



SHAWNEE TOWNSHIP ZONING DEPARTMENT
 2530 Ft. Amanda Road
 Lima, Ohio 45804

FENCE PERMIT APPLICATION

Property Information:	
Owner:	
Address:	City / State / Zip:
Parcel Number:	
Zoning:	Total Acreage:

Staff Use:	
Permit Number:	
Approved / Denied	
_____ Zoning Inspector	
Date Approved: _____	
Check No:	Receipt No.

Applicant Information:		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Contractor / Builder Information:		
Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

Documents Submitted for Review:	
<input type="checkbox"/> Application	
<input type="checkbox"/> Fee	
<input type="checkbox"/> Site Plan	
<input type="checkbox"/> Rendering	

Fence Construction Information:			
Describe the Project: (Six-6 foot wooden, dog ear, paneled privacy fence) (Four-4 foot steel, chain link, fence w/ gate)			
Fence Length:	Fence Width:	Fence Height: (From Ground to Top Railing)	
Front Set Back Distance:	Rear Set Back Distance:	Left Set Back Distance:	Right Set Back Distance:
Fence Use:	Construction Material:		Gated / Non-Gated:
Fence is for Residential, Commercial or Industrial Use:			
Agricultural Exemption: (Specific)			
Construction Cost for Project: \$ _____ (This is the amount that will be sent to Allen Co. Auditor at end of year as a property improvement)			

Required Documentation to Submit to Shawnee Township Zoning Department	
Permit Application & Fee: Permit is required for any fence placed on a parcel within Shawnee Township. Submit 1 copy of the Fence Permit Application. Application fee of \$100.00 for Residential Fences, \$250.00 for Commercial and Industrial Fences.	
Site Area Drawing: Submit one (1) copy of a site drawing. Show drawing of parcel, to include location of all streets, residence, driveway, and location of any existing accessory structures to include square footage of any existing buildings.	
<ul style="list-style-type: none"> • Show N-North Direction, show outline of parcel property boundary lines. If you are unsure of property line locations, a professional survey is encouraged to avoid potential property line disputes. • Indicate location of new proposed fence location to include dimensions (Length, Width, Height). • Indicate location of fence distance from all property lines. Show any easement areas on the property (Rear Yard and/ or Side Yard) Ensure these are clearly identified. 	
Rendering: Submit one (1) color copy of a rendering depicting what the fence will look like.	

Important Information

Applicability: A fence permit is required for all fences constructed in all zoning districts, which are not agriculturally exempt. Fences are permitted in all zoning districts.

Fence Regulations: All fences must meet the following regulations:

Fences are permitted in all Agricultural and Residential Districts, subject to the following conditions:

- Agricultural style fences used for agricultural purposes shall be exempt from the following regulations however shall comply with the standards and regulations in the Ohio Revised Code for “agricultural fencing”.
- Fences constructed in a mixed zoned location, being Residential & Agricultural Mix; then construction shall be in accordance with their zoned designation where the construction of the fence is taking place.

Fence Location:

- Fences are approved in the rear and side yard, and shall not extend beyond the front line of the principal structure.
- Fence shall be constructed inside the property line; the distance is open, but recommended a mower width to allow for care and upkeep of fence on owners side of the property to avoid trespassing onto the neighbor’s property. No fence, wall, or hedge shall be constructed closer to any public street than the road right-of-way or in front of any property line and/or easement. Commercial and Industrial Fences are required to be at least 1-one foot from property lines.
- The property owner shall assume responsibility for determining the legal, and proper placement of the fence, wall, or hedge upon his/her property.
- Fences constructed on corner lots shall be required to have the same set back distance as required for front yards in the district in which such structure is located.
- Fences shall only be erected in the side or rear yard areas.
- Decorative split rail fencing may be located as near as the road right-of-way. Examples would be split rail post and rails marking the front corners of the property, low stone walls surrounding a front porch or patio or wood or stone retaining walls integrated into landscaping in a sloped yard are examples.
- Kentucky Three or Four-Panel Rail Agricultural Fencing may be constructed along the front and sideline of the parcel when the parcel is over 5 acres in size, within an “A” Agricultural zoned district. Fence height then shall not exceed forty-eight-(48) inches in height.

