

Fencing Permit Application

Information & Instructions

The City of Glasgow Public Works Department issues fencing permits for following types of fence construction / installation on both residential and commercial properties:

- -New construction / installation on both residential and commercial properties.
- -Any rebuilding or extensive repair / installation of existing fences.
- -Any general repair of existing fences that involves replacement of more than 20% of the pickets, rails, surface boards, chain link fabric, or more than 2 posts on the same length of fencing. For example, if you have a run of fencing that is 60 feet in length, and you need to replace more than 12 feet in length of surface boards on it, then you must apply for a permit. Another example would be if you had to replace three posts in any run of fencing, a permit would be required. (This is the difference between 'spot repairs' and general repair.
- -Any new additional run of fencing added to existing fencing over 10 feet in length.

Types of fence construction and/or activities that do not require a fence permit are:

- Spot repair of occasional boards, repainting or staining of existing fences. (Spot repairs have to be less than 20% of the length of any given individual run of fencing.)
- Replacement of 2 existing posts in any given run of existing fencing.

Please note that any given 'run of existing fencing' is defined as that one length of fencing. It is only that one side of your fence. Therefore if you have four sides to your fence that are each forty(40) feet in length the 20% amount is calculated on forty (40) feet, NOT one hundred and sixty (160) feet.

Enclosed in this packet you will find the following:

- This general information cover sheet and directions.
- 3 Figure sheets (C3-1, C3-2, and C3-3) showing the required 'clear vision setbacks,' as defined by the City of Glasgow Fence Ordinance No. 972
- The Application sheet, please fill it out in its entirety, sign and date when returning your application for processing.
- Sheets on which to provide a sketched plan of the proposed fencing you intend to build or install. This sketch does not need to be to scale or perfect, but it does need to show 1) the general shape of your lot, the general location of any structures, the location of the proposed fence and the correct distances from property lines or edge of some permanent infrastructure such as 'Back of sidewalk' or 'edge of street pavement.' (3 possible options)

Some general information and a summary of the Fencing Ordinance follow:

- The City of Glasgow strongly recommends locating your property lines prior to installing a fence to confirm that the fence you wish to install is on your property.

Nothing erodes a good neighbor relationship like pushing the limits of a property line. Also note that is not the responsibility of the City of Glasgow to establish or layout private property lines, a registered land surveyor can provide the necessary services.

- The old practice of installing a fence exactly over top of a property line is **not recommended unless both property owners are aware of the proposed fence and agree on it (via a written and notarized agreement)**. The reason being that questions over ownership and maintenance of the fence often arise later long after a fence is built, especially if a property sells to a new owner. Additionally, while a fence may actually be located right up to the property line (thus technically it is on your property) you do not have the right to have the footings, excavation or any concrete from the posts on your neighbor's property. It is also noteworthy to point out that once your new fence is built, you will need room to work on it and maintain it from the backside; please keep that in mind that your neighbor is not obligated to grant you access to it from his or her property. If you are propose to install a fence on the property line, or right up to the property line, the application will not be approved unless you and your neighbor on the shared line present an mutual use agreement that is signed by both parties and notarized. Furthermore, it must explicitly be noted in the agreement that the agreement becomes void if one of the property owners sells his or her property and the next owner must be made aware of the previous agreement.
- At some point in time, an existing fence will need to be repaired or replaced; if the existing fence does not meet the current adoption of fencing Ordinance 972, which would make it a nonconforming fence, it must be replaced to meet current code. Just because a fence was installed previously that does not meet current requirements, it is not '*Grandfathered in*' to rebuild it such that it will never meet the current code. At that point in time when the fence has run the course of its useful life span, it is important to realize that the property owner's nonconforming fence has already been granted the benefit of being '*Grandfathered in,*' up to that point. At that point in time, it is time to replace the fence such that it will conform to the current code.
- A summary of the City of Glasgow Fence Ordinance 972 is as follows:
 - All zoning height, setbacks, and material provisions of the section must be followed. No fence shall be erected or maintained in a public right-of-way.
 - Setbacks required: All fences, walls or hedges up to three (3) feet in height may be erected or maintained anywhere on a property, even in the required clear vision zones so long as it meets all requirements of the fencing, zoning and traffic sections of the ordinances.
 - Any fence, wall or hedge in excess of three (3) feet can be erected or maintained anywhere on a property so long as it meets all the yard setback requirements and is not located in the clear vision zones as displayed in figures C3-1, C3-2, or C3-3.
 - Fencing within Commercial, Unrestricted and Industrial zoning districts are have separate setback and material regulations. (Please inquire for those regulations if this is a commercial property fence.)

