



611 Mulberry Road, Suite 300  
 Derby, KS 67037  
 Phone 316-788-6632  
 Email: [permits@derbyweb.com](mailto:permits@derbyweb.com)  
[www.derbyks.com](http://www.derbyks.com)

## Application for Fence Permit

### A DRAWING SHOWING PROPERTY LINES, EASEMENTS & STRUCTURES MUST BE ATTACHED PRIOR TO ACCEPTANCE OF APPLICATION

Date: \_\_\_\_\_

**FEE: \$25.00**

**CONTACT INFORMATION**

Address of Fence: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Name/Company: \_\_\_\_\_

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

Contractor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION**

Legal Description of Property: Lot \_\_\_\_\_, Block \_\_\_\_\_, \_\_\_\_\_ Addition

Zoning District: \_\_\_\_\_ Project Type:  New Construction  Replacement

Fence Material: \_\_\_\_\_ Fence Height: \_\_\_\_\_

Is the property in a FEMA Flood Hazard Area:  Yes  No (If Yes, a Floodplain Development Permit may be required)

**CERTIFICATION**

I / We understand the provisions and requirements of Title 15 of the Municipal Code and agree to the following:

- A. All posts and bracing for wood fences abutting or visible from public rights of way or other public property shall be constructed either with support braces and other load bearing components thereof located on the interior of the fence. (i.e the "finished" side of wood fences shall be facing public street) or with the boards installed on both the interior and exterior of the fence in an alternating pattern commonly known as a shadowbox fence.
- B. A fence may be located within a drainage or utility easement as long as the fence meets the following criteria:
  - 1) Fences must be placed at an elevation to allow normal drainage flow to travel without blockage by the fence. When proposed to be placed in a drainage easement, a permit to construct the fence cannot be issued until the City Engineer approves the fence with regard to existing ground level; this is required to ensure that the fence will not restrict normal flow of storm waters.
  - 2) Fences shall not be located so as to divert the normal flow of storm water from the platted drainage easement.
  - 3) Fences located within the drainage or utility easement shall have removable panels or sections to order to provide access for quick emergency or maintenance access by the personnel of the City or a utility company.
  - 4) In the event the City or a utility company must perform maintenance, inspection or replacement of utility lines located within a public easement, such party shall not be liable for replacement of any fence or ground cover located within a public easement. This includes grass, trees, shrubs, etc.

- C. It is the responsibility of the Applicant to locate property irons and/or lines, build the fence according to the approved plot plan, and contact “Kansas One Call” at <1-800-344-7233> for the location of utilities on said lot.
- D. If a contractor obtains this permit, it is the responsibility of that contractor to provide the property owner with a copy of this agreement.
- E. I acknowledge that the \$25.00 application fee is non-refundable.
- F. AN INSPECTION OF THE FENCE IS REQUIRED. CONTACT (316) 788-6632 OPTION 2 TO SCHEDULE 24 HOURS IN ADVANCE.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Applicant Status:  
 Owner    Agent or Contractor    Tenant

**OFFICIAL USE ONLY**

**Required Documents:**    Fee    Plot Plan w/ Dimensions    Elevation Drawings (if applicable)  
 Floodplain Development Permit Application (if applicable)

**Permit Status:**   APPROVED    DENIED    Attach Laminated Notice

**Permit Number:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_

Code Enforcement Officer or Authorized Agent

Permit Issue Date

**Notes/Conditions:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Permit Return Method:**    Email Permit    Mail (USPS)    Pick-Up (Call Applicant)