Fence Height:

- Side and rear yard fences shall not exceed six (6) feet in height for residential uses. Commercial fences may be permitted 6–six feet in height above natural grade. Commercial and Industrial Fences with barbed wire topper may not exceed a total height of 8-eight feet.
- Decorative split rail fencing, low stone walls, and hedge fences shall not exceed four (4) feet in height for residential uses.
- Chain link fences shall not exceed four (4) feet in height, metal support posts shall not exceed four feet-six inches in height. Chain link fences shall only be erected in the side or rear yard.

Fence Materials:

- Fences may be constructed of wood, vinyl, brick, stone, steel, aluminum, or other material as approved by Zoning Inspector. Fence construction shall have a unified appearance and constructed of same / similar building materials.
- Fences constructed of metal, aluminum, or other steel materials other than chain link shall be subject to review and approval by the Zoning Inspector. Fences and walls are interchangeable for purposes of this section.
- Fences shall not contain an electric charge.
- Barbed wire, razor wire, or any other type of anti-climbing wire shall only be used in the non-residential areas and then only when approved by the Board of Zoning Appeals.
- Materials used for fences shall be of traditional fencing materials (wrought iron, chain link, pressure treated lumber, cedar, redwood, PVC, etc.) and shall be constructed of weather resistant materials or treated so that they are weather resistant.
- Individual fence panels (lumber, cedar, redwood) may be constructed uniformly in a vertical or horizontal fashion with finished or most decorative side of the fence facing away from the property.
- Soft fencing being plantings composed of ornamental grasses, flowering bushes, and perennial plants may be incorporated into the solid fencing scheme to soften the visual impact of fencing.
- Decorative hedge walls may be utilized along the side and front of the property, for privacy purposes. Decorative hedge walls may not exceed the height of (4) four feet; shall be set back inside the property lines to allow for growth and expansion so that it does not extend into adjoining properties; and decorative hedges shall be trimmed and maintained on regular basis.

Fence Maintenance:

- The fence, wall or hedge and the property surrounding both sides of the fence, wall or hedge shall be properly always maintained.

Permit Required:

- Fences and walls shall require a Zoning Certificate, and payment of applicable fees.

Fence Sight Distance Requirements:

- No fence, wall, or hedge planting shall interfere with visibility from a driveway. The Zoning Inspector/ Code Enforcement Officer is hereby empowered to cause all such obstructions to be moved in the interest of the public safety.
- No fence or wall may be placed such they interfere with street level sight visibility for 50 feet from any approach to an intersection.
- No Fence, wall or hedge planting shall not be higher than (32) thirty-two inches within the “sight triangle”. See Appendix A-09, Illustration I of the Shawnee Township Zoning Resolution.

Additional Fence, Walls, and Hedge Standards:

- On large residentially zoned estate type lots, open face decorative wrought iron fencing may be permitted on lots greater than two-(2) acres in size based on its integration within the landscaping scheme on a case-by-case basis and subject to site plan review and approval by the Board of Zoning Appeals. Chain link or panel / shadow box fencing would not be appropriate under this section.
- Mesh wire fence shall be permitted if incorporated into or an integral part of a wood rail fence.
- All fences on a parcel shall have a unified style.

Fencing around swimming pools: -

- See Article 1708.2

Fences and walls constructed in the Business & Commercial and Industrial & Manufacturing Districts:

- Shall be regulated under Article 2011- “Requirements for Fences and Walls” of the Shawnee Township Zoning Resolution. Refer to that section of the Resolution for fence and wall construction in those districts.

