



# Fence Permit Application Checklist



Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

## Application Requirements:

In order for an application for a fence permit to be reviewed, it must include all required information. An application without complete information, including all required plans, may not be processed until the submittal is complete. The following checklist indicates the quantities and types of plans and materials required to determine compliance with Chapter 28 (Zoning Regulations) of the Arlington Heights Municipal Code.

1. Each application for a fence permit must be submitted via email to the **Building & Life Safety Department** at **building@vah.com** as an email attachment, accompanied by **one set** of the following items also provided as attachments:
  - a. A Plat of Survey, drawn to scale, with the proposed placement of the fence (denoted with an "X"), proposed height and proposed style of the fence. Place the length of the fence along each section of new fence.
  - b. The proposal from the contractor who will be installing the fence, which specifically lists the proposed style and height of fence, and the method of construction.
  - c. Catalog cut-sheet or image of the proposed fence type.
2. A fence permit fee of \$40.00 is required prior to permit issuance.

## Other Requirements:

- Complete applications submitted between 8:00 AM and noon will be available for pick-up, if approved, after 1:00 PM the following business day.
- Complete applications submitted between noon and 5:00 PM will be available for pick-up, if approved, after 9:00 AM two business days later.
- Fences must be located on or within lot line of the subject property.
- Fences must comply with Section 6.13 of Chapter 28 of the Arlington Heights Municipal Code (Zoning Regulations). A copy of said regulations are attached to this packet.
- If the fence contractor changes, a letter from the owner stating the change from the old contractor to the new contractor is required, as well as a copy of the new proposal. The new contractor is also required to be licensed in the Village of Arlington Heights.

# Fence Permit Application

Village of Arlington Heights

33 S. Arlington Heights Road

Arlington Heights, IL 60005

Application Date: \_\_\_\_\_ Permit #: \_\_\_\_\_ Fee: \_\_\_\_\_

## PROJECT INFORMATION:

Project Address: \_\_\_\_\_

## PROPERTY OWNER INFORMATION:

Check if Applicant \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## FENCE CONTRACTOR / INSTALLER INFORMATION:

Check if Applicant \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### Proposed Fence Information

Location(s) (Circle all that apply): FRONT YARD EXTERIOR SIDE YARD SIDE YARD REAR YARD

Fence Type:  Open  Semi-Open  Solid  
Fence Material:  Wood  Vinyl  Metal  Other \_\_\_\_\_

Fence Height: \_\_\_\_\_

Value of Work: \_\_\_\_\_

Is there an existing fence in the location of the proposed fence? YES  NO

If yes, will this fence be removed? YES  NO

Does this fence enclose a swimming pool? YES  NO

### Variation Information

Has a fence variation previously been sought for this property? YES  NO  UNKNOWN

If yes, was the variation approved by the Zoning Board of Appeals? YES  NO  Date of Hearing: \_\_\_\_\_

I have read and understand the information included in the fence application handout, and agree to comply with all applicable Village codes. By signing this permit application, I understand that any permit issued hereunder shall expire one-year from the issuance date, and that any permit under which no substantial work is commenced within six months of issuance shall expire by limitation and that before any work is done after such expiration, a new permit shall be secured upon payment of the applicable re-issuance fee. I also understand that in the event the construction is delayed or prevented by "Acts of God", strikes, disaster or other circumstances beyond the control of the building, an application for exemption of this paragraph shall be made to the Director of Building.

Signature (Circle one): \_\_\_\_\_  
Owner Print Name Contractor Tenant Date  
Agent for Owner

## Fence Regulations

Fence type are generally defined as follows:

**Fence, Open.** An open fence is one in which less than 50% of its surface is closed when viewed from a right angle.

**Fence, Semi-Open.** A semi-open fence is one, which shall be designed and constructed to allow the free movement of air through the fence.

**Fence, Solid.** A solid fence is one, which effectively conceals from viewers in or on adjoining properties and streets, materials and activities conducted beyond it.

### Section 6.13 of the Arlington Heights Zoning Regulations

**6.13-1 Fence Permit Required.** No fence shall be erected without having secured a permit from the Director of Building, who shall grant the permit only if the proposed fence is in compliance with all the provisions of this Code and any amendment to it, and if the proposed fence will be erected in a structurally sound manner.

#### 6.13-2 Materials and Type of Construction:

- a. The use of barbed wire fencing is prohibited;
- b. All metal fences erected shall be of nine gauge woven wire or its equivalent;
- c. Fence posts shall be of an approved material and shall be embedded into tamped earth or concrete, to a depth which would assure its structural stability;
- d. All fences must be erected with the finished side facing the adjoining properties;
- e. Solid fencing is allowed only between certain zoning districts and where otherwise specified in Chapter 28; and
- f. Slatted chain link fence is prohibited.

Exception: In the M-1 and M-2 Districts, slatted fences will be allowed between business properties and to enclose garbage dumpsters but cannot be located adjacent to a street or residential properties.

