

Trappe Borough, Montgomery County, PA

525 West Main Street

Trappe, PA 19426

Phone: 610.489.7181

Fax: 610.489.8827

Website: www.trappeborough.com



Application for **FENCE PERMIT**

ZONING OVERVIEW: The purpose of Zoning Ordinances & the place of Zoning Permits

“promoting the health, safety, morals and the general welfare of the Borough in accordance with a comprehensive plan ... designed to lessen congestion in the streets, roads and highways, and to secure safety from fire, panic and other dangers, to provide adequate light and air, to prevent the overcrowding of land, to avoid undue concentration of population, to facilitate the adequate provision of transportation, water, sewage, schools, parks and other public requirements, and to encourage the most appropriate use of land throughout the Borough.”

Please refer to Trappe Borough Code § 340.80-82 for detailed Zoning Permit information.

INFORMATION TO KEEP IN MIND:

- All applicable Zoning Permit Applications are to be submitted prior to submission of any Building Permit Applications
- The Borough currently does not require specific setbacks from property lines for the installation of fences. However, the Borough does encourage you to consult with your neighbors before construction begins. **The Borough will not become involved in either property line- or neighbor-disputes.**
- As the property owner, you are responsible for locating / verifying your property lines.

Ordinance details related to fences:

§340.11 (E) *No fences shall be constructed in residential districts which shall obstruct vision to any substantial extent to a height greater than four (4) feet; provided, this provision shall not apply to fences constructed around swimming pools, ponds or similar bodies of water.*

§340.108 *On any corner lot, no wall, fence or other structure shall be erected, altered or maintained and no hedge, tree, shrub or other growth shall be planted or maintained between the height of three feet and 10 feet, or which may cause danger to traffic by obstructing the view.*

§340.131 *No fence may be constructed to a height of more than six (6) feet. (Ordinance 371)*

IMPORTANT NOTE:

Incomplete submission of all required information and/or documents will result in the entire application being rejected and returned.

You will then need to resubmit with all documentation.

** The one exception to this requirement is the Certificate of Insurance. Certificates of Insurance can be faxed to the Borough office (610-489-8827) by contractor's insurance company.*

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ITEMS FOR INCLUSION AT TIME OF APPLICATION SUBMISSION:

- 1) Completed “*Fence Permit Application*”
- 2) **TWO (2)** sets of Plot Plans (that is, “top down” orientation) including the following items:
 - Size of lot (preferred drawn to scale)
 - Location of existing structures (show distances to property lines & other structures)
 - Location of proposed improvements and/or structures
 - All relevant setbacks – *no setbacks from property line for a fence*
 - Elevations
 - Sections view (pretending to cut the object on a plane and showing the “sectional view”)
 - Footprint size (dimensions) of all existing structures and impervious surfaces
- 3) List of fence material(s) and any other construction materials, concrete for post holes, etc.
- 4) Approval letter from Homeowner’s Association for work/improvement to be done, if applicable
(Required if property is within a development managed by a Homeowner’s Association)
- 5) Any/all additional Building Permit Applications such as Plumbing, Electrical, etc. associated with this job. *See specific individual application packets for description of when they are required.*
- 6) Application fee(s)
All applicable permit fees (cash or check only; credit/debit cards not accepted at this time) are due at time of permit application submission. Please refer to the current year’s “Fee Schedule” (available at www.trappeborough.com) for amount due.
- 7) CONTRACTORS doing work for property owners must provide the following:
 - Certificate of Insurance including ...
 - property liability coverage in an amount equal to or greater than the costs of construction
 - adequate worker’s compensation coverage
 - Completed “Worker’s Compensation Insurance Form” – (*Borough form*) – *whenever the required Certificate of Insurance does not show Worker’s Compensation coverage*
 - PA State Contractor’s License and Registration number (if applicable)
 - Owner’s Authorization Form (*additional Borough form*)
(Required if contractor is acting as applicant for property where work is to be done)

All applications, forms, & resources referenced in this application are available at Borough Hall ~OR~ on the web at www.trappeborough.com

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PERMIT APPLICATION: *FENCE*

OWNER INFORMATION

NAME: _____
ADDRESS: _____
CITY, ZIP: _____
CONTACT INFORMATION: (Please provide **TWO** phone #s that give quickest access to owner)
1. PHONE: _____ | 2. PHONE: _____
(Phone type): Home Work Cell | (Phone type): Home Work Cell
EMAIL: _____
OWNER SIGNATURE: _____

APPLICANT INFORMATION (if other than owner)

NOTE TO CONTRACTORS:

You need to provide to us:

- Certificate of Insurance
- Worker's Compensation form *if this is not indicated on Certificate of Insurance* (Borough form)

If you are turning in application on behalf of the property owner, you also need to obtain from homeowner & bring with you:

- Owner's Authorization form (**with homeowner's original signature when Borough receives it**)
– *Faxed, emailed, electronically-signed, or photocopied signatures not accepted!*
- Homeowner's Association letter of approval (if property is part of HOA)

APPLICANT NAME: _____
BUSINESS ADDRESS: _____
CITY, ZIP: _____
BUSINESS PHONE: _____ CELL PHONE: _____
APPLICANT EMAIL: _____
PA LICENSE (HIC #) _____
APPLICANT SIGNATURE: _____

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PROPERTY INFORMATION

ADDRESS OF JOBSITE: _____

EXISTING USE (*circle selection*):

Owner-occupied Renter-occupied Vacant Other: _____

Residential Commercial/Non-Residential

INTENDED USE OF IMPROVEMENT (*indicate selection*):

Owner-occupied Renter-occupied Vacant Other: _____

PROJECT & FENCING INFORMATION

New Construction

Replacement of Existing

Wood Vinyl

Composite

Wire: *Vinyl-coated*

Wire: *Non-coated*

Work being done by:

Property owner

Contractor

VALUE OF CONSTRUCTION & PERMIT FEE DUE

Value of construction: _____

Fee for current year* will be charged for permit.

See "Fee Schedule" (available at www.trappeborough.com) to verify current rate.

ACTUAL PERMIT FEE DUE: _____

Make checks payable to "Trappe Borough"

* At date of submission of application

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PERMIT APPLICATION: *FENCE*

FOR BOROUGH USE ONLY:

ITEMS INCLUDED WITH APPLICATION SUBMISSION

APPLICABLE FEES:

* Permit Fee: _____
State Surcharge: _____

Total Fee:

* See current fee schedule

PAYMENT INFO:

Date: _____
Amount paid: _____
Payment type: Cash Check # _____
Approval: _____

- PAYMENT NOTED ABOVE
- PLANS / DOCUMENTATION
- CERTIFICATE OF INSURANCE – (where applicable)
- WORKER'S COMP COVERAGE – (where applicable)
- HOA APPROVAL – (where applicable)
- ANY/ALL APPROVED ZONING PERMITS – (where applicable)

PARCEL ID #: 23-00-_____

BLOCK: _____

UNIT: _____

ZONING DISTRICT: _____

PERMIT # ASSIGNED: _____

COMMENTS:

PA-UCC Certified Plan Reviewer
Building Code Official