

# FENCE APPLICATION INSTRUCTIONS



CITY OF MIDDLEBURG HEIGHTS  
BUILDING DEPARTMENT  
15700 Bagley Road  
Middleburg Heights, OH 44130  
Phone (440) 234-2218



Website: [middleburgheights.com](http://middleburgheights.com) E-mail: [building@middleburgheights.com](mailto:building@middleburgheights.com)

**This completed form must accompany the Fence Plan Approval Application**

**Instructions:** Please answer/initial items that relate to your submittal. Please submit a current property survey or drawing showing the location of the proposed fence on property in relation to existing structures, property lines and neighboring fences.

Is the proposed fence next to any other fence? \_\_\_\_\_ If yes, how far away is the existing fence? \_\_\_\_\_

Does a side door exist on this house? **If yes**, the fence cannot extend further than 2 feet beyond the side door, and in no instance shall be located closer than 15 feet to the front building wall of the house. ( )

All fences shall be installed so finished surface sides face toward neighboring properties. ( )

All wood fences shall be treated with weather preservatives or painted and well maintained. ( )

Property owner or Contractor is responsible for determining the location of property lines. ( )

The Building Department is to be called for post hole and final fence inspections. ( )

Fence posts shall be a minimum of 4"x 4". All stringer elements shall be a minimum of 2"x 4" and consist of 3 stringers for every 6 linear feet of fencing. Chain link fences shall be rubber or vinyl coated. ( )

**Per Zoning Code Section 1157.05(f)(5): General Fence Regulations:**

**Adjoining Fence Placement:** Common property lines in any yard area shall have no more than one fence constructed between the two adjoining lots. If an applicant seeks to place a fence adjacent to an existing fence within 2 feet or less from the lot line, written approval from adjoining property owners is required. Should an adjoining property owner refuse to approve the proposed fence location, the fence must be at least 2 feet from the lot line.

**Adjoining Property Owner Notification:** Applicant is responsible for providing adequate notice to any adjoining property owner where a new fence or fence extension is proposed. ***Please submit neighbor signatures if a current property survey is not submitted.***

We, the undersigned adjoining property owners of \_\_\_\_\_ have no objections to the proposed fence and its location in relation to our property as shown on drawing:

\_\_\_\_\_  
Name Address Signature

\_\_\_\_\_  
Name Address Signature

\_\_\_\_\_  
Name Address Signature

\_\_\_\_\_  
Name Address Signature

\_\_\_\_\_  
Name Address Signature