



## Village of Lake Orion

21 E. Church Street  
Lake Orion, Michigan 48362  
Tel 248.693.8391  
Fax 248.693.5874  
[www.lakeorion.org](http://www.lakeorion.org)

### FENCE/WALL PERMIT APPLICATION

#### **PROPERTY INFORMATION**

Fence/Wall Site Address: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

#### **OWNER INFORMATION**

Property Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Property Owner Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

#### **APPLICANT INFORMATION** *(If applicant is **NOT** property owner)*

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Applicant is: *(i.e. contractor or business owner or architect, etc.)* \_\_\_\_\_

#### **FENCE/WALL GENERAL DESCRIPTION**

Type of modification:      New Construction \_\_\_\_\_                      Replacement \_\_\_\_\_

   Reconstruction (replacement with modifications) \_\_\_\_\_

Type of Fence and Material: \_\_\_\_\_

Height: \_\_\_\_\_ Total Length of all fence/wall segments: \_\_\_\_\_

Location of fence:              Perimeter (or within three feet) \_\_\_\_\_              Non-Perimeter \_\_\_\_\_

Type of Verification Provided (Perimeter Fences Only):

\_\_\_\_\_ Certified Staked Boundary Survey

OR

\_\_\_\_\_ Signed and notarized Neighbor Consent Form accompanied by Mortgage Survey or other verifiable site plan



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### **PERIMETER FENCE INFORMATION AND REQUIREMENTS**

*Per Section 15.04 – Walls and Fences, applications requesting a fence to be constructed, replaced, reconstructed, or erected on the perimeter or within three feet of the perimeter lot line must contain either of the following methods of property line verification:*

#### **1) Staked Boundary Survey:**

*A STAKED BOUNDARY SURVEY SEALED by a REGISTERED LAND SURVEY. Please see below for minimum staked survey requirements.*

*OR*

#### **2) Written Authorization from Adjacent Property Owners and Verifiable Survey:**

*SIGNED and NOTARIZED NEIGHBOR CONSENT FORM FROM ANY ADJACENT PROPERTY OWNERS ALONG WHICH A PARTITION FENCE IS BEING CONSTRUCTED OR INSTALLED. Neighbor Consent Form shall be accompanied by Mortgage Survey or other verifiable site plan.*

### **NON-PERIMETER FENCE INFORMATION AND REQUIREMENTS**

*Per Section 15.04 – Walls and Fences, applications requesting a fence to be constructed, replaced, reconstructed, or erected greater than three (3) feet from the perimeter lot line must contain a certified mortgage survey as a method of property line verification.*

I understand if I don't provide a complete application with the additional required documents I will cause the review of my application to be delayed. I hereby agree to install the fence/wall exactly as approved on the issued permit:

**Signature of Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant (or Contractor):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note to applicants:** All walls and fences are subject to review and approval by the Village of Lake Orion Planning and Zoning Coordinator according to the requirements of Section 15.04 – Walls and Fences.

**It is highly recommended that you review your project with the Village Planning and Zoning Department prior to application submittal. Please contact the Village Zoning Coordinator with any questions at (248) 693-8391 extension 107.**



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### MINIMUM STAKED BOUNDARY SURVEY REQUIREMENTS FOR PERIMETER FENCES or WALLS

Each of the following items may be required on a Staked Survey. If an item does not apply to the subject site, a notation to that effect must be added to the survey. If any of the following items are not addressed on the survey, it could delay the application processing.

- Indicate that the survey is a "STAKED SURVEY".
- Indicate date of survey, revision dates, north arrow, and scale.
- Indicate name and address of survey firm and professional signed seal of the land surveyor (must be registered in the State of Michigan).
- Indicate name of property owner, parcel address, parcel legal description, and zoning district.
- Show both the recorded and measured dimensions of all property lines. Show all encroachments and/or easements. If no encroachments and/or easements exist, a note to that effect must be stated on the survey.
- Identify all **existing** fences or walls, structures, structural projections (decks, portico's, steps, etc. over 8" from grade), doorways, gates, walkways, driveways, streets and water's edge.
- Identify all **proposed** fences or walls. Indicate the location, length, height, type, material and entrances. Provide distance dimensions from proposed fence or wall to property lines, structures, structural projections (decks, portico's, storage, etc. over 8" from grade), doorways, gates, sidewalks, driveways, streets and water's edge in detail area.
- For properties with driveways or adjacent to street intersections, show the required Clear Vision Triangle areas and any existing or proposed fences/walls adjacent to driveways and intersections.
- *SURVEY DETAIL AREA WITHIN THREE (3) FEET OF THE PROPOSED FENCE: (minimum requirement)*

Please review each requirement against your survey document when it is complete to ensure all the required information has been provided to avoid incomplete submissions.