



# **FENCE GUIDE**

**CITY OF WAUPACA**

**The following information in this packet is provided to help guide you through the permit application process. This packet will also provide you with information regarding approved fence heights, locations, and minimum construction requirements.**

**Page 2-3: Permit Application Guide**

**Page 4-5: Permit Application**

**Page 6-7: Zoning Code Requirements**





# PERMIT APPLICATION GUIDE

CITY OF WAUPACA

## Fence Permit Guide:

This guide was developed to help direct you through the permit application process. Following the steps below will help to expedite the issuance of your permit.

### 1. Completely fill out the attached Fence Permit Application.

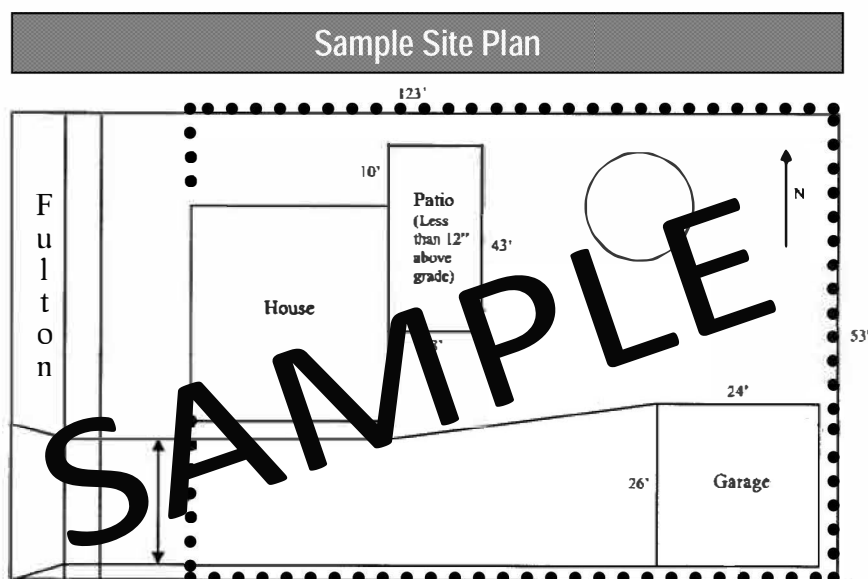
Provide a detailed description of all proposed work. Please refer to pages 5-6 of this packet to review the required information needed when submitting a fence permit. If you have specific zoning questions please contact the Community and Economic Development Department at 715-258-4404.

### 2. Provide Site Plan.

The plans shall include but are not limited to all elements required on the permit application. City staff hold the right to require additional information as deemed necessary.

### 3. Provide Fence Drawings.

Please provide fence design detail (drawing or picture). Finished side or decorative side must face adjoining property.



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## **4. Apply for the Permit**

Please plan ahead and pick one of the following methods to apply for your permit. We suggest that you apply for the permit a minimum of 2 weeks prior to your start date. Make sure all of the required information listed above is included and submit it to the Community and Economic Development Department using one of the methods listed below:

### **Drop Off:**

Completed applications may be dropped off at the Community and Economic Development Department anytime Monday through Friday from 7:30am-4:00pm. The department will review your submittal and contact you if further information is required. The permit will not be issued at the same time the application is being submitted to the Community and Economic Development Department.

### **By Email:**

cedinfo@cityofwaupaca.org

### **By Mail:**

City of Waupaca  
Community and Economic Development Department  
111 S. Main St.  
Waupaca, WI 54981

## **5. Permit Fees**

Submit the applicable permit fees once the permit is approved by the Community and Economic Development Department. After the permit is approved, the department will notify you of the total permit fees to be paid upon pick-up of the permit. Permit fees are based upon the City of Waupaca Fee Schedule.

Fees can be paid using cash, check or credit card.

**A COPY OF THE PERMIT MUST BE DISPLAYED IN THE FRONT WINDOW BEFORE WORK BEGINS.**

This handout was developed by the City of Waupaca as a basic plan submittal guide. It is not intended to cover all circumstances. Check with the Community and Economic Development Department for additional requirements that may apply to your specific project.



**CITY OF WAUPACA  
DEPARTMENT OF INSPECTION  
111 S. MAIN STREET  
WAUPACA, WI 54981  
PHONE: 715-258-4404 · FAX: 715-258-4426**

DATE: \_\_\_\_\_

**APPLICATION FOR FENCE PERMIT**

**APPLICANT'S NAME\*:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_  
**ASSOCIATION TO PROPERTY OWNER:** \_\_\_\_\_

**PROPERTY OWNER'S NAME:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**CONTRACTOR'S NAME:** \_\_\_\_\_ **PHONE NO:** \_\_\_\_\_ **LICENSE NO:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**SITE PLAN**

**PROJECT LOCATION:**

Project Address: \_\_\_\_\_  
Parcel No: \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_  
Estimated Cost \$: \_\_\_\_\_

**HEIGHTS INVOLVED:**

Fence height (front yard): \_\_\_\_\_ ft.  
Fence height (side yard): \_\_\_\_\_ ft.  
Fence height (rear yard): \_\_\_\_\_ ft.

