

CITY OF WEST BRANCH
FENCE PERMIT APPLICATION

Fence Location Address _____

Property Owner _____ Phone _____

Fence Material _____ Fence Height _____

Confirming property lines, buried utilities, easements, restrictive covenants, or association requirements are strictly the responsibility of the owner and/or contractor.

It is advised that the affected neighbor(s) be consulted if the fence will be placed right on the property line or if two or more fences will be joined structurally.

This permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced.

This application must have attached to it a signed instructions for building construction form and completed site sketch.

CODE OF ORDINANCES, WEST BRANCH, IOWA

165.44 FENCES / HEDGES / WALLS / RETAINING WALLS. Fences and hedges located within a front, side or rear yard or within five (5) feet of a lot line shall be subject to the following location, height, and building permit requirements.

1. Fences, hedges, and walls shall be located so no part thereof is within two (2) feet of an alley, sidewalk, or a street right-of-way, except in situations where a retaining wall is necessary for the installation of a required public sidewalk in which case the retaining wall may extend up to the sidewalk edge.
2. No portion of a fence, hedge, or wall located in a residential or agriculture district, or adjoining a residential use area shall be erected in excess of six (6) feet on side or rear yards.
3. Maximum heights for fences, hedges, and walls in all other districts not adjoining a residential use area shall not exceed twelve (12) feet.
4. Fences, hedges, and walls shall not exceed four (4) feet in height in any front yards in any zoning district within the City, except that on corner lots the portion of fence located where the rear yard meets the front yard may be extended into the front yard up to the required front yard setback line but not beyond the front building line of the property to the rear of said corner lot abutting on the intersecting street with the height requirements of the rear yard.
5. At street intersections, no fence, hedge, or wall more than three (3) feet in height above the street level shall be located within a triangular area composed of two of its sides twenty-five (25) feet in length and measured along the right-of way lines from the point of intersection of the above-referenced lines. No portions of the fence, hedge, or wall located within the designated twenty-five (25) foot triangular area shall be more than ten percent (10%) solid.
6. Fences, hedges, and walls shall be entirely located within the confines of the property.
7. Retaining walls are subject to the following additional requirements:
 - A. May not extend within 4 feet of the lot line, except in situations where a retaining wall is necessary for the installation of a required public sidewalk in which case the retaining wall may extend up to the sidewalk edge.
 - B. If they are greater than 48" in height must also include an approved fence clearly marking the top of the wall.
 - C. Will be subject to engineering review if they exceed 48" in height.
 - D. Will be subject to engineering review when a Surcharge Load is present.

*I have read and agree to the above listed provisions and will construct said project accordingly

Signature of Applicant _____ Date _____

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FOR OFFICE USE ONLY

Approved / Denied _____ **Permit No.** _____ **Fee: \$25.00**

Zoning Administrator _____ **Date** _____

INSTRUCTIONS FOR BUILDING CONSTRUCTION

1. It is the responsibility of the owner and/or contractor to locate and be able to substantiate exact locations of lot pins.
2. Confirming property lines, buried utilities, easements, restrictive covenants, or association requirements are strictly the responsibility of the owner and/or contractor.
3. The yellow inspection sheet must be displayed in a conspicuous place on the job.
4. The building inspector must be given 48 hours notice by calling city hall (319-643-5888) prior to any of the following inspections and all inspections must be done during regular working hours of 7:00 a.m.-3:00 p.m., Monday – Friday unless otherwise scheduled by the zoning administrator.
5. A Construction Site Erosion and Sediment Control plan and signed acknowledgement form shall be submitted with all new residential building permit applications. No permit will be issued until an initial inspection of the site is conducted and required controls are properly installed.
6. Required inspections for any structure:
 - Plan Review** (In addition to the site plan sketch 2 sets of blueprints and an energy audit shall be submitted with all new residential construction permit applications to be reviewed prior to issuance of building permit, for all other permits the site plan sketch included with the permit application will be sufficient)
 - Footings** (must be inspected prior to being poured)
 - Under slab Plumbing** (must be inspected prior to backfilling trenches)
 - Rough in** (inspection of rough plumbing, electrical, mechanical and framing must be done prior to the installation of insulation and drywall.
 - **Final** (a final inspection must be passed before any certificate of occupancy will be issued)
7. IOWA ONE CALL (800-292-8989) must be notified prior to excavation of any kind.
8. Every *permit* issued shall become invalid unless the work authorized by such *permit* is commenced within 180 days after its issuance, or if the work authorized by such *permit* is suspended or abandoned for a period of 180 days after the time the work is commenced.

Failure to comply with these instructions will result in the immediate revocation of building permit.

I hereby acknowledge that I have read this document and agree to schedule all inspections that are required for this project and said project will be constructed to meet all applicable codes and ordinances.

Applicant Signature: _____ **Date:** _____

Site Plan - Required

You must show these items:

- ❖ the proposed alteration *i.e.*: addition, deck, porch, pool, fence.
- ❖ Address including streets and street names.
- ❖ Property Lines and dimensions of the property.
- ❖ Setbacks: the distance to the property lines (front, rear, sideyards) of the proposed alteration or existing buildings.
- ❖ North directional arrow.

Address: _____

