



# How-To: Apply for a Fence Permit

This is a quick how-to guide for permitting of fences on residential properties. For commercial properties, please contact the City's Administrative Officer at [planning@sburl.com](mailto:planning@sburl.com) or (802) 846-4106.

## **What kind of approval do I need, if any?**

- Is the fence less than 4' in height? No permit required.
- Is the fence 4' or more in height? Yes, requires a zoning permit [see below]
- Is the fence over 7'11" in height? Requires review and approval by the Development Review Board.

## **Zoning Permits for Fences**

- Fill out a [zoning permit application](#). If you don't know your parcel ID, leave it blank. You also do not need to fill in questions #7 or #8.
- Include a description of what the fence will be made of (ex. wood, vinyl, wrought iron)
- Include a simple sketch of your property, including the property lines, location and name of the adjacent street(s), building and decks, showing where the fence is proposed. This can be hand drawn or adapted from an aerial photo
- If you are the property owner, you need to sign as both owner and applicant. If you are not the owner, you must sign as the applicant and the property owner must also sign. A digital signature or scan of a signature is acceptable.
- Fees. The fee for projects totaling less than \$6,000 for materials and installation is \$43. For larger projects, the fee is \$5 per \$1,000 in total project cost, plus a \$13 digitization fee.
  - Our website offers an [online payment option](#)
  - When the online form asks for a permit number, type "TBD"
  - Make checks payable to "City of South Burlington"

## **Fence Installation Rules** [see also Section 13.17 of the [Land Development Regulations](#)]:

- The smooth or finished side must face outwards to the neighboring property or roadway.
- There is no minimum setback, however, fences cannot be placed on the property boundary lines. By signing the application, the property owner is certifying that the fence is on their property.
- No metal "spikes" may be pointing upwards. Metal points must be turned down
- If in the front yard and/or at a corner, the fence cannot obstruct line of sight for vehicles or pedestrians. Staff will contact you if there are any concerns.
- Fences in the Queen City Park or Lakeshore neighborhood must be at least 50% see through if taller than 4', and cannot exceed 6' in total height.
- No chain link permitted in the Southeast Quadrant zoning district, with limited exceptions
- If on land owned by an association, an authorized representative must sign as property owner.

## **Permit Issuance and Pick-up**

- Digital submissions are preferred and can be returned more quickly
- We strive to turn permits around quickly; State law allows up to 30 days from receipt. Permits are processed in the order received.
- Once a permit is issued, you will receive a Notice Placard. Please post this in the window or on a stake visible from the roadway. It must be posted for 15 days. This is the appeal period. If you choose to start construction within that timeframe, be aware you may need to stop work or restore prior conditions if there is an appeal