



Process for Fence Permit Requests Planning and Zoning Department A Step-By-Step Guide



If there are issues, staff will work with the applicant to see corrections are made and the requirements of the ordinance are met.

All of the standards are on page 3 of the Fence Permit Application.

NOTES:

Fences over six feet in height require a building permit application and must meet the set-back requirements for the zoning district they are constructed within.

Fences are not permitted in [clear vision areas](#)

Fences/walls that enclosed gas valves may be permitted under [essential services](#) by the Planning Commission and not have to meet the setback requirements.



Planning & Zoning
 City Hall
 70 Maple Street
 Manistee, MI 49660
 231.398.2805 (phone)
 231.723.1546 (fax)

Fence Permit Application

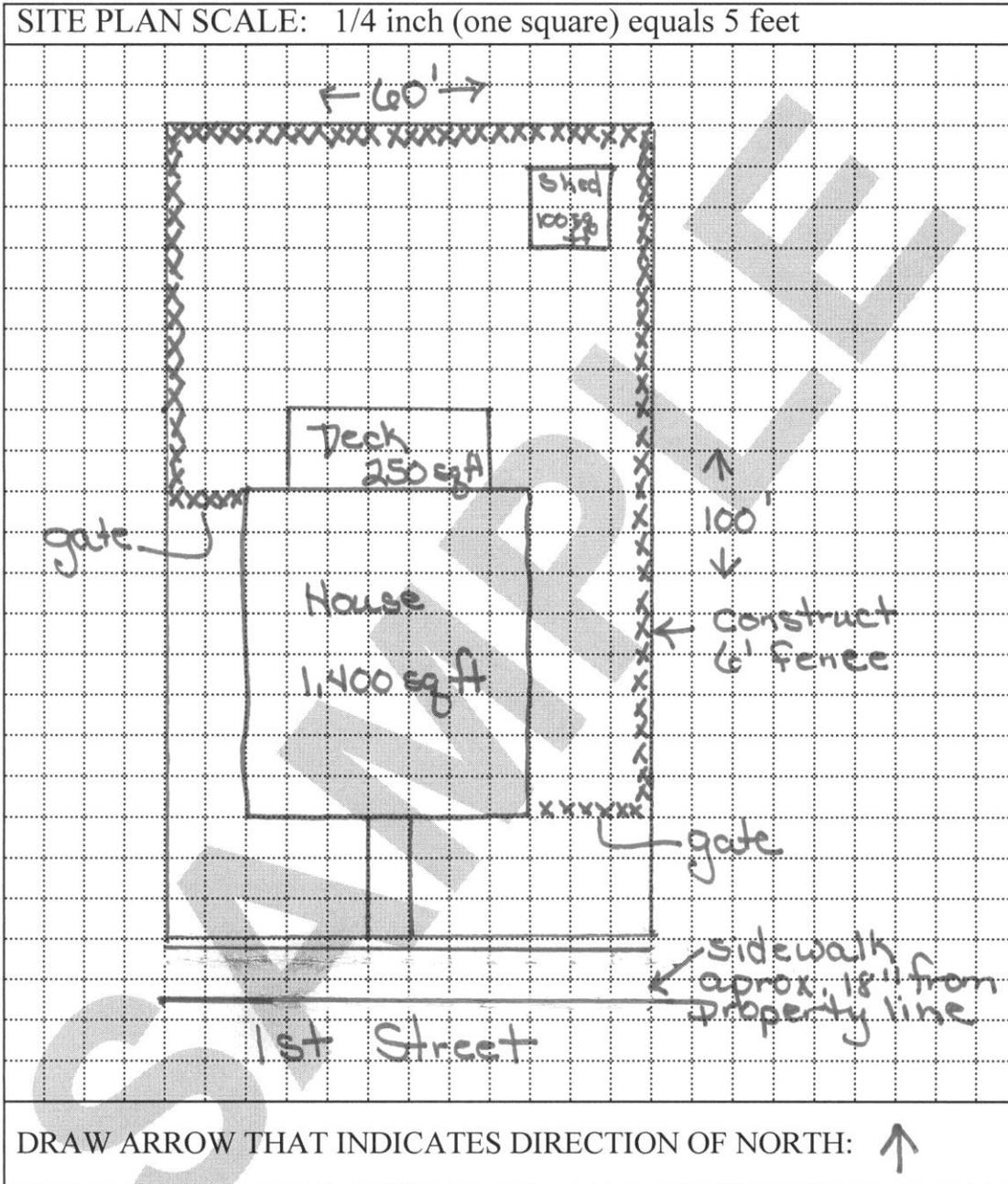
Please Print

Property Information		
Address:	Parcel #	
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #:	Cell#:	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #:	Cell#:	e-mail:
License Number:	Expiration Date:	
Project Information		
Description of Project:		
Type of Fencing:		
Finished Height of Project:		
Total area of Proposed Project:		
Authorization		
<p>By signing the application the applicant is authorizing City Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct. Further if the request is approved, the applicant will comply with all of the requirements of the City of Manistee Zoning Ordinance and certifies that measures proposed to mitigate adverse impacted will be completed in a timely fashion.</p>		
Signature: _____		Date: _____
<input type="checkbox"/> \$25.00 Fee enclosed and Site Plan for project attached (permit cannot be issued without site plan)		
Office Use Only		
Fee: <input type="checkbox"/> \$25.00	Receipt #	
Zoning District:	Notes:	
Signature: _____		Date: _____

Site Plan Requirements	
<input type="checkbox"/> Included	1. A scale drawing of the site showing proposed fence (show any existing fences also), including the date, name and address of the preparer, parcel lines and parcel area.
<input type="checkbox"/> Included	2. The scale of the drawing and north arrow which shall be not less than 1" = 200' nor greater than 1" = 20'.
Zoning Requirements	
SECTION 508 FENCES	
