



Village of Chagrin Falls – Building Department
FENCE/RETAINING WALL PERMIT APPLICATION

Village Hall 21 W. Washington St. Chagrin Falls, OH 44022
Phone # 440-247-5050 – Fax # 440-247-2082

Building Inspector: Harry Edwards Email: Harry@chagrin-falls.org Direct: 440-247-3156
Building Administrative Assistant: Katie Knauff Email: Katie.Knauff@chagrin-falls.org

Permit # _____
Approved by: _____
Fence permit: \$ 50.00
ARB: Add \$30.00
TOTAL DUE: _____

General Requirements:

- 1) Fence/Retaining Wall Permit Fee: \$50 (additional fee may apply, see below)
2) All hired Contractors MUST BE REGISTERED with the Village of Chagrin Falls, prior to starting work.
3) A scaled site plan, drawing or plot plan showing all existing and/or proposed fences/retaining walls.
4) Height Limitations: 42" front yard; 6' rear yard; panels not to exceed 6' in height from bottom of the panel to the top of the fence post, regardless of property grade. Retaining Wall: if more than 2 feet must submit detailed plans of construction.
5) All fences must comply with the 25% air & light per each section; For custom fences: must submit 25% air & light calculation.
6) On lot lines: the unfinished side of fence is to be on the interior side, facing away from adjacent properties.
7) Fence/Retaining walls in proximity to historic structures: may have to go in front of the Architectural Review Board (ARB):
a. Proximity = next to or adjacent to a historical structure (Historic Structures = 50 years or older).
b. If ARB additional \$30 fee – this completed application must be submitted by noon, with all above requirements, 11 days prior to next ARB meeting. ARB meets the 1st & 3rd Tuesday of every month at 8:30 AM in Council Chambers at Village Hall.

ALL INFORMATION IN THIS SECTION IS REQUIRED. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.
SEE ABOVE FOR ADDITIONALLY REQUIRED INFORMATION.

FENCE/RETAINING WALL DESCRIPTION:

Address of Job: _____ In Proximity to Historical Structures? YES NO
Location on Property: Side line: _____ Rear line: _____ Front line: _____ Other: _____
Is this a corner lot? YES NO Are you adding Drainage? YES NO
If adding drainage, where is it terminating to? _____ (indicate drainage info on site plans)
Description of Construction: _____
Type of Fence/Retaining Wall: _____
(i.e. board on board, picket, split rail, chain link, solid-privacy fence)
Type of Material: _____ Est. Cost of Construction: \$ _____ Start Date: _____
Height: _____ Total Length: _____ Number of Posts: _____

PROPERTY OWNER'S INFORMATION:

Name: _____ Email: _____
Address: _____ Phone #: _____

CONTRACTORS'S INFORMATION: Is the contractor registered with the Village of Chagrin Falls? YES NO

Name: _____ Email: _____
Address: _____ Phone #: _____

APPLICANT'S INFORMATION (if applicant is the property owner or contractor please indicate):

Name: _____ Email: _____
Address: _____ Phone #: _____

All permit requirements must be submitted with this application. Application is hereby made for a permit to erect and maintain a fence/retaining wall at the aforementioned property. Applicant is responsible for the true location of property lines and for the placement of fence relative to property line.

Signature of Applicant _____ Date _____

OFFICE USE ONLY

ARB #: _____ ARB DATE: _____ ARB CHAIRMAN: _____