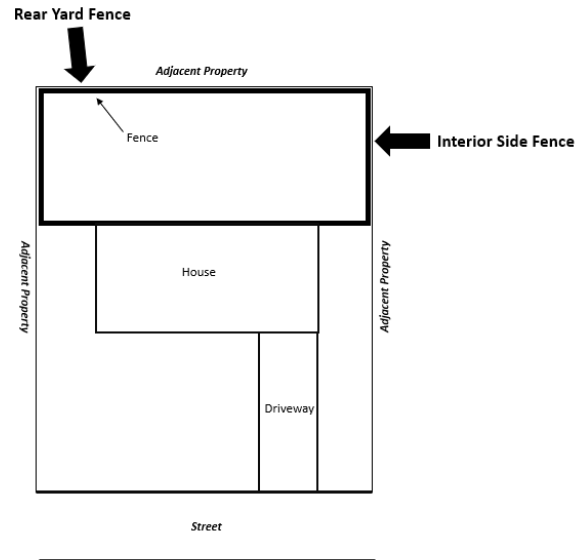
### **Materials:**

1. Fences in the front or street yard shall not be made of wire, woven metal, or chain link, unless located on property of an agricultural or industrial, use. All other fences shall be ornamental or decorative fences constructed of brick, stone, stucco, split rail, wood, aluminum, or wrought iron.
2. **Fences in the front yard shall be a minimum of 50 percent transparent** to reduce the appearance of an opaque structure along the sidewalk.
3. Exposed block, tires, junk or other discarded material shall be prohibited fence materials.

## PART 2: Fences in interior side and rear yards:

**Rear yard:** An open, unoccupied space on the same lot with a principal building, extending across lots between side lot lines and between the rear wall or walls of the principal structure and the rear lot line. On corner lots, the space that is between the side of the house and the street side lot line is not considered to be part of the rear yard. On a pie shaped lot, the rear yard extends in an arc equal to the required rear yard setback from a point where the two side lot lines meet.

**Side yard:** An open, unoccupied space on the same lot with a principal building, extending between the building and the side lot line and extending from the rear line of the front yard to the front line of the rear yard.



**Maximum Height:** Fences shall not exceed eight feet in height

**Materials:** If a fence is constructed of chain link or other metal fencing, fence shall be vinyl, powder-coated, or galvanized

## PART 3: Fences and retaining walls combined:

*Fences erected within five feet of the top of a retaining wall must comply with the following regulations:*

### Fences and retaining walls combined that are erected within ten feet of a public sidewalk

**Maximum Height:**

1. Shall not exceed two feet in height for the wall and four feet in height for the fence.

**Materials:**

1. Fences in the front or street yard shall not be made of wire, woven metal, or chain link, unless located on property of an agricultural or industrial, use.
2. All other fences shall be ornamental or decorative fences constructed of brick, stone, stucco, split rail, wood, aluminum, or wrought iron.
3. The fence shall be a minimum of 50 percent transparent to reduce the appearance of an opaque structure along the sidewalk.
4. Exposed block, tires, junk or other discarded material shall be prohibited fence materials.
5. Retaining walls shall be constructed of decorative concrete modular block or shall be faced with stone or brick or textured cement masonry.



## **Fences and retaining walls combined in all other locations on a lot**

### **Maximum Height:**

1. In a rear or side yard, a fence, retaining wall, or combined fence and retaining wall may not exceed eight feet in height.
2. In a front or side corner yard, neither the fence nor retaining wall element may exceed four feet in height, and the combined height of a fence and retaining wall may not exceed eight feet.

### **Materials:**

1. Chain link and other metal fencing shall be vinyl, powder-coated, or galvanized.
2. If fences and retaining walls in combination are located in the front yard, wire, woven metal, or chain link fences are prohibited, unless located on property of an agricultural or industrial.
3. If visible from the public right-of-way or another parcel, retaining walls shall be constructed of decorative concrete modular block or shall be faced with stone or brick or textured cement masonry.
4. Any portion of a combined fence and wall that exceeds ten feet shall be transparent for a minimum of 50 percent of the length of the fence so as to reduce the appearance of an opaque structure.

## **PART 4: Dumpster enclosures:**

### **Maximum Height:**

1. Must be equal to or higher than the height of the dumpster but shall not exceed eight feet in height.
2. Shall not be permitted in a front or street side yard.

### **Materials:**

1. The visible materials of the enclosure shall be made up of brick, stucco, or stone.
2. The operable side of the dumpster shall be concealed with a gate equal to or higher than the height of the dumpster but shall not exceed eight feet in height. The gate shall be opaque and constructed of durable materials.

*Please be aware that these regulations change from time to time. While effort will be made to update this information following such changes, it is the applicant's responsibility to ensure any fence constructed in the City complies with current regulations.*

## FENCE PERMIT PROPERTY OWNER AFFIDAVIT

This Fence Permit Application and Affidavit notify the public of the fence requirements of the City of Chamblee. Submitting this application and affidavit demonstrates an understanding that fences shall comply with the all Unified Development Ordinance requirements and any other applicable sections of city code.

I \_\_\_\_\_ (*please print*) on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_, hereby certify that I have read and understand the above fence requirements. I further agree to abide by all the requirements outlined above. If I or my contractor construct the subject fence out of compliance with these standards, then I understand that I will be subject to enforcement by the City of Chamblee. I understand I am responsible for ensuring that fences are not located in required setbacks, buffers and easements (unless permission is granted).

### ***Property Owner Signature (required):***

\_\_\_\_\_  
Name (*Printed*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ***Notary:***

\_\_\_\_\_  
Name (*Printed*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

(Seal)