<p>Fences, walls, and decorative fences shall require a zoning permit issued by the Zoning Administrator and shall comply with the following regulations and requirements:</p> <p>A. Location:</p> <ol style="list-style-type: none"> 1. Fences, walls and decorative fences shall not be located outside or beyond the property or lot lines of the lot upon which said improvement shall be placed. 2. Decorative Fences, as defined herein, may be placed in any location on a parcel, provided that on a waterfront lot in the R-1, R-2, R-3 and R-4 Districts, no portion of such fence shall constructed in the waterfront setback. [Annotation: Section 508.2 was changed by amendment 07-05, effective 5/29/07] 3. Fences, other than decorative fences as defined herein, shall not be located in the front setback of any lot in the R-1, R-2, R-3, R-4 or C-2 Districts. <p>B. Height:</p> <ol style="list-style-type: none"> 1. Fences and walls shall not exceed six (6) feet in height in any district, unless such fences are constructed in conformance with the setback restrictions in the district. However, the Planning Commission may approve a greater height in the L-I and G-I Districts if the increased height will better screen a use from the roadway or adjacent residential uses. <p>C. Design and Type:</p> <ol style="list-style-type: none"> 1. All fences shall be constructed with the finished side exposed, the support posts placed on the inside, and in a manner which serves to enhance the aesthetic appearance of the neighborhood or surrounding. 2. Decorative fences shall be constructed, by way of illustration, in a style similar to split rail or wrought iron fences. Decorative fences shall be designed to incorporate no more than fifty percent (50%) opaque surface area. 3. Except in the G-I District, no fence shall include barbed or razor wire strands or electrification. 	
DEFINITIONS	
<p><u>FENCE</u>: An artificially constructed barrier erected to enclose, screen, or separate parcels or portions of parcels.</p> <p><u>FENCE, DECORATIVE</u>: A fence, no more than four (4) feet in height measured from the grade to the top of the highest horizontal rail, and intended primarily as an ornament or accent on a parcel.</p>	

Contact information for Miss Dig: 1-800-482-1717 or 811 reaches the MISS DIG System

For simple site plans this sheet is provided for convenience.
 Other site plans containing all required information may be submitted.



Proposed Development: Fence

Name and Address of Preparer: _____

Date: _____ Parcel Area: 6,000 sq ft.