



**City of Valley Park**  
**55 Crescent Avenue**  
**Valley Park, MO. 63088 Phone:**  
**(636) 225-5171**  
**kberry@valleyparkmo.org**



## **Fence Permit Guide Sheet**

### **General:**

A complete building permit application, along with three (1) set of plans and a PDF copy may be submitted to the Valley Park City Hall at 55 Crescent Avenue between 8:00 a.m. and 4:30 p.m. Monday through Friday.

The plan review takes on average of 2 to 3 working days. When approved, the applicant will be notified.

This is intended as a general guideline, additional items may vary or additional items may be required. Failure to submit all of the below listed information will result in a delay in processing your permit application

### **Application Requirements:**

1. Completed building permit application.
2. PLOT PLAN - Must show location of proposed fence with measurements to the property lines and structures, showing all easements. Fences **CAN NOT BE** erected beyond the front building line. Indicate patterns and directions of all surface drainage. Plot Plan must be signed and sealed by a registered Land Surveyor.
3. FENCE PLANS - Provide a description of the proposed fence. Also include drawings or pictures of the proposed fence.
4. ADDITIONAL INFORMATION - Additional information or drawings may be required by the City of Valley Park.

**FEES:** Fees are based on construction cost and one final inspection.



# FENCE PERMIT / APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT  
55 CRESCENT AVENUE  
VALLEY PARK, MO. 63088 · (636) 225-5171 ·

PERMIT #: FE

LOCATION (ADDRESS):	DATE:
OWNER:	PERMIT NUMBER: <b>FE</b>
CONTACT PERSON:	PERMIT FEE:
PHONE:                                      EMAIL:	MAIL TO: Homeowner    Contractor

CONTRACTOR:	CONTACT PERSON:
ADDRESS:	PHONE:

## FENCE INFORMATION

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> PRIVACY     | <input type="checkbox"/> CHAIN LINK   |
| <input type="checkbox"/> NON-PRIVACY | <input type="checkbox"/> WOOD         |
|                                      | <input type="checkbox"/> VINYL        |
| <input type="checkbox"/> POOL        | <input type="checkbox"/> OTHER: _____ |

- ☐ CORNER LOT\*
- ☐ STREETS AT FRONT & REAR OF PROPERTY\*

HEIGHT FROM GROUND: \_\_\_\_\_ FT / IN.

DEPTH IN GROUND: \_\_\_\_\_ IN.

## \*CONDITIONS

*(These conditions apply only to corner or double-frontage lots)*

- No part of the fence may be located in the public right-of-way.
- Fence must have a gate to provide access to right-of-way for maintenance purposes.
- Fence must be erected with the finished side facing the roadway.
- Fence must blend with existing nearby front yard fences in orientation, color, style, height, materials, and location.
- Fence must be located so as not to obstruct the view of motorists or pedestrians in the vicinity.

**Two copies of your plot plan, showing the location of the fence, must be submitted with this application.**

*I hereby certify that the information contained in this application and accompanying drawings or plats is correct, and that I will conform with all applicable laws of the City of Valley Park.*

*The undersigned warrants either (i) the plans have been approved by any applicable Board of Trustees, or other subdivision governing body; or (ii) that there is no relevant subdivision Board or Trustee group for which approval is required.*

\_\_\_\_\_  
OWNER/CONTRACTOR

\_\_\_\_\_  
DATE

► REVIEWED ◀

\_\_\_\_\_  
PLANS EXAMINER APPROVAL

\_\_\_\_\_  
INSPECTOR APPROVAL (if needed)

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