

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.

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.

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.