Home Owners Association:

- It is important to check with the neighborhood Home Owners Association, if applicable, for any fence construction requirements they may have.
- Fence construction may require approval from the Home Owners Association prior to construction.

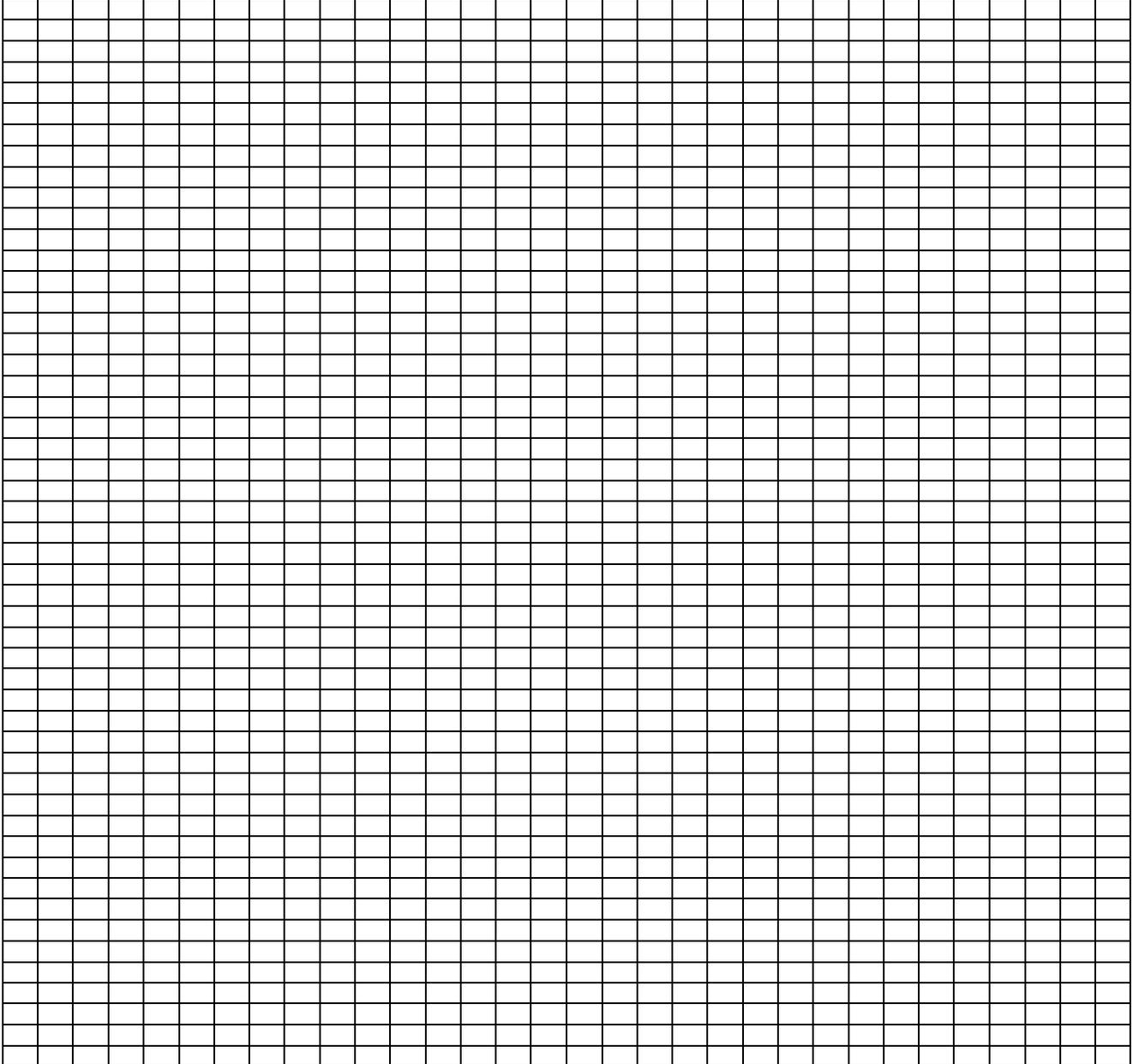
Inspections: <ul style="list-style-type: none"> The Shawnee Township Zoning Department will inspect the fence upon completion to ensure that it complies with the approved permit. If any part of your parcel is located in a flood area, regardless of where the fence construction is located, a FEMA review shall be required by Allen County Regional Planning Commission for review and approval before any construction can proceed. Their office will review the building area, location of flood hazard and make determination. Their permit is separate from Shawnee Township Zoning Permit requirements. To schedule an inspection please call the Zoning Inspector at 419-991-8706.
Building Permit: <ul style="list-style-type: none"> Fence construction may require a building permit from the Allen County Building Department if it is constructed on commercial or industrial property. Please contact the Allen County Building Department for additional information.