**Section 6.13-3 Location of Fences.** A fence is a permitted obstruction in any yard with the following limitations:

- a. Front Yard. Fences shall not exceed a height of 36-inches and shall not contain any sharp points and must be an open fence; and
- b. Side and Rear Yards. Fences can be solid, open or semi-open and shall not exceed a height of six feet subject to the following:
  1. Through Lots. On through lots that are adjacent to non-through lots, fences in yards with road frontages may not exceed 36-inches and shall not contain any sharp points and must be an open fence;
  2. Corner Lot. That portion of the side and rear yard with street frontages may have solid, open or semi open fences erected no closer than five feet to the perimeter of the lot. Landscaping, a minimum of three-foot high and spaced a maximum of 48-inches on center, must be provided along the street side of the fence.

The perimeter of the lot is defined as the lot line, sidewalk, or street pavement, whichever is closest to the building. In each instance where the building is closer than 5 feet to the perimeter of the lot, no fence shall extend beyond the line of the principal building. An open fence, not exceeding a height of 36 inches, shall be allowed anywhere within the Rear Yard and shall not contain any sharp points; and

3. Visibility. Within 12 feet of intersecting property lines at streets, walks, driveways, bike paths, or walking paths, fences shall not exceed 36-inches and shall not contain any sharp points and must be an open fence.

c. Exterior Side Yards. Fences shall be allowed in an Exterior Side Yard with the following limitations:

1. A solid, open or semi-open fence, not exceeding a height of six feet shall be allowed no closer than five feet to the perimeter of the lot.

Landscaping, a minimum of three feet high and spaced a maximum of 48 inches on center, must be provided along the street side of the fence. The perimeter of the lot is defined as the lot line, sidewalk, or street pavement, whichever is closest to the building. In each instance where the building is closer than five feet to the perimeter of the lot, no fence shall extend beyond the line of the principal building; and

2. An open fence, not exceeding a height of 36 inches shall be allowed within the Exterior Side Yard and shall not contain any sharp points.

**6.13-4 Wire Gauge.** All metal fences erected in the Village shall be at least nine gauge woven wire or its equivalent.

**6.13-5 Safety Hazards Prohibited.** The Director of Building may order any fence removed that is a hazard to public safety or to the free flow of traffic.

**6.13-6** For fences required for screening of parking lots, between zoning districts, detention and retention basins, and commercial antenna structures and earth stations, see Section 6.16.



# Fence Regulations Exhibit Corner Lot

## Rear Yard

- Maximum fence height is 6 feet
- Fence may be open, semi-open or solid style
- Fence is allowed on lot lines.

## Interior Side Yard

- Maximum fence height is 6 feet
- Fence type may be open, semi-open or solid.
- Fence allowed on lot line.

## Front yard

- Maximum fence height is 3 feet
- Fence must be open style
- Fence allowed on lot line

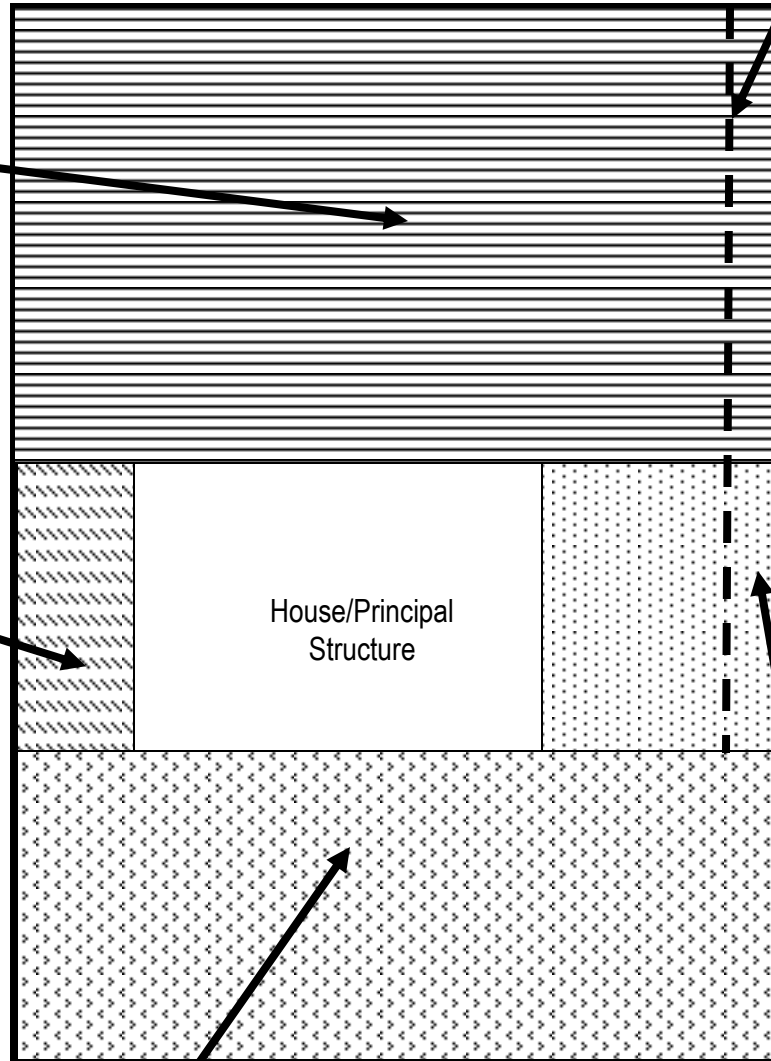
## Setback in Rear and Exterior Side Yard with Street Frontage

