



Community Development

Zoning Division

18400 Murdock Circle, Port Charlotte, FL 33948-1094
 Phone: (941) 743-1964 (941) 743-1230 Fax: (941) 743-1598
www.charlottecountyfl.com

"Leading the Way in Defining Community Development"

Residential Fence Permit - Application

Incomplete applications will not be accepted.

Date Received: _____	Receipt Number: _____
Permit Number: _____	Zoning Tech. Signature: _____

1.	Job Site Address: _____ <small>(Address) (City) (Zip + four)</small>
2.	Legal description: Lot(s): _____ Block(s): _____ Subdivision: _____ Unit or Sub-section: _____ Parcel(s) or Tract(s): _____ Section(s): _____; Township: _____ (South); Range: _____ (East)
3.	Property Owner: _____ _____ <small>(Address) (City) (State) (Zip + four)</small> _____ / _____ / _____ <small>(Phone Number) (Fax Number) (E-mail Address)</small>
4.	Name of Contractor (Applicant): _____ _____ <small>(Address) (City) (State) (Zip + four)</small> _____ / _____ / _____ <small>(Phone Number) (Fax Number) (E-mail Address)</small>
5.	Zoning Classification of Property: _____
6.	Description of Work to be done: _____
7.	Setbacks: front, _____; rear, _____; side, _____; side, _____.
8.	Construction Cost: _____

Applicant Check List
1) Application _____
2) Site plan drawn to scale with accessory affidavit or survey showing location of proposed fence (2 copies)
3) Notice of Commencement over \$2,500.00 _____
4) Copy of Release of Easement (if applicable) _____

(Return completed form to the Zoning Office)



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Affidavit of Applicant

I, the undersigned, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application may be considered, and that if I am not the owner of the property, I have attached a notarized authorization from the owner(s) to submit with this application.

State of _____, County of _____ The foregoing instrument was acknowledged before me this _____ day of _____, _____ (Month) (Year) by _____ who is personally known to me or; has produced _____ as identification and who did / did not take an oath.

Signature of Notary

Signature of Applicant

Printed Name of Notary

Commission Number

Property Owner's Consent

I, _____, property owner of _____ (print name) do hereby give _____ permission to file this application to allow the use of this property for: _____

State of _____, County of _____ The foregoing instrument was acknowledged before me this _____ day of _____, _____ (Month) (Year) by _____ who is personally known to me or; has produced _____ as identification and who did / did not take an oath.

Signature of Notary

Signature of Owner

Printed Name of Notary

Commission Number

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Some Requirements for Residential Fences

Chain Link and Wood Fences must be six feet (6'), or less, in height
Height is measured from natural grade (Masonry fences are considered Walls and require a Building Permit)

All fences and walls shall be installed with the finished side facing the adjacent property or the public right-of-way. All fence posts must be located on the inside of the fence facing the property on which the fence is located unless the fence is designed and constructed to look the same on both sides. No element of fences and walls shall encroach on an adjacent lot or right-of-way.

Gates, columns, posts, and finials may exceed the maximum height of the fence by no more than one foot. Pergolas or arches associated with a gate or entrance may be permitted up to ten feet in height.

If the property abuts a body of water, no fence or wall greater than four feet in height shall be permitted closer than 10 feet to the Mean High Water line, seawall, or the property line, whichever is more restrictive.

In all residential districts except Residential Estate (RE), side and rear setback requirements shall not apply to fences and walls six feet high or less behind the minimum front setback line, except for a corner lot where a side property line abuts a road, the setback shall be a minimum of 7.5 feet of the property line

Chain link fences, picket fences and fences of open construction located between the front property line and the front of the principal residence **are limited to 4' high.**

Wood stockade fences and solid or opaque fences of any material located between the front property line and the front of the principal residence **are limited to 3' high.**

Properties located within the Charlotte Harbor CRA and Manasota Key Overlay will need additional review for compliance.

See zoning counter for details.

All semi-solid wood fences of six feet or less in height must meet the following structural requirements:

1. Posts must be pressure treated with a minimum dimension of 4" x 4" .
2. Maximum spacing of posts is eight feet on center.
3. Please select the type of construction for the fence
 - a. Posts must be embedded at least two feet in the ground when they are set in concrete, and at least three feet in the ground when directly embedded.
 - b. Fasteners used to attach the fence panels to the posts must be galvanized. The minimum size fastener is 20d nail, 3" x ¼" lag bolt or 3" screw.



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Charlotte County, Florida

Charlotte County Easement Encroachment Agreement (For Residential Fence ONLY)

I, _____ as owner of
(please print name of property owner)
the _____ located at _____
(specify type of easement) (address of property)
agree, on this _____ day of _____, 20____, that I will move or
replace said equipment at my own expense in the event that Charlotte County or the
easement holder ever deems it necessary to utilize the easement at the above
premises. I also agree to release and hold harmless the easement holder. This
agreement shall run with the land. Said property is located at the following address:

(Address) (City) (Zip + four)

Owner's signature: _____

STATE OF FLORIDA COUNTY OF CHARLOTTE

The foregoing instrument was acknowledged before me this _____ day
of _____, 20____, by _____, who is personally
known to me () or has provided the following identification _____,
with expiration date: _____ and who did / did not take an oath.

Notary Signature: _____ Notary Stamp: _____

NOTE: This agreement must be recorded by the property owner with the Clerk of the Circuit Court prior to issuance of a residential fence permit, or placing the equipment in the easement, or obtain a Certificate of Occupancy, as may be applicable.



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"To exceed expectations in the delivery of public services."

Affidavit of Applicant for Accessory Structures

To be used only if a copy of the property survey is not available.

Applicant's Name: _____

Note: all site plans, drawings or sketches must be drawn to scale and shall include all buildings, easements, and setbacks.

Real Estate Services may be contacted at 941-764-5589 for information regarding easements.

I, the undersigned applicant, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, contractor, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all site plans, sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief.

Any costs, expenses, liens, lawsuits and liabilities that arise from the issuance of this permit regarding building location is the sole responsibility of the contractor and property owner. **It is also understood that the County does not verify the final location of structures or their setbacks and that all structures must be located in compliance with required setback regulations.**

State of: _____ County of: _____

The foregoing instrument was acknowledged before me this _____ day, of _____ (Month)

_____ by _____ (Year)

who is personally known to me or has produced _____ as identification and who did / did not take an oath.

Printed Name of Notary _____

Signature of Applicant (or Contractor) _____

Signature of Notary _____

Contractor License Number _____

Commission Number _____

Phone: Area Code & Number _____

(Return completed form to the Zoning Office)