



PERMIT APPLICATION FOR FENCING

Date Application Received: _____
Received By: _____
Permit No. _____ Admin Completeness Date: _____

PERMIT TYPE:

Construction Type: New Construction Remodel
Permit Type: Fence Pool Enclosure Entry Gate

Will it include any of the front yard? Yes No

PROJECT INFORMATION:

Project Name: _____
Property Address: _____
Block: _____ Lot: _____ Tax Parcel ID: _____
Total Lot Area: _____ acres
Present use of Property: _____
Additional Impervious Cover: _____ sf Total Impervious Cover: _____ %
Estimated Construction Cost: \$ _____

***PROJECT NARRATIVE:** (Please be descriptive):



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APPLICANT INFORMATION*:

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

Property Owner: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Agent: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Licensed Engineer/Surveyor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

***For projects valued at \$25,000 or greater, General Contractor registration form is required and subject to City of West Lake Hills Code, Section 22.03.130**

1. Does the project require the removal of any regulatory trees? Yes No
If yes, a tree permit approval is required prior to permit issuance per Sec. 22.03.303.
2. Is the project located within any FEMA regulated floodplain? Yes No
If yes, a Floodplain permit approval is required prior to permit issuance

SUBMITTAL REQUIREMENTS

- Completed and signed application
- Completed and signed Acknowledgment of Code of Ordinances
- General Contractor Registration Form (required for projects valued at \$25,000 and greater)
- A survey / site plan showing all improvements on the property and all setbacks in accordance to West Lake Hills Code Sec. 22.03.281
- Location and dimensions of fence on property (can be included on the above site plan/survey)
- Elevations showing height of fence (measured from natural ground grade)
- Design details/renderings of proposed fence
- Pictures of existing site and pictures of existing fence, if applicable
- Landscape plan and depiction of growth and size of vegetation 3 years from planting, if applicable
- 1 hard copy of application submittal package
- PDFs of entire application submittal package
- Detailed Narrative of Work (including description of variances if applicable)
- Proof of ownership
- Copy of driver and state licenses for all contractors (general and sub)
- Proof of Liability Insurance (minimum \$600,000 unless otherwise specified)



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- Outdoor lighting plan and manufacturer cut-sheets, if applicable
- Copy of recorded plat
- Tree and topo survey
- Property survey including building setbacks (platted setbacks and City Zoning setbacks)
- Location of septic fields and tanks, if property on septic
- Variance approval letter, if applicable
- Approval letter from ESD 9 for electronic gates, if applicable

IMPORTANT NOTE:

This permit or application for permit does not relieve the applicant from any construction requirements that may need to be addressed with outside agencies. It is highly recommended that a permit be submitted to any outside agencies prior to submitting this permit application.

I hereby confirm that this application is complete and all required information attached. I further agree to comply with all relevant code and policy requirements of the City of West Lake Hills. I understand that the permit will not be issued unless staff comments are satisfactorily addressed.

Signature of Owner/Applicant

Date

Print Name & Title