



Village of Chagrin Falls – Building Department
FENCE/WALL/RETAINING WALL PERMIT APPLICATION

Village Hall 21 W. Washington St. Chagrin Falls, OH 44022
Phone # 440-247-5050 – Fax # 440-247-2082
EMAIL: Building@chagrin-falls.org

Permit # _____
Approved by: _____
Fence permit: \$ 40.00
ARB: Add \$30.00
TOTAL DUE: _____

General Requirements:

- 1) Fence/Retaining Wall Permit Fee: \$40 (additional fee may apply, see below)
2) All hired Contractors MUST BE REGISTERED with the Village of Chagrin Falls, prior to starting work.
3) A scaled site plan, drawing or plot plan showing all existing and/or proposed fences/retaining walls.
4) Height Limitations: 42" front yard; 6' rear yard; from bottom of panel to the top of fence post, regardless of property grade.
Retaining Wall: if > 3ft submit detailed plans of construction for approval by Village Engineer (ord 1148.07).
Retaining walls should be set back from property lines, min 3 ft; + 1ft for each foot of wall height > 3ft; (See ord 1148.07 for ALL details).
5) All fences on property line must comply with 25% air & light per each section; For custom fences: must submit 25% air & light calculation.
Solid privacy fences, that do not comply w25% light & air calculation, must be 3 feet off property lines: (see Ord 1148.03).
6) On lot lines: the unfinished side of fence is to be on the interior side, facing away from adjacent properties.
7) Fence/Retaining walls in proximity to historic structures: may need approval from Architectural Board of Review, prior to permit.
If ABR additional \$30 fee – this completed application must be submitted by noon, with all above requirements, 11 days prior to next ABR meeting. ABR meets the 1st & 3rd Tuesday of every month at 8:30 AM in Council Chambers at Village Hall.

ALL INFORMATION IN THIS SECTION IS REQUIRED. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.
SEE ABOVE FOR ADDITIONALLY REQUIRED INFORMATION.

FENCE/RETAINING WALL DESCRIPTION:

> Address of Job: _____ In Proximity to Historical Structures? YES NO
> Location on Property: Side line: _____ Rear line: _____ Front line: _____ Other: _____
Is this a corner lot? YES NO Are you adding Drainage? YES NO
If adding drainage, where is it terminating to? _____ (indicate drainage info on site plans)
> Description of Construction: _____
> Type of Fence/Retaining Wall: _____
(i.e. board on board, picket, split rail, chain link, solid-privacy fence)
Type of Material: _____ Est. Cost of Construction: \$ _____ Start Date: _____
Height: _____ Total Length: _____ Number of Posts: _____

PROPERTY OWNER'S INFORMATION:

> Name: _____ > Email: _____
> Address: _____ > Phone #: _____

CONTRACTORS'S INFORMATION: Is the contractor registered with the Village of Chagrin Falls? YES NO

> Name: _____ > Email: _____
> Address: _____ > Phone #: _____

APPLICANT'S INFORMATION (if applicant is the property owner or contractor please indicate):

> Name: _____ > Email: _____
> Address: _____ > Phone #: _____

All permit requirements must be submitted with this application. Application is hereby made for a permit to erect and maintain a fence/retaining wall at the aforementioned property. Applicant is responsible for the true location of property lines and for the placement of fence relative to property line.

Signature of Applicant

Date

OFFICE USE ONLY

ARB #: _____

ARB DATE: _____

ARB CHAIRMAN: _____