



1791 Harshman Road
Riverside, OH 45424
Phone: 937-233-1801
Fax: 937-237-5965

Instructions for making an application for a Fence Zoning Permit

- I. The zoning permit application is to be filed with the Department of Administration located in the City Administration building, 1791 Harshman Road.
- II. Zoning permit fees shall be as follows:
 - A. Residential – \$25.00
 - B. Commercial – \$50.00
 - C. Industrial – \$50.00
 - D. Accessory Structures – \$25.00

Each application shall be accompanied by the appropriate fee.
- III. Attach the following information to the form:
 - A. Three (3) copies of the site/sketch plan drawn to appropriate scale, showing the following:
 1. Actual dimensions and the shape of the lot to be built upon.
 2. The exact size and location of existing buildings on the lot, if any; and the location and dimensions of the proposed building(s)/structure(s) or alteration(s).
 3. Location of all vehicular entrances to and exits from the property.
- IV. The Zoning Inspector will review to make sure the application and site plan of the proposed structure meet a number of developmental standards established by the Zoning Ordinance.
- V. After review, you will be notified that the permit is ready to be picked up. A copy of the site plan will be returned with your permit.
- VI. **SPECIFIC INFORMATION**

NOTE: The following regulations are provided as general information only, and do not represent all development and use requirements of the Zoning Ordinance and other City codes. Please contact the Zoning Department to obtain all requirements before any construction or use is scheduled to begin.

 - A. **FENCES**

A fence, wall, hedge, or shrubbery may be erected, placed, maintained, or grown along a lot line in the front or required corner side yard to a height not to exceed three and one-half feet (3½') and shall not to exceed eight feet (8') in the side or rear yard. In a residential district, the usual setback requirement for front yards or required corner side yards is twenty-five feet. (25')



Fence Zoning Permit Application

Applicant Name: _____
Street Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone Numbers(s): _____ **E-mail:** _____

OFFICIAL USE ONLY	
Permit No.	
Date	

- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Planner, City Engineer, and/or the City Attorney to insure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the City of Riverside. I, as the applicant acknowledge that any cost incurred by the city of Riverside as they relate to the review of this application by any of the City's consultants listed above are my responsibility to reimburse and agree to repay the City of Riverside for any and all costs incurred to it in the review of this application.

Signature: _____ **Date:** _____

Applicant is the: Owner Lessee Optionee Contractor/Architect

Please notate preferred method for return of the permit application: By Mail or Pick Up at Administrative Office

Property Owner's Name: (If different from applicant): _____
Street Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone Numbers(s): _____ **E-mail:** _____
Parcel Lot No(s). _____ **Current Zoning** _____

Project Location or Address: _____

Property is: Residential Commercial Industrial
Type of Lot: Corner Interior Double Frontage
Fence: Chain Link Wire Split Rail Picket Wood Pool Other _____
Fence Location: Front Yard Side Yard Rear Yard
Fence Height: Front Yard _____ Side Yard _____ Rear Yard _____
Distance of Fence From (Fill in one): Front Property Line _____ Curb _____ Center of Street _____

To Be Completed By City

Date application and fee received: _____ **Staff Initials:** _____ **Receipt #** _____

YES NO A building permit is required before beginning your project. For more information, please contact the Montgomery County Building Regulations Divisions at 937-225-4622.

