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APPROVED:	_____

CITY OF LEESBURG RESIDENTIAL FENCE PERMIT APPLICATION

Permit Number: **RFNC** - _____ - _____ Application Date: _____

Are you the property owner? Yes No Alternate Key #: _____

Project Address: _____

Property Owner: _____	Telephone: _____
Property Owner Email Address: _____	

Contractor: _____	Telephone: _____
Mailing Address (if different than above): _____	
City/State/Zip: _____	
Contractor Email Address: _____	

Is the property located within an HOA community? Yes No

(If yes, HOA approval letter must be provided with the application.)

FENCE INFORMATION:

Material: Vinyl Wood Chain Link Wrought Iron Metal

Fence height max: Front _____ Rear _____ Side _____ Street Side _____

Fence length (linear feet) and location: _____

Please provide additional details as needed:

IMPORTANT NOTICE:

- Applicants must include one copy of a survey or site plan with a completed fence permit application. Submitted survey/site plans must show where the proposed fence is to be located.
- All fence components shall stay on or within property lines.
- The finished side shall face out from the enclosed area.
- Residential fences shall not exceed four (4) feet in height in the front yard, and six (6) feet in height in the rear and side yard.
- The Property Record Card from the Lake County Property Appraiser website must be included.
- Contact 811 prior to digging.
- If the community is located within an HOA, it is highly recommended to provide a copy of the HOA approval letter with the application.

I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Leesburg.

Homeowner/Contractor Name (Print) Contractor License Number

Signature Date

CITY OF LEESBURG FENCE PERMIT APPLICATION

DESCRIPTION

The Planning and Zoning Division is required to review residential fence permits by the City of Leesburg. All residential fence permit applications are reviewed for compliance with the City's land development regulations. Fence Permits are reviewed for proper placement, height and other specific standards. (*Section 25-330. – Garden walls, fences, and hedges.*)

PROCESS

Residential fence permits may be obtained in-person or via email by either the property owner or contractor. For structural walls, concrete columns or enclosing a pool or spa; complete and submit an application to the Building Department with applicable documentation.

IN-PERSON FENCE PERMIT SUBMITTAL GUIDELINES:

1. Submit a completed, legible, and signed application for a residential fence permit [if the fence is chain link, vinyl, stockade (wood), or picket only]; include the linear feet, type, and height of the fence.
2. Submit one copy of a site plan or a survey, this must be submitted on a dimensioned plan scaled to fit letter, legal, or ledger paper as well as the Property Record Card.
3. Indicate on the survey or site plan the proposed location of the fence.
4. If the community is located within an HOA, it is highly recommended that the HOA community approval letter be provided with the application.

FEES

- \$45.00. Payment is due at time of permit approval/issuance. The City of Leesburg charges a 3% service fee for electronic and credit card payments.

FAQ

When is a fence permit required?

- A fence permit is required when erecting or replacing a fence within the City of Leesburg.

What do I have to do to receive a fence permit?

- To receive a fence permit, a fence permit application must be completed in full and submitted to the Planning and Zoning Department along with the application fee of \$45.00, plus a 3% service fee for electronic and credit card payments.

How long will it be until I receive notification?

- The application will be reviewed within five (5) business days and you will be notified by email when the application has been approved and can be picked up, or if additional information is needed.

Will the permit expire?

- The permit will expire six (6) months from the date of approval.

CONTACT US

Zoning Division - (352) 728-9786 Email: PlanZone@leesburgflorida.gov

Address: 204 N. 5th Street Leesburg, Florida 34748

If you have any questions, a staff member of the Planning and Zoning Division is available to assist you Monday through Friday from 8:00 a.m. to 4:30 p.m.