



**Village of Pawling
Building Department
9 Memorial Avenue
Pawling, New York 12564**

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Fax (845) 855-9317
www.villageofpawling.org
Email: bldgsecy@villageofpawling.org

**Fence Permit
Application**

Total Cost: _____

Date: _____

A fence permit is needed **before** construction can begin on a fence, failure to obtain a fence permit prior to construction may result in the applicant removing the fence at their cost. Please review the rules and regulations within this application to ensure your proposed fence will not violate any zoning regulations. Fences that do not otherwise comply with the Zoning Code of the Village of Pawling will need to be reviewed by the Planning Board prior to issuance of a building permit.

JOB SITE ADDRESS: _____

PERMIT APPLICANT: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ EMAIL: _____

PROPERTY OWNER: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ EMAIL: _____

GENERAL CONTRACTOR: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ EMAIL: _____

COMPENSATION INSURANCE CARRIER: _____

ADDRESS: _____ PHONE: _____

ARCHITECT OR ENGINEER OF RECORD: _____

ADDRESS: _____ ZIP: _____

PHONE: _____ EMAIL: _____

1. PROPOSED PROJECT: (PLEASE PROVIDE A DETAILED DESCRIPTION OF THE WORK TO BE DONE): _____

2. DETAILED SITE PLANS OR OTHER DOCUMENTS DETAILING THE PROJECT ARE ATTACHED YES ☐ NO ☐

3. TOTAL COST OF PROJECT: _____

INCLUDING LABOR & MATERIALS. THE VILLAGE OF PAWLING RESERVES THE RIGHT TO CONDITION CLOSURE OF A PERMIT, INCLUDING ISSUANCE OF A CERT. OF OCCUPANCY ON PROOF OF TOTAL WORK COST.

4. WILL WORK INVOLVE ANY OF THE FOLLOWING: WORK ADJACENT TO SIDEWALK, STORING MATERIAL IN THE PUBLIC RIGHT-OF-WAY, THE OPENING OF A STREET OR SIDEWALK? YES ☐ NO ☐ If yes to any of these questions, additional permits must be acquired

HOW WOULD YOU LIKE TO RECEIVE YOUR PERMIT? (PLEASE CHOOSE ONE): PICK-UP ☐ MAIL ☐ OR EMAIL ☐

THE APPLICANT WILL BE NOTIFIED BY EMAIL OR PHONE WHEN THE PERMIT IS READY FOR PICK-UP. WHERE "PICK-UP" IS SELECTED, PERMITS THAT ARE NOT PICKED UP AT OUR OFFICE WITHIN 6 MONTHS OF ISSUANCE WILL BE MARKED "VOID". IF YOU WOULD LIKE TO RECEIVE YOUR PERMIT BY MAIL, PLEASE INCLUDE A STAMPED, SELF-ADDRESSED ENVELOPE WITH THIS APPLICATION.

Description of Fence (check all that apply)

Type of fence: Wood _____ Wrought Iron _____ Vinyl _____ Chain Link _____ Plastic _____ Aluminum _____ Brick _____
Split Rail _____ Dog Eared _____ Picket _____ Solid _____ Shadowbox _____ Lattice _____ Stockade _____

Height of fence (including lattice): 3 feet _____ 4 feet _____ 5 feet _____ 6 feet _____ Other _____

Swimming pool enclosure _____ Yard enclosure _____ Major repair _____ Replacement _____ New Fence _____

Zoning Code Requirements *all requirements shall be met, otherwise additional reviews will be required.*

Fences, walls and other structural screening elements.

- A building permit is required prior to installation of a fence unless prohibited by the New York State Agriculture and Markets Law.
- Any fence shall have its most pleasant or decorative side facing the adjacent properties. The fence posts and other supporting structures of the fence shall face the interior of the area to be fenced.
- The height of all fences shall be measured from the average finished grade of the lot at the base of the fence to its highest point.
- Fences six feet or less in height are exempt from the setback requirement. Higher fences shall require site plan approval by the Planning Board in accordance with Village Code and must be set back from the property line. In no case shall the height of a fence exceed its setback from an adjacent lot. All fences must provide adjacent property owners sufficient space to access their property for maintenance and repair. Under no circumstances shall a fence limit access to utilities.
- Fences incorporating barbed wire, electric current or similar materials or devices shall be allowed only when necessary for public utility operations and shall be subject to a minimum ten-foot setback, and shall include cautionary signage.
- The Planning Board, as part of subdivision or site plan review, may require a fence or other screen to shield adjacent residences or other uses from undesirable views, noise or light.
- Fences shall be maintained to provide functional, visual and structural integrity.
- Fences designed to maim or injure prospective intruders are prohibited except as authorized in as noted above.

Application is hereby made to the Village of Pawling Building Department for the issuance of a Fence Permit for construction as herein described, pursuant to provisions of the Code of the Village of Pawling. The owner and the applicant hereby agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections. The following regulations shall apply:

- This application shall be **completed** and **signed** by the property owner and the applicant, and submitted to the Building Department.
- This application must be accompanied by an electronic and paper copy of the following:
 - **Plot/site plan showing:**
 - (a) Existing and proposed buildings or structures on the lot and their distances to one another as well as to the lot lines and all other pertinent details of the property.
 - (b) Existing and proposed drainage, utilities, and other natural features including, but not limited to, wetlands, floodplains and wooded areas.
 - (c) Temporary and permanent sediment and erosion control measures, proposed grading and drainage features.
 - **Liability insurance coverage:**
 - a) For contractors acting in the capacity of a general contractor, \$1,000,000 minimum each occurrence, with the Village of Pawling named as the Certificate holder.
 - b) For property owners, if there is no contractor participation in the project, proof of insurance must be provided with the level of insurance being contingent upon the project.
 - **Proof of compliance with the mandatory coverage provisions of the Workers' Compensation Law and Disability Law.**
 - (a) Certificate of workers compensation insurance, on either the State approved **C-105.2** form or the **U-26.3** form **AND** certificate of disability insurance, on either the State **DB-120.1** or **DB-155** form **OR**
 - (b) Certificate of workers compensation/disability exemption **CE-200**, site specific.
- Fees required by the Village Code and as calculated by the building department, shall be paid by check, money order, or cash.
- Work covered by this application shall not commence prior to permit issuance and does not encompass work that would otherwise be required by a building permit.
- Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the building department, including any required fees.
- Building Department shall be notified (minimum notice – **48 hours** in advance) according to the required schedule of inspections.
- The permit is effective for **one year** from the date of issuance.

Rules and Acknowledgments

All work shall conform to the Code of the Village of Pawling, and must be completed within 12 months of the date of the fence permit issuance, or a new permit shall be obtained by the Applicant.

I, the undersigned, understand that the permit which may be issued pursuant to this application is issued on the assumption that all of the representations made on this permit application are true and accurate. I have read and understand the provisions of the **Village Zoning Code**, NYS Building Code and related Rules and Regulations and will comply with said requirements. I understand that if any of the information on this form is found to be untrue or inaccurate, or if the work initiated pursuant to a permit granted based on the representations made on this application is not completed in accordance with the representations made on this permit application, then the permit may be revoked without notice to myself, the contractor, or any other party.

SIGNATURE OF PROPERTY OWNER _____ **DATE** _____

SIGNATURE OF APPLICANT _____ **DATE** _____

FOR STAFF USE ONLY:

DATE/TIME APPLIED _____ RECEIVED BY _____ APPLICATION # _____

ZONING OFFICER APPROVAL _____ BUILDING DEPARTMENT _____

DATE ISSUED/DENIED _____ EXPIRATION DATE _____

Notes: _____
