

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

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**Application for a Fence Permit**

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(Top section to be completed by City Zoning Officer)

Address of Work: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Ward: \_\_\_\_\_ Fee \_\_\_\_\_

Certified Survey Map Y/N

Proof of Insurance Y/N

Flood District Y/N

Approval Date: \_\_\_\_\_

Historic District Y/N

Approval Date: \_\_\_\_\_

GML referral Y/N

Approval Date: \_\_\_\_\_

Variance Required Y/N

Approval Date: \_\_\_\_\_

Site Plan Review Required Y/N

Approval Date: \_\_\_\_\_

Conditions:

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**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.

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/lebiz/lwc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/lebiz/lwc_db_exemptions/requestExemptionOverview.jsp)

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

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