**MATERIAL USED:** \_\_\_\_\_

**TYPE OF FENCE:** \_\_\_\_\_

**PROJECT TYPE:**

- New Construction
- Addition
- Alteration
- Move

**OCCUPANCY:**

- 1 or 2 Family
- Commercial
- Other: \_\_\_\_\_

**Please use the space provided to draw your site plan. Dimensions, distances, and locations should be as close to scale as possible. Refer to the following page for a list of items to include in the site plan.**

**NOTICE:** The City of Waupaca fence permit only authorizes construction/use pursuant to City ordinances and regulations. The construction/use contemplated by this application may require approvals and/or permits under County or State rules, regulations and ordinances. It is the sole responsibility of the owner/applicant to obtain such approvals/permits. The applicant certifies that the information provided is accurate. A permit is void if issued in error or under a misstatement of fact.

**\*IF TENANT IS APPLYING FOR PERMIT, A SIGNATURE IS NEEDED FROM PROPERTY OWNER ALLOWING PROJECT.**

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE (IF APPLICABLE): \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY: \$25.00 FEE: PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ INITIALS: \_\_\_\_\_**

**Please see Section 17.110(10) of the Code (or page 5 of the fence guide) prior to drawing the site plan.**

Please label and depict the following on the site plan:

- Physical dimensions of lot and property lines\*
- Street/Alley locations
- Driveway and parking locations
- Locate existing structures (house, garage, shed, deck, pool, etc.)
- Locate proposed fence with heights
- Distance of proposed fence from lot lines and other structures
- Floodplain/Wetland areas
- Locate existing septic tank, drainfield and/or well (if applicable)
- Easements – fences cannot be installed in or across easements

Please be aware that restrictive covenants may pose additional regulations.

**\*All dimensions shown relating to the location and size of the lot shall be based upon an actual survey by a licensed surveyor. This may require a plat of survey, recorded plat or recorded certified survey map be created if one does not already exist.**



# ZONING CODE REQUIREMENTS

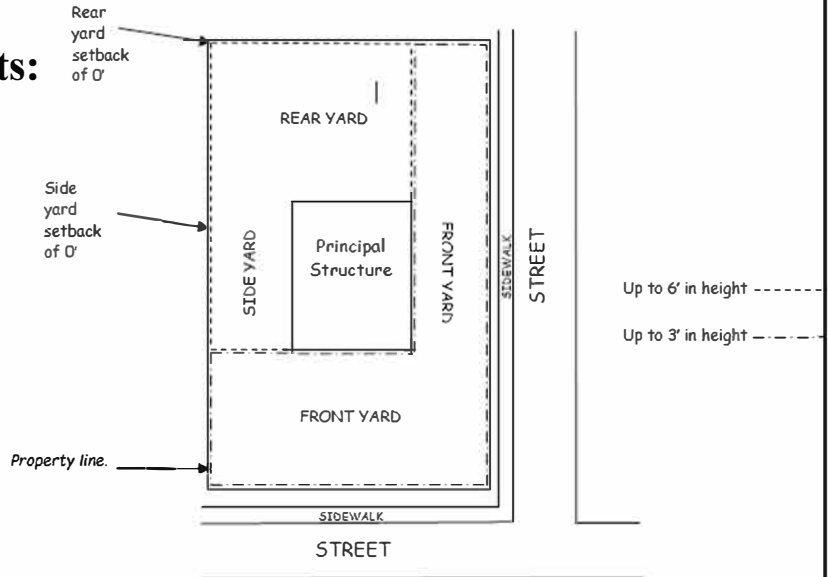
CITY OF WAUPACA

## ZONING CODE REQUIREMENTS:

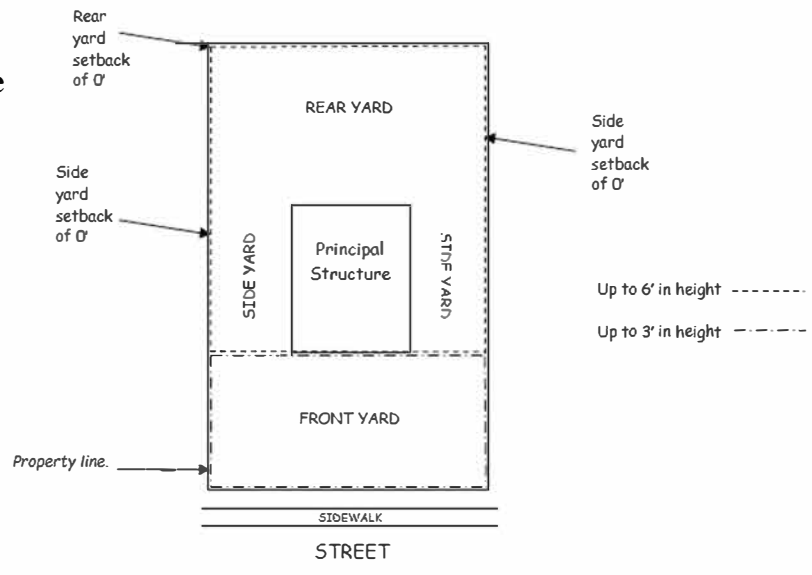
BUILDABLE AREA FOR RESIDENTIAL FENCES ON A TYPICAL CORNER LOT WITH FRONTAGE ON TWO STREETS

### Residential Fence Requirements:

- Fences shall not exceed 6 feet in height when located in a side or rear yard.
- The finished side of the fence shall be erected to face the adjoining property. The side with protruding studs or posts shall face the building of the lot responsible for the erection of the fence.
- Fence shall not exceed 3 feet in height when located in a front yard.
- Barbed wire or electrical and single-, double or triple-strand fences are prohibited.



