



**ADMINISTRATIVE FENCE APPLICATION
FOR A FENCE IN THE SECONDARY FRONT YARD
OF CORNER LOTS AND THROUGH LOTS ONLY**

**DEPARTMENT OF NEIGHBORHOOD SERVICES
ZONING ADMINISTRATION DIVISION**

APPLICATION NUMBER: _____
(Assigned by Zoning Administration)

GENERAL INFORMATION (PLEASE PRINT OR TYPE)

1. Applicant:
Name: _____
Address: _____

Type of Fence & Height: _____
Applicant's Interest in Subject Property: _____

Daytime Phone: _____ FAX Number: _____
E-mail address: _____

2. Property Owner: (If different from applicant)
Name: _____
Address: _____

Daytime Phone: _____ FAX Number: _____

PROPERTY DESCRIPTION

1. *13-Digit Tax Map Number(s): _____
2. *Street Address (or common description if no street address is available):

3. *Zoning Classification(s): _____
4. Is the property subject to proffers approved with a conditional rezoning application?
(Contact Zoning Administration at 382-8454 to obtain this information)
 No Yes If yes, application # _____
5. Is the property subject to Homeowners Association limitations or Deed Restrictions pertaining to fences? No Yes If yes, attach a copy of restrictions.
6. The landscape will be (check one):
 Five (5) foot Buffer Yard A, 25 shrubs¹ per 100 feet.
 Five (5) foot Buffer Yard B, 3 large canopy trees² and 10 shrubs¹ per 100 feet.
 Five (5) foot Buffer Yard B, 6 small canopy trees² and 10 shrubs¹ per 100 feet.
With a plant species selection of _____

¹ The shrubs must be a minimum height of 18' to 24" at planting and be maintained at a maximum height of four feet.

² Trees must be a minimum of six to eight feet high at planting.

ACKNOWLEDGEMENT

"I, the undersigned owner (or agent) certify that all statements in this application are true and correct to the best of my knowledge is accurate and complete and includes all required information and submittals.

I also certify that the list of adjacent property owners is complete and correct as of the date of application submittal. I understand that if the list of adjacent property owners is determined to be incomplete at a later date, any action taken on this application may become null and void."

By signing below, the applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the City of Chesapeake wishing to view the site for purposes of processing, evaluating or deciding this application.

Signature

Date

*Available in Real Estate Office, 4th Floor, City Hall

ADJACENT PROPERTY OWNERS LIST OF ADDRESSES

(Available in Real Estate Office, 4th Floor, City Hall)

Tax Map #:	_____	Tax Map #:	_____
Name:	_____	Name:	_____
Street:	_____	Street:	_____
City:	_____	City:	_____
State/Zip:	_____	State/Zip:	_____

Tax Map #:	_____	Tax Map #:	_____
Name:	_____	Name:	_____
Street:	_____	Street:	_____
City:	_____	City:	_____
State/Zip:	_____	State/Zip:	_____

Tax Map #:	_____	Tax Map #:	_____
Name:	_____	Name:	_____
Street:	_____	Street:	_____
City:	_____	City:	_____
State/Zip:	_____	State/Zip:	_____

Tax Map #:	_____	Tax Map #:	_____
Name:	_____	Name:	_____
Street:	_____	Street:	_____
City:	_____	City:	_____
State/Zip:	_____	State/Zip:	_____

Tax Map #:	_____	Tax Map #:	_____
Name:	_____	Name:	_____
Street:	_____	Street:	_____
City:	_____	City:	_____
State/Zip:	_____	State/Zip:	_____

Tax Map #:	_____	Tax Map #:	_____
Name:	_____	Name:	_____

APPLICATION REQUIREMENTS CHECKLIST

The following items are required as part of the Administrative Fence application:

- The original application, with original signatures, including all required information. All information must be typed or clearly printed on the application and 8½" x 11" paper as needed. *Please include this checklist with the original application.*
- Four (4) copies of the completed application. *Please copy only the application and this checklist, not the instruction sheets.*
- A physical survey (8½" x 11" or 8½" x 14") indicating the following:
(Provide 4 copies plus enough additional copies to provide one for each adjacent property owner.)
 - The proposed location of the fence on the property.
 - The type of & height of the fence (maximum height allowed is six feet).
 - A five (5) foot wide buffer yard "A" or "B" between the property line and the closest portion of the fence (see attached drawing).
 - Location of the driveway situated on the adjacent lot located to the rear of the fence and the direction that house faces.
 - Note on plan: "Fence is to be constructed so that the finished side faces the street".
 - A list of the names and addresses of all persons, firms, or corporations owning all abutting property and property immediately across the street or road from the subject property, and the 13-digit tax map number of such properties. (Obtain from Real Estate Office, 4th Floor, City Hall)
 - Stamped (not metered postage) #10 envelopes (4 1/8" x 9 ½") with the name and mailing address of each abutting property owner printed legibly. Do not include a return address on the envelopes.
 - This completed Administrative Fence Application checklist.