



FENCE PERMIT APPLICATION

City of St. Joseph, Missouri | Planning & Zoning
 1100 Frederick Avenue, Room 107
 Planning & Zoning Division | (816) 271-4648 | planning@stjosephmo.gov

All applications for fence permits must comply with Chapter 31 of the City’s Code of Ordinances, located online at stjosephmo.gov. **The following must be included with every application:**

1. Completed Application (**with legible printed names and signatures that match their respective sections**).
2. Site Plan which shows relevant dimensions and setbacks for proposed fence.
3. Any additional supporting materials deemed necessary by the City.
4. Application fee per Sec. 7-400. Paid at the time of permit issuance. This fee is non-refundable.
5. NOTARIZED consent of all property owners impacted for fences proposed to be constructed on property lines, connected to fences on property lines, or within 1ft of shared fences on property lines. Complete page 2 of 2 of this application if notarized consent is required.

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF SAID FENCE PERMIT APPLICATION BY THE CITY OF ST. JOSEPH IN BELIEF THAT THE PLAN CONFORMS TO CHAPTER 31 OF THE CODE OF ORDINANCES. With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information to accurately prepare reports or other documentation for review by the City Council, City boards and commissions, City departments, and to conduct any necessary enforcement.

ALL SECTIONS MUST BE FILLED OUT, AND ALL REQUIRED MATERIALS MUST BE INCLUDED TO BE CONSIDERED COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

A. PROPERTY OWNER/CONTRACTOR INFO

1. a. Name: _____
 b. Business Name: _____
2. Business Address: _____
3. a. City: _____ b. State _____ c. Zip _____
4. a. Phone (____) _____ b. Email _____
5. Project Address: _____
 a. Signature _____ b. Date _____

B. FENCE INFORMATION

1. Location of Fence (mark all that apply):

	Front Yard (front face of building toward street)
	Side Yard (between front and rear face of the building)
	Rear Yard (rear face of building toward back property line)
2. Fence Height (commercial no max height):

	ft	Front Height (max 4ft, cannot be privacy)
	ft	Side Height (max 6ft, can be privacy)
	ft	Rear Height (max 8ft, can be privacy)
3. Fence Material: _____ 4. Post Depth: in (min 36in, must be sunk in concrete)

Section to be completed by the City			
Received by: _____	 District/Plan/Flood Zone	 Residential: \$34.75	
Application ID: _____	 Height/Materials	 Commercial: \$70.00	
Date Application Approved: _____	Total Fee: _____		



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C. SHARED FENCE CONSENT (mark N/A in sections not used—if more property owners are impacted by the fence than are listed below, please include additional pages.

1. **Fence Setbacks:** I (property owner or contractor) _____ affirm the proposed fence will be setback a minimum of 1 foot from any property line, or shared fence, which I do not have notarized permission to encroach upon. If the proposed fence will encroach on shared fences or property lines, I have included the necessary consent below.

a. **Signature** _____ b. **Date** _____

Abutting Owner Name: _____

Business Name: _____

Address: _____

Signature: _____ **Date:** _____

Notarized by: _____

Signature: _____ **Date:** _____

Notary Stamp

Notary Signature: _____

Date: _____

My Commission Expires: _____

Abutting Owner Name: _____

Business Name: _____

Address: _____

Signature: _____ **Date:** _____

Notarized by: _____

Signature: _____ **Date:** _____

Notary Stamp

Notary Signature: _____

Date: _____

My Commission Expires: _____