Common allowable fencing materials for fences erected in residential areas include, wood, brick, concrete blocks, landscape blocks, split railing, chain-link, smooth wire, vinyl and ornamental iron. Materials NOT permissible to use include, railroad ties, wood pallets, tires, rubble, metal panels, barbed wire or salvaged materials. Any material not listed is subject to review and approval by the Public Works Department.

- All fences are to be constructed such that the finished side of the fence shall face the outside of the property.
- A fence permit is required to plant hedges along a perimeter of a property as well.
- Before any fence permit is granted for installation of a fence, wall, or proposed screening shrubbery (hedge) the person(s) making the application for such permit shall pay to the City of Glasgow Public Works Department a fee for \$5.00.
- Permits are processed on a first come, first served basis; please allow ample time for review of your application. Typically review time is 1-2 days, but please be aware that it could take over a week before approval. Therefore, please turn in your application well before you are ready to begin your fencing project.
- Applications may be submitted in person at the City Offices at either the City Clerk's Office, the Public Works Department Office or mailed in to:

City of Glasgow Public Works Department
319 3rd Street South
Glasgow, Montana 59230

-Or- applications may be sent in electronically to: codecompliance@cityofglasgowmt.com

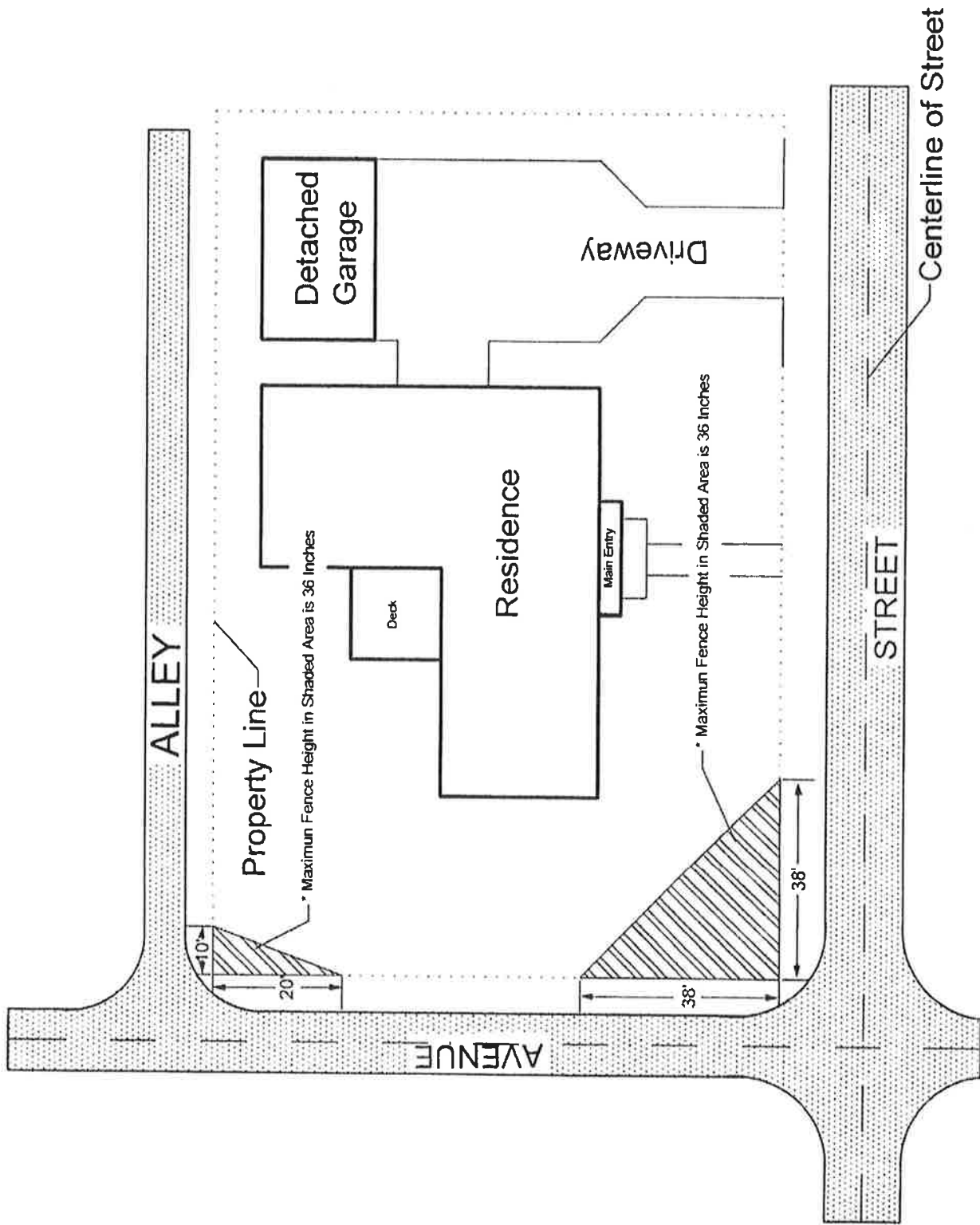


Figure C3-1 (Clear Vision Setbacks - For Uncontrolled Intersections)