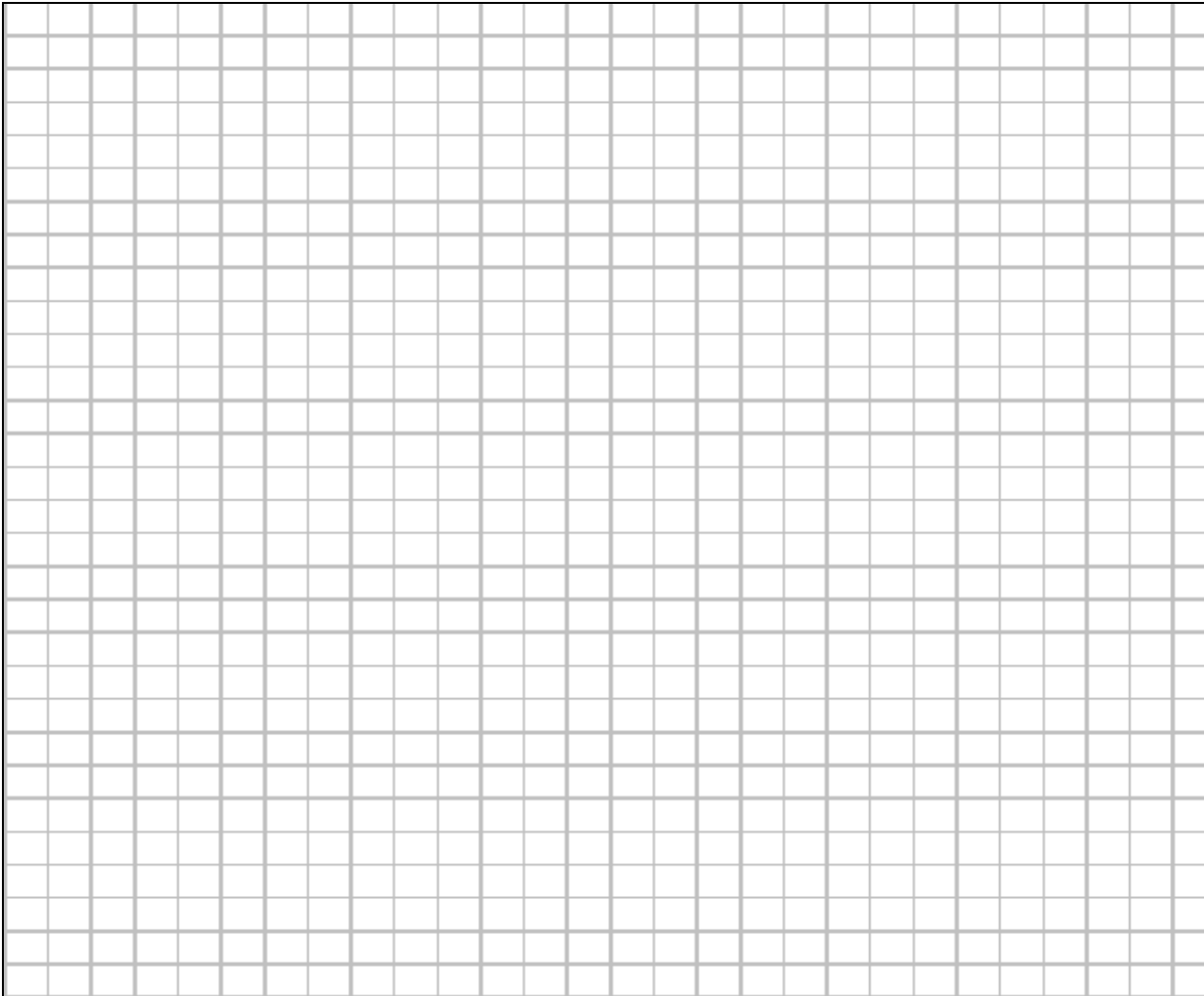
Well Field Protection Area: YES NO **Flood Zone:** YES NO

Application is: APPROVED DENIED

Zoning Administrator: _____ **Date:** _____

Plot Plan

(Remember to show streets, all structures, easements, fences, gates, pavement, electrical lines & property lines)



NOTE: The City of Riverside accepts no responsibility for the placement of a fence on the applicant's property or misplaced on the neighbor's property. Fences placed within a utility easement may be subject to damage or removal at owner's expense if necessitated by utility company access.

DRAW/SKETCH PROPOSED FENCE LOCATION AND DISTANCE FROM PROPERTY LINES.

