



# FENCE PERMIT APPLICATION

Name: \_\_\_\_\_ Permit # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Letter of authorization or permission: \_\_\_\_\_ If a homeowners association for your area has additional restrictions on fence design or features, authorization from the association must accompany this permit application.

Contractor's name: \_\_\_\_\_

Contractor's address: \_\_\_\_\_ Phone \_\_\_\_\_

Plat of survey accurately showing fence location: \_\_\_\_\_

Signed and notarized easement agreement \_\_\_\_\_

**TYPE OF FENCE:** Chain Link \_\_\_\_\_ Picket \_\_\_\_\_ Rail \_\_\_\_\_ Stockade \_\_\_\_\_ Solid \_\_\_\_\_

Board on Board \_\_\_\_\_ Other \_\_\_\_\_

Height of fence from existing grade: \_\_\_\_\_ feet \_\_\_\_\_ inches \_\_\_\_\_

Length of fence to be installed: feet \_\_\_\_\_ inches \_\_\_\_\_

**Construction Valuation \$** \_\_\_\_\_

**USED FENCING MATERIAL IS NOT PERMITTED**  
**NO FENCE SHALL OBSTRUCT DRAINAGE SWALE**  
**NO CHANGE TO EXISTING GRADE WILL BE PERMITTED**

**NOTE: BY LAW ALL APPLICANTS ARE REQUIRED TO NOTIFY J.U.L.I.E. FOR UTILITY LOCATES (1-800-892-0123) A MINIMUM OF 48 HOURS BEFORE CONSTRUCTION BEGINS.**

The undersigned certifies that the statements in this application are true and correct and that the homeowner is responsible for correct location and height.

\_\_\_\_\_  
Applicant's Signature

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**COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY**

Site inspected by: \_\_\_\_\_ Date \_\_\_\_\_

Approved for issuance: \_\_\_\_\_ Date \_\_\_\_\_

Plan Commission Action \_\_\_\_\_ Board Action \_\_\_\_\_

Engineering Review \_\_\_\_\_

Total Permit Fee \_\_\_\_\_

*Department of Community Development  
2 Community Blvd., Wheeling, IL 60090  
Phone (847) 459-2620; Fax (847) 459-2656*



Community Development Department  
2 Community Boulevard • Wheeling, Illinois 60090  
Phone: 847.459.2620 • Fax: 847.459.2656

## PERMIT CONTACT INFORMATION SHEET

### Job site information:

Address \_\_\_\_\_

Print the name and phone number of the person who should be contacted when the permit is ready.

Name \_\_\_\_\_

Phone \_\_\_\_\_

If additional information or revised drawings are required please print the name, phone number and fax number of the person who should be contacted.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_



**UTILITY EASEMENT**

I, the property owner at \_\_\_\_\_,  
Wheeling, Illinois, am aware that if a fence is installed over an  
existing utility easement, I hereby acknowledge the fact that from  
time to time the Village of Wheeling and other authorized utilities  
may require access to the easement, and further acknowledge that  
upon request of authorized Village agents, access will be permitted  
for service work to existing utilities within the easement. I also  
acknowledge and hold harmless the Village from any damage done to  
the fence during the course of any work within the easement.

\_\_\_\_\_  
Property Owner's Signature

SUBSCRIBED AND SWORN TO BEFORE  
ME THIS \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC



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## PERMIT ACCEPTANCE AGREEMENT

Project

Location \_\_\_\_\_

This project has received/or will receive/approvals from one or more of the following

- Village Board
- Plan Commission
- Building Division
- Engineering Division

No deviations are permitted from the approved plans. This includes the site plan, building plan and elevations, any appearance plan, and landscape plan. If any changes are desired for any reason, approval is required before that portion of the work is started.

If prior approval is not given, the work will be stopped until either approval is granted through the proper channels, or it is agreed that the construction will follow the approved plans.

Furthermore, it is clearly understood that any approval that has been granted by either the Village Board or Plan Commission must return to them for any changes and approval, before any work will be allowed to proceed. This may require a public hearing/meeting that could create a time delay.

I have read and understand the provisions set forth. I understand no changes can be made on this project until prior approval has been given.

X \_\_\_\_\_

Signature of Owner or Agent