



## COMMUNITY DEVELOPMENT PERMIT SUPPLEMENTAL DOCUMENTS CHECKLIST

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*\*Please Note: Permits cannot be processed without all the necessary documentation. Incomplete permit applications will either be denied at the front counter, or will be placed on hold until all information is received, prolonging the permit approval process. It is the applicant's responsibility to submit all necessary supplemental documents and information for the submitted permit.*

### **FENCES:**

- Completed permit application.
- A plat of survey showing the proposed location of the fence.
- Type of the fence. (i.e., wood fence – open or closed/privacy, chain link, etc.).
- Height of fence (4-foot, 6-foot).
- Color of fence.
- Signed Fence Permit Addendum.
- A letter of approval from home owner association, if applicable.
- Name and address of **licensed** and **bonded** contractor installing the fence, if applicable.
- Signed Easement Agreement – if applicable.
  - **Notice: Easement Encroachment Agreement must be signed by the property owner.**

I attest that I have submitted all information as required above regarding the permit applied for at:

\_\_\_\_\_ Glendale Heights, IL 60139

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

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



# FENCE PERMIT ADDENDUM

**CONSTRUCTION REQUIREMENTS:**

Fences must be located within the boundary lines of the property at which the fence is being constructed.

All fences shall be of permanent construction with fence posts set into the ground at least one-third (1/3) of the posts overall length. (10-15-3) Postholes must be a minimum of 24 inches deep. Specific requirements will be designated on the approved plan. No fence or wall is permitted that is electrified, or that contains broken glass, barbed wire or other materials reasonably calculated to do bodily harm. (11-4-8, C, 1, a)

Maximum height in all areas, except Industrial Zoned locations, is six (6) feet. (11-4-8, D, 1)

Ornamental fencing placed in front of the principal building may not exceed a height of 3.5 feet. Hedges and other closely spaced plants over two (2) feet in height shall be considered a fence and shall comply with this fence requirements. (10-15-1) (11-4-8, A) Hedges may not exceed a height of 2.5 feet in front of the principal building. (11-4-8, D, 1)

The front of the principal structure is determined by the orientation of the building and not the legal front yard. (11-4-8, D, 1) Fences may not be constructed or installed so as to constitute a traffic or safety hazard. Fences in locations other than Industrial Zoned shall be permitted in any rear or interior side yard. (11-4-8, E)

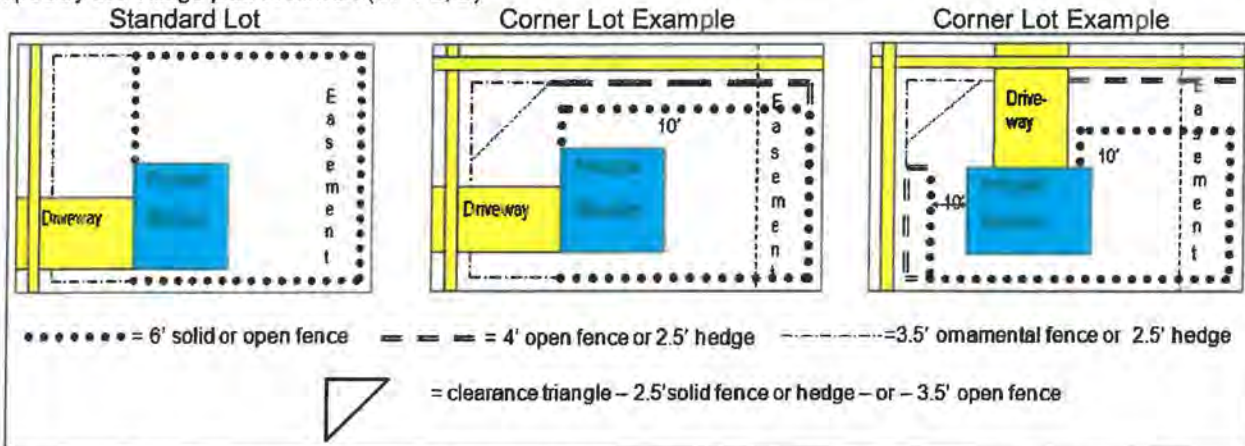
Corner lots: Fences are not to exceed a distance of ten (10) feet from an extension of the building line between such building and the lot line; except, on a through lot, a six (6) foot fence is permitted. On a through lot, a six (6) foot fence shall be permitted on the property line at the rear of the dwelling unit. (11-4-8, D, 1)

Privacy/closed fences must be installed with the bottom of the fence a minimum of three (3) inches above grade, for stormwater drainage. (11-4-8, K)

All fences shall have the finished face directed outward. (10-15-1) (11-4-8, F) However, the unfinished face may be oriented toward an alley. (11-4-8, F)

Fences may only be painted or stained a shade of white, black, gray, brown, or redwood. If a fence is painted or stained, it must be painted or stained the same solid color on all sides. (10-15-3)

Fences shall be installed in accordance with the approved construction plan and Plat of Survey as reviewed, approved and stamped by the Village plan reviewer. (11-4-8, B)



**Fences require a final inspection.** A 24 hour advanced notice is required prior to all inspections. The appointment for this inspection can be scheduled by calling the Department of Community Development at 630-260-6030.

**I hereby certify that I have read and understand all of the above regulations, and I agree to comply with all the regulations contained herein.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

Rev. 05/9/18



**EASEMENT ENCROACHMENT AGREEMENT**

We, the undersigned, do hereby depose and say that we are the true owners of the property having a common address as shown below. We understand that an easement upon and across said property has been granted as shown on the legally prepared plat of survey in our possession.

Property Address: \_\_\_\_\_, Glendale Heights, IL

We acknowledge that this property is required to comply with section 12-4-2 of the Glendale Heights Village Code, including, but not limited to the following:

No buildings or structures shall be constructed on or over a utility or drainage easement. The property owner shall be responsible for the maintenance of the easements.

In consideration of the issuance of a building permit to construct a \_\_\_\_\_ on said easement in the location shown on said plat of survey, we agree as follows:

- 1) The encroachment herein acknowledged does not, under any circumstances, abrogate nor nullify the rights and interests of the Village of Glendale Heights in and to said easement herein above described; and
- 2) The owners in title, its successors and assigns save and hold harmless the Village of Glendale Heights and any other persons with an interest in such easement from any liability that should accrue in the event that any public utility company or the Village of Glendale Heights should find it necessary to remove any property, real or personal, from said easement for the purpose of inspection, or repair of any utilities located within or in proximity of said easement, either above or below the surface. It is specifically understood that the Village of Glendale Heights (and/or any other public utility which is entitled to make use of the public utility and drainage easement) shall not be responsible for damage, replacement, or restoration of any structure or building located within said easement.
- 3) The owner(s) shall be held responsible for correcting any damage or reimbursing the Village for any repair work that becomes necessary as a result of the construction and maintenance of the structure.

\_\_\_\_\_  
Property Owner Name (Printed)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

<b>Village of Glendale Heights Official Use:</b>
Date Received: ____/____/____
Received by: _____ (Print Name)
Initials: _____