



*The City of*  
**EASTLAKE**

35150 LAKESHORE BOULEVARD • EASTLAKE, OHIO 44095  
PHONE (440) 951-1416 • FAX (440) 951-9361

**DENNIS MORLEY, MAYOR**

## **FENCE PERMIT PROCEDURE**

### **PERMIT PROCEDURE**

- **ONE (1) PLOT PLAN SHOWING WIDTH AND DEPTH OF LOT, FRONT AND SIDE YARD SETBACKS, EXISTING AND PROPOSED FENCE LOCATIONS(S).**
- **THE APPROXIMATE LOCATION OF THE BUILDINGS (S) ON PROPERTY.**
- **THE HEIGHT AND TYPE OF FENCE**
- **INDICATE CORNER OR INSIDE LOT. IF CORNER LOT, ADJACENT PROPERTIES DRIVEWAY MUST BE SHOWN.**
- **ALL FENCES SHALL HAVE POST SUPPORT SIDE FACING INTO APPLICANTS PROPERTY WITH FINISHED SIDE OUT.**
- **FILL OUT GREEN FOLDER, ONCE SUBMITTED IT TAKES 7-10 DAYS TO OBTAIN A PERMIT.**
- **HOMEOWNER PERMIT FEE - \$65.40 (Permit \$40, 1% State Fee - .40 cents, \$25 – Processing Fee). CONTRACTOR PERMIT FEE - \$140.40 (Includes a \$75 refundable deposit after inspections of postholes and final inspection).**
- **INSPECTIONS: CALL 24 HOURS IN ADVANCE AT THE NUMBER ABOVE.**

**NO FENCE PERMIT CAN BE APPROVED WITHOUT THE APPLICANT FURNISHING LEGAL PROOF THAT THE PROPERTY MONUMENTS (SURVEY PINS) ARE IN PLACE AND VISIBLE. IF PROPERTY MONUMENTS (SURVEY PINS) ARE NOT VISIBLE YOU MUST PROVIDE A LEGAL SURVEY OR THE FENCE PLACEMENT FORM ATTACHED.**

**CITY OF EASTLAKE  
BUILDING DEPARTMENT**

**35150 LAKESHORE BLVD, EASTLAKE, OHIO 44095**

**(440) 951-1416 EXT. 117 (440) 975-4280 (FAX)**

**FENCE PERMIT APPLICATION**

JOB ADDRESS \_\_\_\_\_ S/L \_\_\_\_\_

PRINT OWNERS NAME \_\_\_\_\_

PRINT APPLICANTS NAME \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

CONTRACT VALUE \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

**INSTRUCTIONS – SEE SITE PLAN WORKSHEET**

**GENERAL INFORMATION FOR INSTALLING A FENCE**

- Minimum 36 inch depth required for postholes
- Good side of fence is to face neighbors
- Side and rear yard fences may have a maximum height of 6 foot measured from grade
- Front yard ornamental fences may have a maximum height of 3 foot in height and NOT constructed within 3 feet from the public right of way
- Other requirements apply for corner lots
- Be as detail as possible

The above is a true description of the lot. The acceptance of the permit herein applied for shall constitute an agreement on my part to abide by all conditions herein contained and also to comply with all ordinances set forth by the City of Eastlake, and the laws of the State of Ohio relating to the work to be done thereunder and said agreement is a condition of said permit.

**IMPORTANT NOTICE TO ALL HOMEOWNERS:** IF YOU OBTAIN THIS PERMIT ON THE BEHALF OF A CONTRACTOR YOU ARE LIABLE FOR ALL WORK INCLUDING ANY VIOLATIONS OR UNFINISHED WORK. CONTRACTORS MUST BE CURRENTLY REGISTERED WITH THE CITY.

SIGNATURE OF:

OWNER/CONTRACTOR \_\_\_\_\_

PRINT NAME \_\_\_\_\_

## SITE PLAN REQUIREMENTS FOR FENCES

A PLOT PLAN SHALL BE SUBMITTED WHEN APPLYING FOR A BUILDING PERMIT. THE FENCE SHALL BE SHOWN & PROPERTY LINES. TWO (2) SETS OF PLOT PLANS ARE REQUIRED FOR ALL APPLICATIONS.

1. SHOW ALL PROPERTY LINES
2. SHOW EASEMENTS (IF KNOWN)
3. SHOW NORTH ARROW
4. SHOW ALL EXISTING BUILDINGS
5. SHOW PROPERTY ADDRESS
6. SHOW STREET NAMES AND INTERSECTIONS/ADJOINING STREETS
7. SHOW LINEAR FOOTAGE OF FENCE (STARTING & ENDING POINTS)
8. SHOW LOCATION OF FENCE ALONG WITH NUMBER OF SUPPORTING POSTS
9. LABEL SITE PLAN WITH JOB NAME
10. LIST TYPE OF FENCE (BOARD ON BOARD, PICKET, CHAIN LINK, ETC.)

# FENCE PLACEMENT FORM APPLICATION



**CITY OF EASTLAKE  
BUILDING DEPARTMENT  
35150 LAKESHORE BLVD.  
EASTLAKE, OHIO 44095  
PHONE (440) 951-1416  
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## OFFICE USE ONLY

ZONING APPROVED BY: \_\_\_\_\_

DATE ZONING APPROVED: \_\_\_\_\_

PERMIT ISSUED BY: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

*Print ALL information in ink. Applicant to complete all parts. Incomplete applications will delay permit processing.  
The Eastlake Building Department does not enforce deed restrictions, covenants, or subdivision regulations.*

I, \_\_\_\_\_, wish to install a fence on my property  
located at \_\_\_\_\_,

Eastlake, Ohio. I understand this Fence Placement Form is in lieu of obtaining an official legal survey of my property. In the event a neighboring property is sold and it has been determined the fence is encroaching onto another property, I agree to remove or relocate my fence at my own expense and I will repair the area damaged caused by my removal of my fence. I also hold harmless my neighbors and the City of Eastlake.

OWNER \_\_\_\_\_ DATE \_\_\_\_\_

### PLEASE FILL IN ADDRESS OF THE:

NEIGHBOR TO LEFT \_\_\_\_\_

NEIGHBOR TO THE RIGHT \_\_\_\_\_

NEIGHBOR TO THE LEFT REAR OF HOUSE \_\_\_\_\_

NEIGHBOR TO RIGHT REAR OF HOUSE \_\_\_\_\_