

CITY OF CORTLAND

CITY OF CORTLAND
Office of Code Enforcement
25 Court Street 607-753-1741

Application for a Fence Permit

Address of Work:

.....

Fee \$40.00

Property Owner: _

.....

(this section for office use only)

Parcel ID #:

.....

Date Received:

.....

Zoning District: _____

Flood District _____ Y/N

Historic District _____ Y/N

Variance Required _____ Y/N

Approval Date: _____

Approval Date: _____

Approval Date: _____

Conditions: _____

INSTRUCTIONS FOR APPLICANT:

A. Please read and complete all sections of application except for page one.

B. FEE: FENCE PERMIT WILL NOT BE REVIEWED UNTIL FEE IS REMITTED.

C. Provide a certified survey map, showing lot lines and buildings on the premises (if applicable to request). Provide a detailed sketch of proposed construction as it will appear on parcel. AFTER PERMIT HAS BEEN ISSUED, ANY MODIFICATIONS, ALTERATIONS OR ADDITIONS TO PLANNED PROJECT SHALL BE FORWARDED TO THE CODE ENFORCEMENT OFFICE PRIOR TO IMPLEMENTATION OF THE CHANGE, FOR REVIEW BY THIS OFFICE.

D. No work shall commence until such time that the Zoning Officer has issued a Fence permit. Such permit shall be displayed on the premises throughout the project.

APPLICATION IS HEREBY MADE to the City of Cortland Zoning Office for the issuance of a fence permit pursuant to the Charter and Code City of Cortland, NY Article IX §300-80 through §300-82. for the construction of fences. All fences shall be constructed with the support side facing in and finished side facing out.

The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant further agrees that the Zoning officer or any employee of the City of Cortland Code Enforcement Department, shall be permitted to enter upon any premises for which a fence permit application has been filed, or a fence permit has been issued without interference, and upon reasonable notice and during reasonable working hours, the signature below allows consent.

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PLEASE BE ADVISED that there is at least a 48-hour review period that will apply to all fence permit applications. If the application requires additional review, the applicant will be notified. This process could take up to 30 days.

Please print name

Applicant's phone number

Signature of Applicant

E-mail address

ADDRESS OF PROPOSED WORK

Circle whether applicant is: **Owner, Agent, Architect, Engineer or Builder.**

Name and Address of Owner

PRIMARY OCCUPANCY
Single Family Dwelling _____
Two Family Dwelling _____
Multiple Dwelling _____
Business _____

Name and Address of Applicant if different from Owner

Please provide Name, Address and Phone Number for Contractor/Builder

Owner/Applicant Signature _____ Date _____

NOTE:

Site plan review is required for all but single-family dwellings.

Inspections of hole depth before filling is required.

Insurance Requirements for Contractors: Proof of Insurance must be provided to the Code Enforcement Office. Upon receipt, your insurance certificate will be forwarded to the City's Insurance carrier for approval.

- Current Liability Certificate
- Current Workers Compensation Certificate OR Workers Compensation Exemption Form

For a Workers Compensation Exemption Form, please visit the following website:
http://www.wcb.ny.gov/content!ebiz/lwc_db_exemptions/requestExemptionOverview.jsp

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DISCRIPTION OF PROPOSED WORK: (Please include type and height of fence)

PROVIDE SKETCH BELOW, SHOWING FENCE ON PROPERTY IN RELATION TO FEATURES SUCH AS BUILDINGS AND PROPERTY LINES:

REQUIRED POST HOLE INSPECTION Call (607) 753-1741

- 3' depth for all installations, due to frost heave.
- 30" is probably sufficient for 4' high, 3' is preferable. As far as concrete it really depends on the fence.
- Red cedar picket and privacy fences should have approximately 40 lbs. of dry concrete mix around the bottom of the post and then tamp native soil on top of that. Most of the ground in Cortland is very rocky and compacts well.
- Chain-link fence should be set in wet concrete unless the posts are driven pneumatically to a depth of 3' minimum.
- Ornamental steel, aluminum and vinyl should always be set in wet concrete. Leave the top of the footer down from finished grade about 4" to prevent heaving.

§300-94 B. 9. All fences must be constructed in such a manner that the side of the fence from which the structural supports are most readily observable faces inward on all sides and not toward the outside portion of the lot upon which the fence is erected.