



Village of Lake Orion

21 E. Church Street
Lake Orion, Michigan 48362
Tel 248.693.8391
Fax 248.693.5874
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 Fence and Material: _____

Height: _____ Total Length of all fence/wall segments: _____

Location on property (*front lot line, side, rear, etc.*): _____

ADDITIONAL INFORMATION AND REQUIREMENTS

1) Staked Boundary Survey:

- *Proof of boundary lines is required for the protection of your property as well as your neighbors.*
- *Prior to obtaining a survey you are encouraged to present to the Village a hand sketch of lot, including structures, driveways, adjacent roads, and the type, length and height of all existing and proposed fences/walls.*
- *A STAKED BOUNDARY SURVEY SEALED by a REGISTERED LAND SURVEY is REQUIRED WITH APPLICATION. Please see reverse side for minimum staked survey requirements.*

2) Written Authorization from Adjacent Property Owners: *Connecting to, removing or replacing an existing fence or wall on a property line requires written authorization from adjacent property owners if proof of ownership cannot be provided.*

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: _____



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MINIMUM STAKED BOUNDARY SURVEY REQUIREMENTS FOR 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.

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