

# **HOMEOWNER'S GUIDE FOR INSTALLING FENCES**

## **ZONING APPROVALS**



**DEPARTMENT OF PLANNING  
CITY OF WATERBURY  
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## PERMITS REQUIRED

Prior to obtaining a Fence Permit from the Building Department you must get a Zoning Permit from the Department of Planning.

## ZONING PERMIT PROCESS

### Rules to Follow:

- All fences require a Zoning Permit, approved by the Land Use Officer
- Fencing within **25 feet** of a street intersection or where a driveway meets the street can be only three feet high unless one can see through it and there are no plants or shrubs obstructing visibility.
- The good side of the fence must face your neighbor.
- The maximum height is six feet.
- You must have written consent from your neighbor to put a fence on the property line. If you don't have written permission, we recommend placing it six inches to a foot in from the property line to reduce the risk of disputes

### Steps to Complete:

- ❑ **Zoning Permit Form**, providing as much of the information as you can – staff will help complete remaining items if necessary.
- ❑ **Plot plan**, showing the proposed location of the fence, distances from relevant property lines, fence height, and type of fence. **Clearly indicate the location of your driveway and any neighbor's driveway if it's within 25 feet of your property line.** Also note if your property is a corner lot. You may prepare your own plans or complete the form provided with these instructions.
- ❑ **Copy of Application for the Fence Permit** – which requires a Zoning sign-off.

## TIME REQUIRED AND STAFF AVAILABILITY

- ***Drop-ins will be assisted on Monday and Friday mornings from 9:30 a.m. to 3:30 p.m. If possible staff will complete the permitting process while you wait.***
- ***At all other times you must have an appointment with the Land Use Officer or you should expect to leave your application and supporting documentation.***

## FEES

Approved Permits and Sign-offs will be released upon payment of **\$25.00**. *Payment must be in the form of a **check or money-order** made out to the City of Waterbury.*