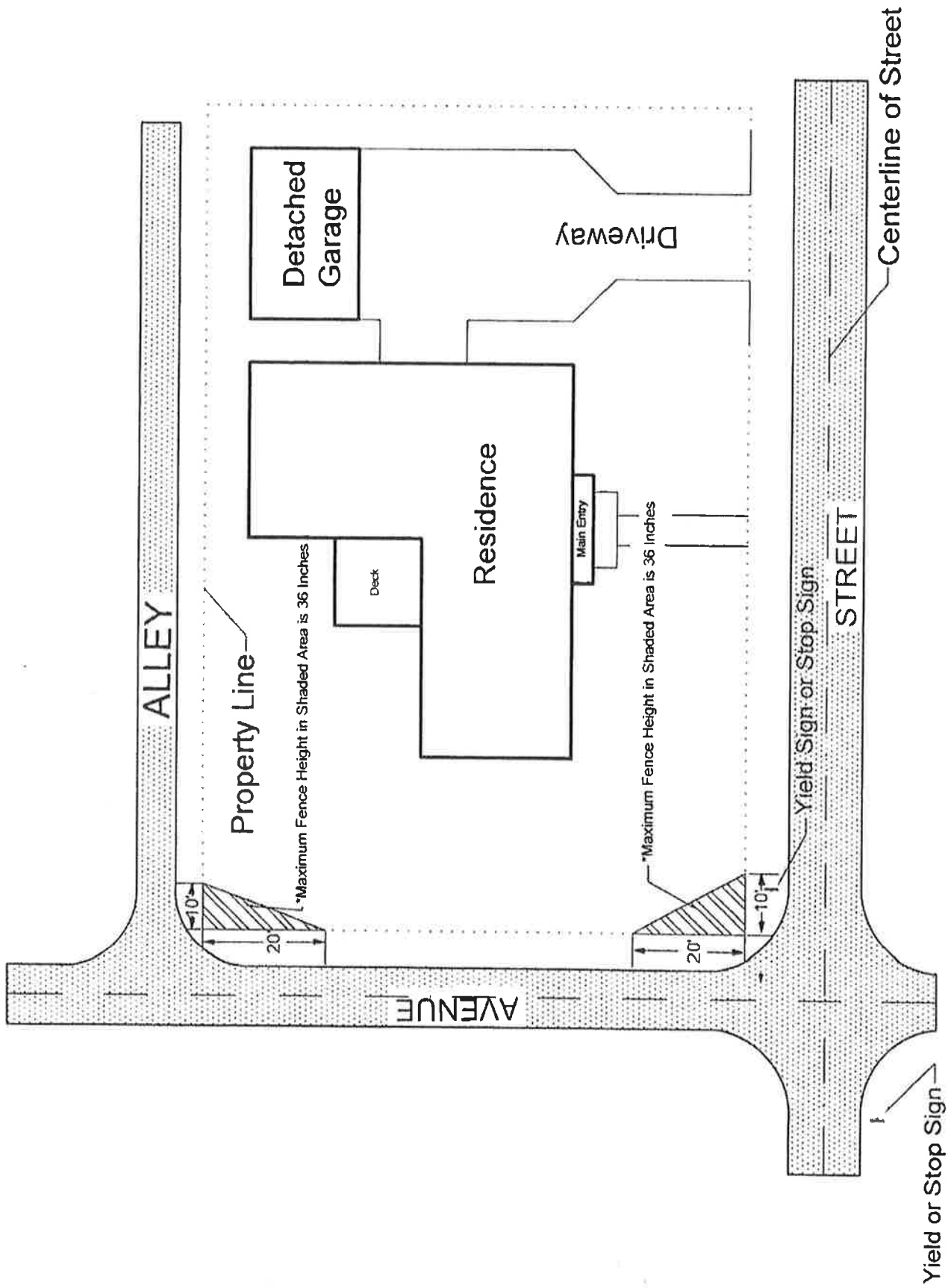


Figure C3-2 (Clear Vision Setbacks - For Semi-Controlled Intersections)

