

**PROCEDURE FOR FILING AN APPLICATION FOR A FENCE OR WALL PERMIT**

A permit is required for the construction, installation, or alteration of any fence or wall.

All applications for a fence and/or wall permit **MUST** be approved by the Board of Architectural Review **PRIOR** to the issuance of a permit. Said Board of Architectural Review meets on the **1ST AND 3RD TUESDAY** evening at 8:00 P.M. with the exception of July and August when they may only meet once during each of those periods.

All applications must be reviewed by the Building Inspector for compliance with the applicable Building Codes and Zoning Ordinances prior to placement on the B.A.R. agenda. You will be notified by the Building Inspector when to attend the B.A.R. meeting.

The application shall be filled out completely and legibly with three sets of plans containing the following information:

1. Elevation drawings of the fence or wall. Literature, cut sheets, and/or samples from the manufacturer are sufficient for fence elevations.
2. Survey of property and structures thereon showing the location of the proposed fence or wall.
3. Topographical information.
4. Photographs of the site where the fence or wall is proposed; minimum of three (3).
5. One photograph showing the front of building and/or property.
6. One photograph of each adjacent structure as taken from the street and center line of said structure.
7. One photograph of each neighboring property that the fence and/or wall will impact.
8. All plans shall be drawn in a professional manner so as to comply with the New York State Education Law.
9. For walls over 4 feet in height, plans must be signed and sealed by a licensed architect or engineer.
10. The complete address and telephone number of the applicant, property owner, architect, engineer, and contractor. Note: If the applicant is not the owner, a letter of permission from the property owner is required.
11. Application must be accompanied by the **REQUIRED \$75.00 FILING FEE.**

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A. Failure to comply with the above may result in unnecessary delay in the consideration of your application by the Building Inspector and/or Board of Architectural Review.

B. The Building Department will not accept any application that does not include all of the foregoing.

C. The applicant or a representative is **required to** attend the Board of Architectural Review meeting. The installer of new fences and similar structures must be present when the Board of Architectural Review examines the applications.

D. Upon denial or amendment by the Building Inspector or Board of Architectural Review, the applicant may appeal in person at the next regular scheduled meeting of the Zoning Board of Appeals.

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**IF YOU WILL BE USING VEHICLES IN EXCESS OF 10 TONS MORE THAN ONCE IN A SINGLE WEEK, YOU MUST FILE A BOND AS PER ARDSLEY VILLAGE CODE, SECTION 190-14.**



Use of Building\_\_\_\_\_Number of Families\_\_\_\_\_Lot Area\_\_\_\_\_

Height of Fence or Wall\_\_\_\_\_Type of Fence or Wall\_\_\_\_\_

Location of fence on property (ex: front yard, rear yard, side yard, etc)\_\_\_\_\_

Distance from front line\_\_\_\_\_ft. Distance from right side line\_\_\_\_\_ft.

Distance from left side line\_\_\_\_\_ft. Distance from rear line\_\_\_\_\_ft.

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Who will supervise the work:\_\_\_\_\_(contractor, builder, architect, etc.)

Architect (print name)\_\_\_\_\_Phone #\_\_\_\_\_

Address of architect:\_\_\_\_\_License #\_\_\_\_\_

City: \_\_\_\_\_State: \_\_\_\_\_Zip: \_\_\_\_\_

Engineer (print name)\_\_\_\_\_Phone #\_\_\_\_\_

Address of engineer:\_\_\_\_\_License #\_\_\_\_\_

City: \_\_\_\_\_State: \_\_\_\_\_Zip: \_\_\_\_\_

Contractor (print name)\_\_\_\_\_Phone #\_\_\_\_\_

Contractor Address: \_\_\_\_\_City: \_\_\_\_\_State: \_\_\_\_\_Zip: \_\_\_\_\_

Westchester County Home Improvement License # \_\_\_\_\_Expiration date \_\_\_\_\_

<u>TYPE OF INSURANCE</u>	<u>POLICY #</u>	<u>EXPIRATION</u>	<u>INSURANCE COMPANY</u>
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Workmen's Compensation	_____	_____	_____
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Disability Benefits Insurance	_____	_____	_____
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General Liability	_____	_____	_____
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**NOTE: Applicant must furnish Certificates of Insurance evidencing the above coverage prior to issuance of permit.**

**I WILL BE USING VEHICLES IN EXCESS OF 10 TONS. YES\_\_\_\_\_NO\_\_\_\_\_**