



PLANNING & DEVELOPMENT SERVICES

Zoning Permit Application

New Fences & Walls

Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159

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Most small projects are eligible for expedited review, including new fences and walls. An approved Zoning Permit is required before work can begin. All land use and development activity is governed by the Spencer Development Ordinance (SDO). The permit review process allows the Town's Planning & Development Services staff to ensure that your proposed project meets all applicable zoning standards. For help and guidance in completing this form, visit www.spencernc.gov, where you can access the *Worksheet for New Fences & Walls*, and other helpful resources.

OFFICE USE ONLY		Fence Permit Fee: \$25 Fees Per Town of Spencer Budget Ordinance					
Filing Date:							
Permit #							
GENERAL INFORMATION							
Property Address:			Rowan County Parcel ID:				
Property Owner Name:			Property Owner Phone:				
Property Owner Email:							
Property Owner Mailing Address (City, State, Zip):							
APPLICANT INFORMATION (if different from owner)							
Applicant Name:			Applicant Phone:				
Applicant Email:							
Property Owner Mailing Address (City, State, Zip):							
PROJECT INFORMATION							
Site Information			Location of Fence or Wall (check all that apply)				
Zoning District:		<input type="checkbox"/>	Front	<input type="checkbox"/>	Side	<input type="checkbox"/>	Rear
Existing Use:			Yard		Yard		Yard
Is the property a corner lot? (Y/N)			<i>Note:</i> In residential districts, front yard fencing shall be of decorative material either concealing or in lieu of wire-based fencing. Wire-based fencing must be screened from view.				
If corner lot, does fence or wall approach within 35 ft. of center point of a street intersection?							
Fence or Wall Information							
Material (e.g., wood, chain link, welded wire, vinyl, masonry, etc.):							
Type (e.g., solid privacy, traditional spaced picket, etc.):							
Height (if height varies, please indicate):							
Is this a wire or chain link fence? (Y/N)			If yes, is it concealed from view?				
Does the fence abut an alley? (Y/N)							
SIGNATURE							
By signing below, you certify that all information provided on this application is accurate and that all work will be performed to meet the laws of the state of North Carolina, the standards of the Spencer Development Ordinance, and all other applicable regulations.							
Signature of Applicant:			Date:		<i>Town Seal indicates approval.</i>		
OFFICE USE ONLY							
Approved By:			Date:				
Permit Fee Paid?			Receipt #:				



ADDITIONAL DETAILS

Use the space below to provide any additional important details about your proposed project not specified elsewhere on this application form: _____



SITE PLAN CHECKLIST

Applications for New Fences & Walls require a basic Site Plan. For helpful information on how to prepare your site plan, see the *Application Worksheet for New Fences and Walls*.

Site Plan Requirements	Completed by Applicant	Completed by Planning & Development Staff	
	YES	YES	NO
1. Include the property address, Rowan County Parcel ID number (PID), property size (in acres or square feet), zoning district, and the current use of the property (e.g. single-family residential, commercial, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Name(s) and contact information of owner, applicant, and all other project contacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Label names of all adjacent streets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Show accurate property boundaries with dimensions (e.g., width and depth of property, or length of each boundary for irregular lots).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. General location, size, and shape of any structures presently on the site and of those proposed for construction; specifically, the location of new fences and/or walls in relation to existing structures and property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provide dimensions between new fences and/or walls and property lines, and between new fences and/or walls and other buildings and structures currently on the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clearly label existing and proposed development. Provide clear identification of proposed work, including proposed changes to the physical features of the site or existing structures. Clearly distinguish between existing and proposed features. Statements such as "Existing wall to remain" are acceptable call-outs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Show and label existing and/or proposed fencing. Label the height of the fence and indicate its material and type (e.g., solid wood privacy fence, traditional vinyl picket fence, masonry wall, chain link fence with evergreen shrub screening, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If new fencing approaches within 35 feet of the center point of a street intersection, please show and label. The Planning & Zoning Administrator will work with you to ensure that a Clear Sight Triangle is maintained at the street intersection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>