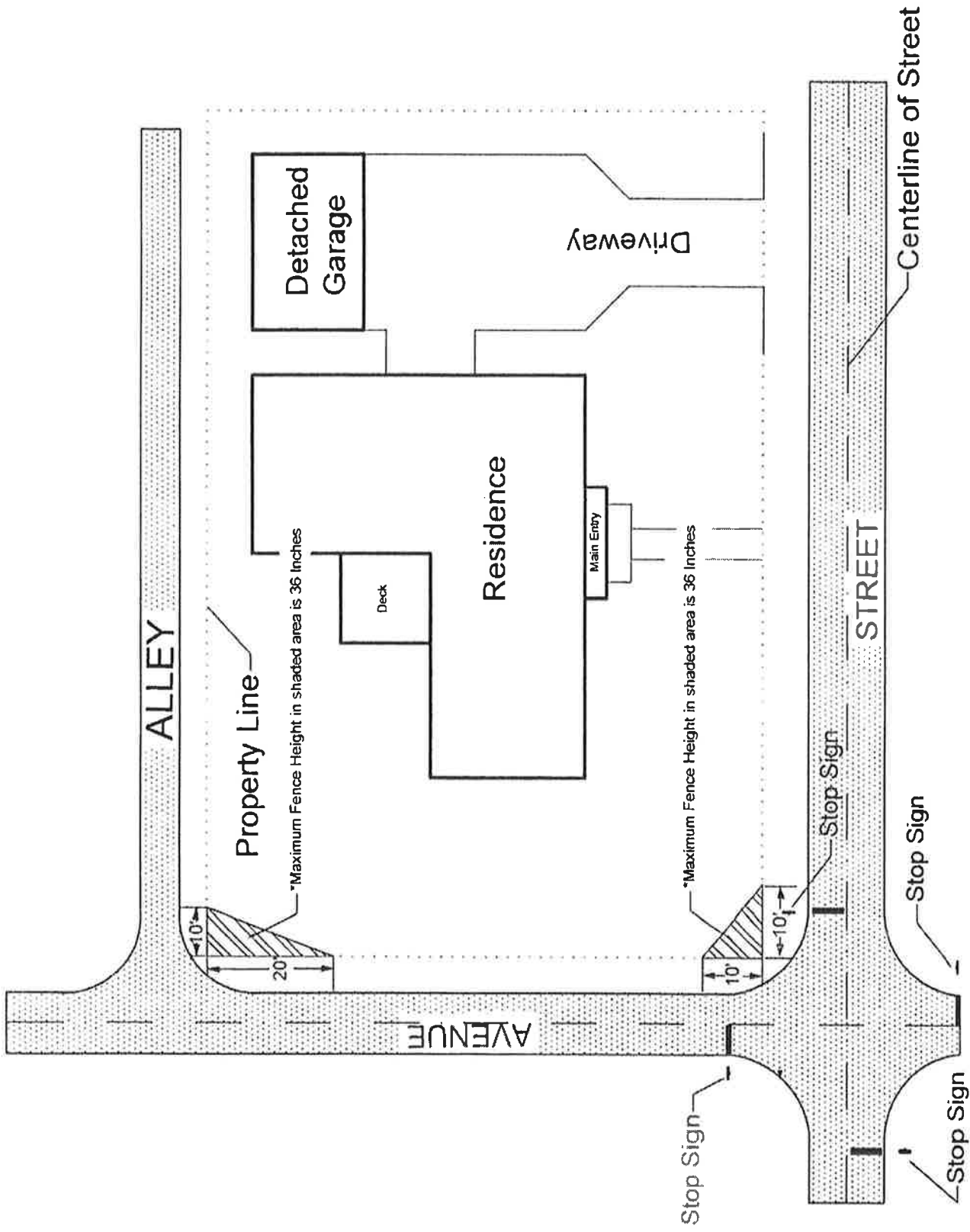


Figure C3-3 (Clear Vision Setbacks - For Fully Controlled Intersections)

APPLICATION FOR FENCE PERMIT
CITY OF GLASGOW, MONTANA
DIRECTOR OF PUBLIC WORKS (406) 228-2476

Application is hereby made for permit to erect/alter a fence as described herein and shown in accompanying plan and/or specifications, which is to be located as shown on the accompanying lot plan. The information which follows and accompanying plans and specifications with the representative therein contained are made a part of this application, in reliance upon which the Dept. of Public Works is requested to issue a fence permit.

OWNER _____
ADDRESS: _____ PHONE: _____
Email ADDRESS: _____

-OR-

CONTRACTOR: _____
ADDRESS: _____ PHONE: _____
Email ADDRESS: _____

CLASS OF WORK: NEW _____ ADDITION _____ ALTERATION _____

LEGAL DESCRIPTION:

STREET ADDRESS (FOR PROPERTY WHERE FENCE IS TO BE INSTALLED)

LOT _____ BLOCK _____ SUBDIVISION _____

ZONING DISTRICT _____

IS THIS A CORNER LOT: YES _____ NO _____

TYPE OF FENCING CONSTRUCTION:

WOOD: _____ METAL (CHAIN LINK): _____ VINYL: _____

OTHER (SPECIFY MATERIAL): _____

**** OWNER AND/OR CONTRACTOR IS RESPONSIBLE FOR CONTACTING MONTANA 811 (CALL BEFORE YOU DIG) BEFORE ANY EXCAVATION FOR POSTS OR FOOTINGS OCCUR ****

I HAVE PLACED A 'CALL BEFORE YOU DIG' TICKET:

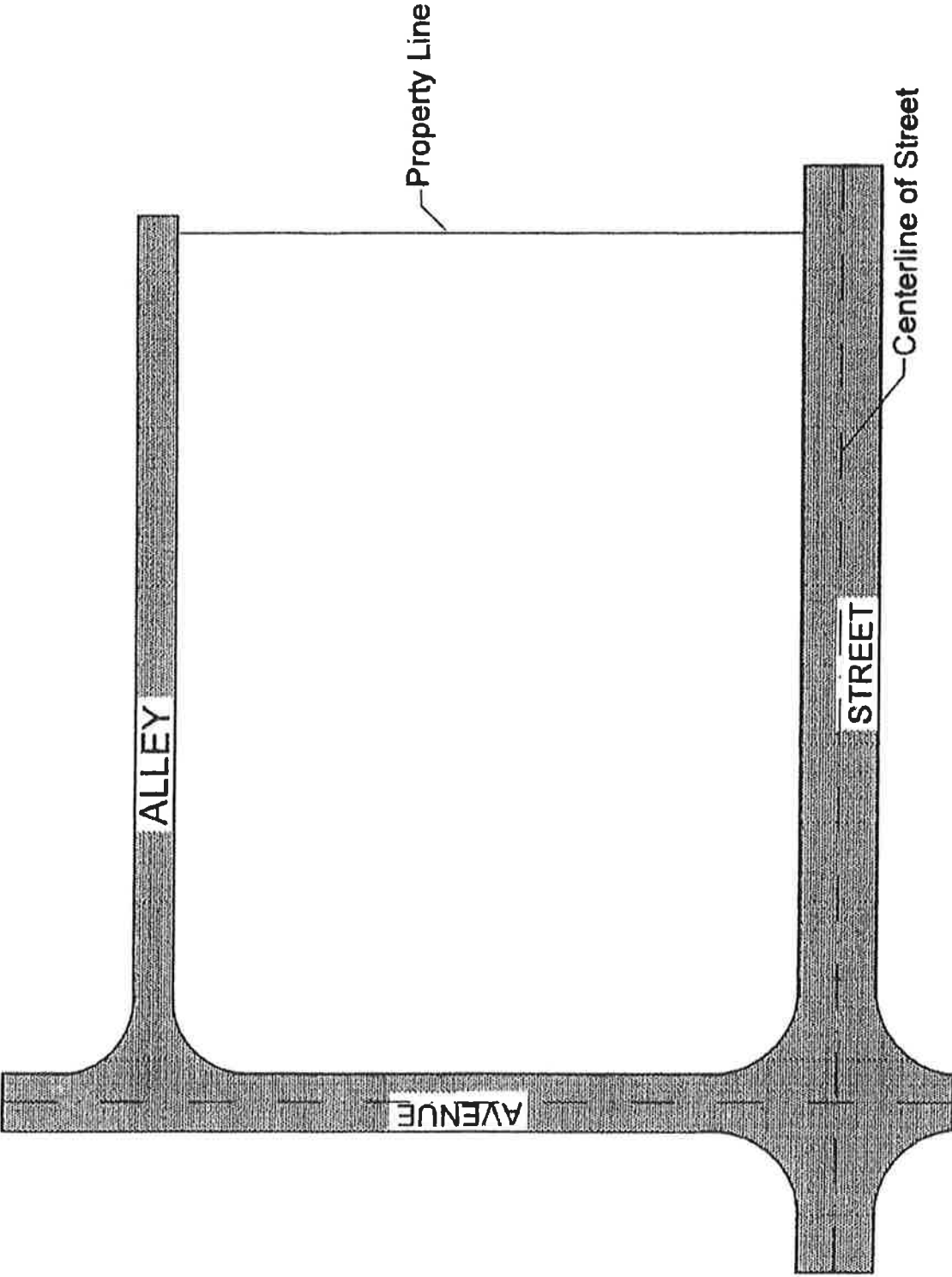
YES: _____ NO: _____ WILL REQUEST ON (DATE): _____

I hereby certify that I have read and examined this application and know the information provided herein to be true and correct. All provision of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of the fencing construction or violation of any zoning law or ordinance.