Signatures	
I certify the facts, statements and information provided on and attached to this application are true and correct to the best of my knowledge and understand the requirements for fence construction. Also, I authorize Shawnee Township staff to inspect the property as necessary as it pertains to this application.	
Contractor / Applicant:	Date:
Owner:	Date:

Zoning Inspector		
<input type="checkbox"/> Approved.		
<input type="checkbox"/> Disapproved - Reason: _____		
<input type="checkbox"/> Owner to refer to Shawnee Township Board of Zoning Appeals.		
Zoning Inspector:	Approval Date:	Expiration Date:
Conditions: <i>The fence construction shall meet all requirements of Article 1711 of the Shawnee Township Zoning Resolution.</i>		

- Ensure your application is completed in its entirety. Incomplete applications or applications missing information **WILL NOT BE PROCESSED** - Parcel Numbers #46-XXXX-XX-XXX. XXX, and Lot # can be obtained from the Allen County Auditor's Web Site. Type <http://allencountyohpropertytax.com/>, Put in your name, or address or parcel # to get the information.
- Applications are reviewed on a case by case basis, and per Shawnee Township Zoning Resolution, the Zoning Inspector has a maximum of 30 days to render a decision on applications filed for review. Missing information will result in a delay in approving your application. Applications submitted with all the information are routinely approved in 72 hours.
- Construction must be conducted within one year of being issued. After one year, and a new permit will be required to be issued. Permit fee will be 1/2 of the original cost of first permit issued.
- Site construction or illegal placement of a fence on a property WITHOUT A PERMIT is in violation of Shawnee Township Zoning Resolution. Construction or placement of the fence without a permit shall be subject to DOUBLE the permit fee if a permit is obtained within TEN-10 days of notification. Permit fee will be TRIPPLED for permit obtained after TEN-10 days of notification.
- Any change in fence construction, material, overall design or placement shall be subject to stop work order / cease and desist order. An administrative fine of \$100.00 shall be initiated and every day the violation continues to exists, in violation of a stop work order shall be subject to a \$100.00 per day administrative fine imposed upon property owner, for violation of Shawnee Township Zoning Resolution (519.99 ORC).
- All applications must be sent electronically Zoning@shawneetownship.com. Fees are to be paid by means of check or money order made out to SHAWNEE TOWNSHIP. No cash will be accepted. Payment may be dropped off at the Shawnee Township Admin. Building, or Mail Box outside of Road / Zoning Offices, or mailed directly to Shawnee Township Administration Building c/o Zoning Department, 2530 Ft. Amanda Road, Lima, Ohio 45804. Permits, as well as copies of payment and receipt will be electronically returned back to applicant / owner.

SITE PLAN



SITE PLAN:

- List all streets front and or side of property (if on corner lot).
- Draw out property lines, easement areas, and road right of ways.
- Draw House, Driveway, and Existing Structures.
- Indicate length, width, and height of fence
- Indicate N-North on arrow.
- Any other pertinent information needs indicated on site plan.
- Distance from Roadway is measured from CENTER of street or roadway.