

# SUMMIT TOWNSHIP FENCE PERMIT PROCESS

## How to Apply For a Fence Permit...

The Zoning Department is providing the following information to aid applicants wishing to apply for a fence permit. To apply for a fence permit your first step is to pick up an application packet from the Building Department or the Zoning Department.

### Fences

#### Fence Heights:

- A. Residential Districts: Fences in all residential districts, whether or not the same fully enclose a property, shall not exceed 6' in height as measured from ground level in side yards and backyards. Fencing in front yards shall not exceed 4' in height, as measured from ground level. Front yards, for the discussion of fencing, are defined as the property located between the street/road right-of-way and the front façade of the building. Yards bordering any street right-of-way shall be considered front yards. In all cases, ground level does not include berms, but would include any terracing needed to make a yard usable.
- B. Other Districts: Fences in all other districts shall not exceed 6' in height, except as otherwise required by this ordinance or the Planning Commission in the site plan review process. Fences in commercial, office and industrial districts may be required to exceed 6' in height where the same abut office or residential districts.

#### Fencing Material requirements:

In no case shall barbed wire be used in any residential, office, or commercial district and razor wire will only be used in those districts to secure essential services. Application can be made to the Zoning Board of Appeals for deviating from these requirements in the Rural Non-Farm District. In all cases, the fronts of fences shall face street rights-of-way and adjoining properties.

#### Fencing Permit Requirements:

A fencing permit is required for the erection of all fences. A site plan with the location of the proposed fencing and its position in regard to street/road rights-of-way and the main structure on the site shall be submitted to the Township using the building application. The fee for the permit shall be established by the Township Board.

## Submitting the Application:

The next step is to submit a completed application to the Zoning Department with all the required information attached. The required information is as follows:

### Fence Permit Application Requirements:

1. The applicant's name and address in full, and a complete description of the relationship to the property owner.
2. If the applicant is not the property owner, the signature of the property owner concurring with submittal of the application.
3. Address of the property.
4. An accurate scale drawing of the property showing location of all buildings and structures and their uses, and location of the proposed fence(s).
5. A complete description and scale drawing of the fence(s), including height and setback dimensions.

All information regarding permitted and prohibited fences can be obtained from the Summit Township Zoning Ordinance. The Zoning Ordinance is available online at: [www.summittwp.com](http://www.summittwp.com)

If there are additional questions concerning fences, contact the Zoning Department at (517)788-4113, Ext. 240.

### Review of Application:

The Zoning Department will review the application to determine if the proposed fence(s) meet the criteria as required in the Summit Township Zoning Ordinance. The Zoning Department may ask for additional information or require changes. In this case, the review process will depend on how long it takes for applicant to respond.

Application review will typically be completed within 5 working days. The application will either be approved or denied. **Approval** signifies that all required criteria has been met and the permit is ready to be issued. **Denial** of the application would be due to the inability to meet the minimum requirements as set by the Summit Township Zoning Ordinance, incomplete application, inconsistencies with the application, or other reasons as determined by the application reviewer. Reasons for the denial will be noted and made available to the applicant.

### Note

It is illegal to install a fence without a permit.

# Fence Permit Application

## SUMMIT TOWNSHIP

2121 Ferguson Rd  
Jackson, MI 49203  
Phone: 517-788-4113  
Fax: 517-783-2552

Parcel ID	Zoning District
Property Address of Fence	

### Property Owner Information:

Owner Name			
Address			
City		State	Zip
Telephone	Fax	Email	

### Building Tenant/Occupant:

Business Name		Contact	
Address			
City		State	Zip
Telephone	Fax	Email	

### Fence Company:

Business Name		Contact	
Address			
City		State	Zip
Telephone	Fax	Email	
State Contractors License#			

<b>Type of Work</b> <input type="checkbox"/> New Fence <input type="checkbox"/> Relocation <input type="checkbox"/> Renovation <input type="checkbox"/> Replacement <input type="checkbox"/> Temporary
<b>Type of Fence</b> <input type="checkbox"/> Chain Link <input type="checkbox"/> Stockade <input type="checkbox"/> Lattice <input type="checkbox"/> Barbed Wire <input type="checkbox"/> Razor Wire <input type="checkbox"/> Electric
<b>Fence Location</b> <input type="checkbox"/> Front Yard <input type="checkbox"/> Rear Yard <input type="checkbox"/> Side Yard(s) <input type="checkbox"/> Entire Property <input type="checkbox"/> Pool Area
<b>Zoning District</b> <input type="checkbox"/> Agricultural <input type="checkbox"/> Residential <input type="checkbox"/> Multiple Family <input type="checkbox"/> Office <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial

### Fence Description

Length of Fence(s) being installed:			
Front Yard	Rear Yard	Side Yard(s)	Total
Height of Fence(s) from grade:			
Front Yard	Rear Yard	Side Yard(s)	Other Areas
Will fence(s) front on more than one street? YES / NO (list all street/road names below)			
Street/Road Names:			
Front:	Rear:	Side:	
Will the Fence project beyond property line? YES / NO			
Are there existing fences on the property? YES / NO If Yes, give location(s)			

**Attachments**

Please ensure the following has been completed:

- ☐ Completed Fence Permit Application
- ☐ Existing Fence Survey (list any other existing fences on the property including height)
- ☐ Site Plan Drawn to Scale (2 copies showing building frontage, curb lines, property lines, and location of sign on property).
- ☐ Street/Road Names and Right of Way (Right of Way confirmation from Jackson County Road Commission)
- ☐ Engineering Drawings if required for Office, Commercial, Industrial and Other Properties
- ☐ Fence Description Section

**Declaration of Applicant / Agent**

The issuance of a permit shall not be construed to be a permit for, nor approval of, any violation of any Ordinance adopted by Summit Township. I hereby acknowledge that I have read this application and state that the above is correct and agree not to start project until this application is approved, and shall comply with the laws of the United States, State of Michigan and the County of Jackson and its agencies and the fence regulations, Zoning districts, and the Building Code as adopted by Summit Township. Any violation of the above noted terms will cause immediate revocation of this permit.

\$25.00 Zoning Compliance Fee  
\$25.00 Administrative Fee  
Total Fence Permit Fee: \$50.00

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

*Approved for permit issue by:*

\_\_\_\_\_  
ZONING ADMINISTRATOR

\_\_\_\_\_  
DATE

Zoning District and dimensional requirements are available at [www.summittwp.com](http://www.summittwp.com) – select Departments; under Zoning select Zoning Ordinance