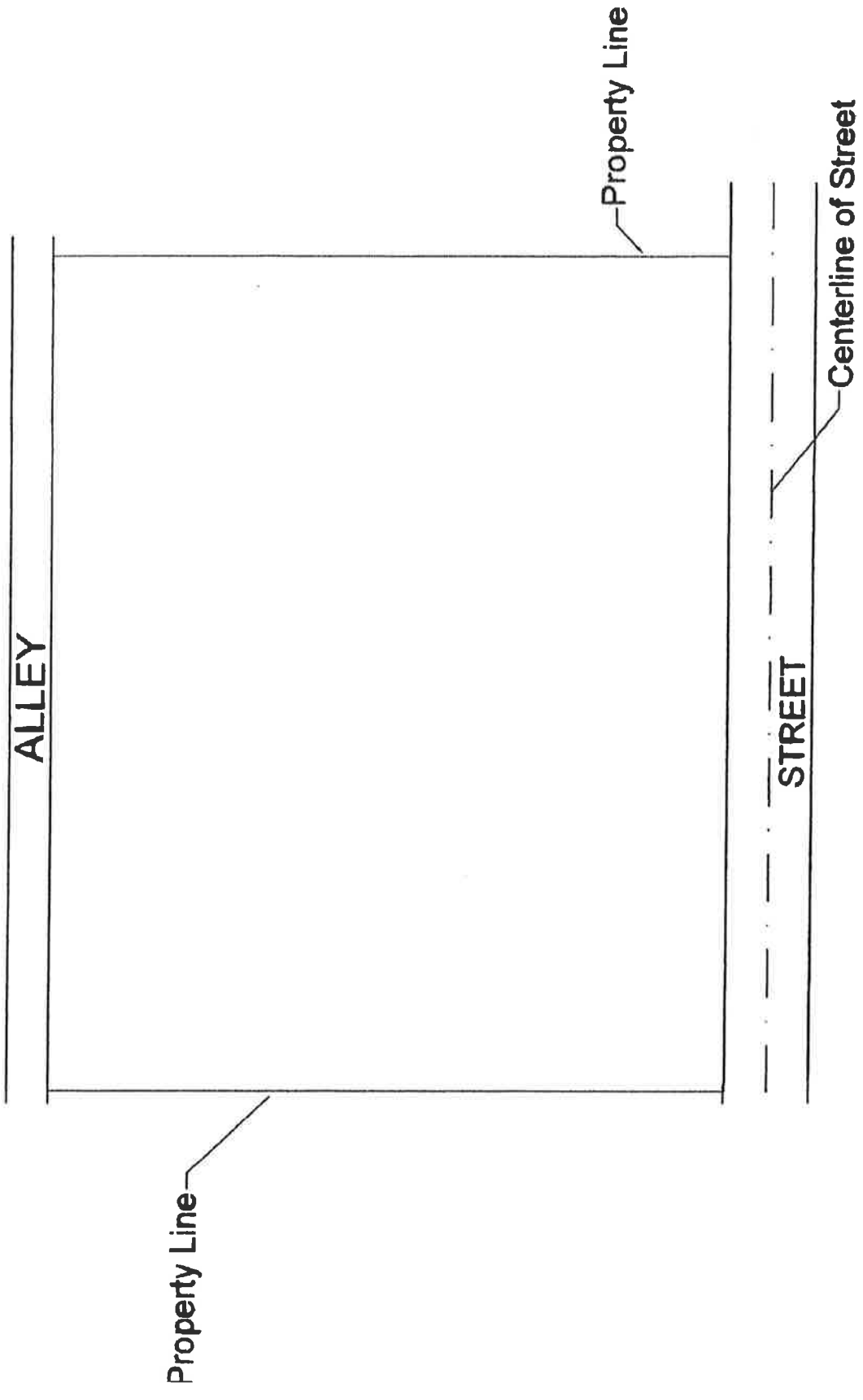
Signature of Contractor _____ Date _____

-OR-

Signature of Owner _____ Date _____



Corner Lot - Sketch Proposed Fence



Interior Lot w/alley - Sketch Proposed Fence

(Show Street & Property Lines)
Odd Shaped Lot - Sketch Proposed Fence