BUILDABLE AREA FOR RESIDENTIAL FENCES ON A TYPICAL INTERIOR LOT WITH FRONTAGE ON ONE STREET



**The City of Waupaca does not provide surveying services for the location of property irons.**

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# ZONING CODE REQUIREMENTS

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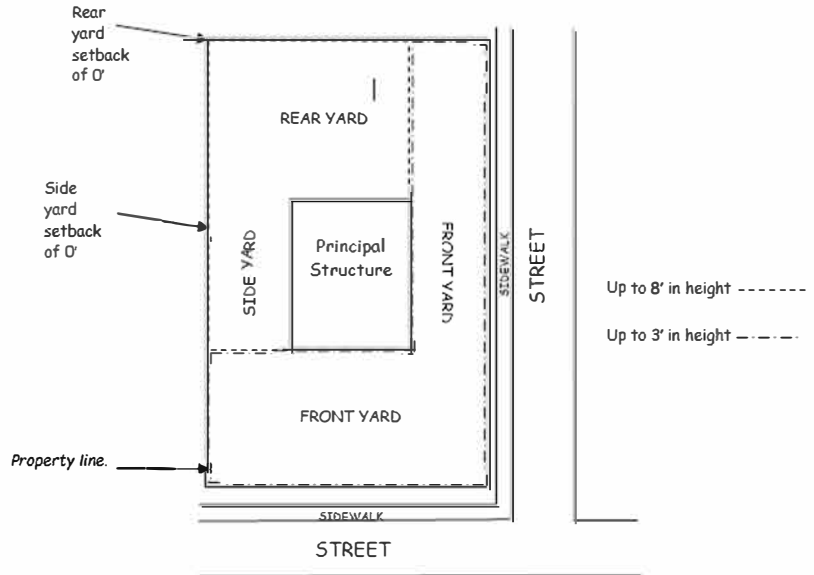
### Non-Residential Fence

#### Requirements:

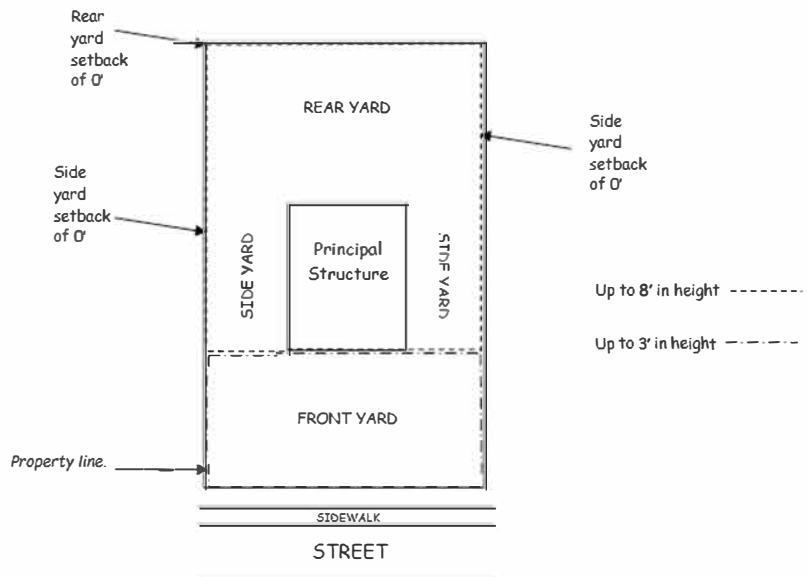
- Fences shall not exceed 8 feet in height when located in a side or rear yard.
- The finished side of the fence shall be erected to face the adjoining property. The side with protruding studs or posts shall face the building of the lot responsible for the erection of the fence.
- Fence shall not exceed 3 feet in height when located in the front yard.
- Barbed wire or electrical and single, double or triple strand fences are prohibited, except in areas zoned AG-1 Agricultural, I-1 Light Industrial or I-2 Heavy Industrial. On fences that incorporate the use of barbed wire, such barbed wire shall not be less than 7 feet above ground level.

**The City of Waupaca does not provide surveying services for the location of property irons.**

BUILDABLE AREA FOR NON-RESIDENTIAL FENCES ON A TYPICAL CORNER LOT WITH FRONTAGE ON TWO STREETS



BUILDABLE AREA FOR NON-RESIDENTIAL FENCES ON A TYPICAL INTERIOR LOT WITH FRONTAGE ON ONE STREET



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