- Fences over 3' must be set back a minimum of 5 feet from the property line (dashed line)
- Fences on or left of the dashed line may be 6 feet tall and open, semi-open or solid
- Landscaping a min. 36" high and 48" on center must be provided on the street side of fence

## Exterior Side Yard Regulations

Right of dashed line:

- Maximum fence height is 3 feet
- Fence must be open style
- Fence allowed on lot line.



**STREET "A"**

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This exhibit is not intended to be a complete summary of zoning information nor is it intended to replace the Zoning Ordinance. Please refer to the Zoning Ordinance for more information, which can be found on the Village's website at [www.vah.com](http://www.vah.com). Whenever there might be a discrepancy between the information provide on this exhibit and the information found in the Zoning Ordinance, the information in the Zoning Ordinance shall apply.

VILLAGE OF ARLINGTON HEIGHTS – 33 S. ARLINGTON HEIGHTS ROAD  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
ARLINGTON HEIGHTS, IL 60005  
Phone: (847) 368-5220 – Fax: (847) 368-5988

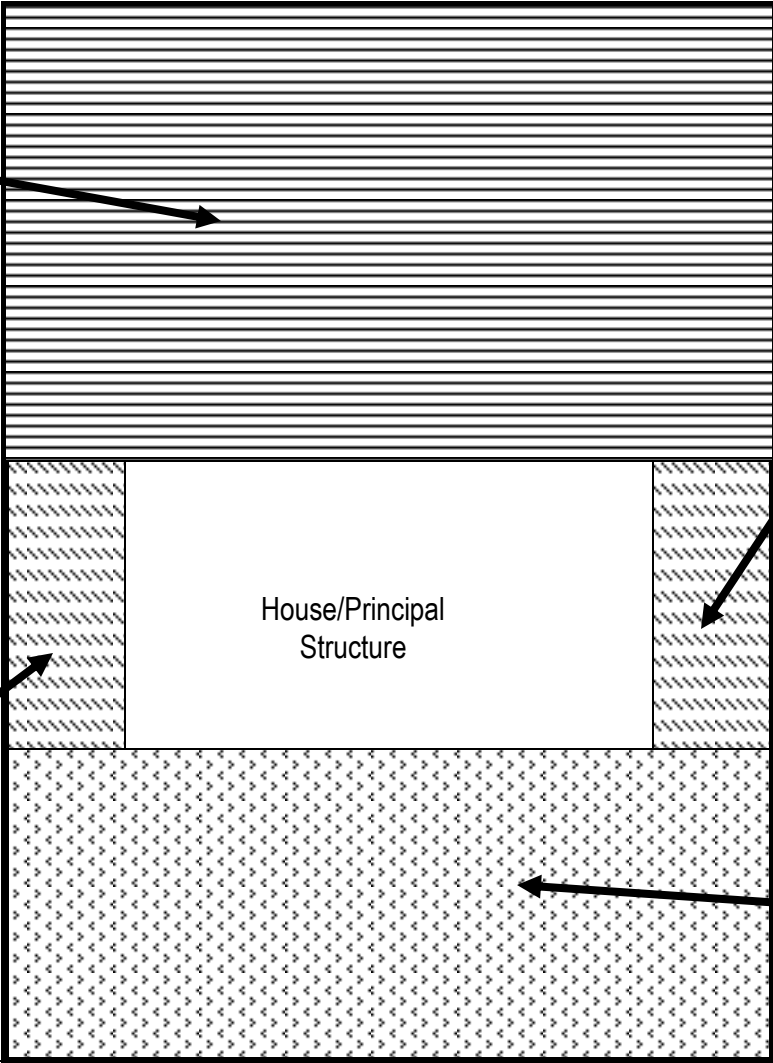


# Fence Regulations Exhibit

## Interior Lot

**Rear Yard**

- Maximum fence height is 6 feet
- Fence style may be open, semi-open or solid
- Fence allowed on lot line



**Side Yard**

- Maximum fence height is 6 feet
- Fence style may be open, semi-open or closed
- Fence allowed on lot line

**Side Yard**

- Maximum fence height is 6 feet
- Fence style may be open, semi-open or solid
- Fence allowed on lot line

**Front yard**

- Maximum fence height is 3 feet
- Fence style must be open
- Fence allowed on lot line

**STREET "A"**

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