



Application for Fence Permit

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

This application is required for fencing within the corporate limits of Shepherdstown (for residents and businesses), that involve the construction or modification to fencing. A review of the application shall be approved or rejected by the Planning Commission. If approved, the project permit is valid for one year from the date of issuance. Please reference [Title 9, Section-803](#).

Applicant's Name: _____
(Must be Property Owner)

Street Address of Proposed Fence: _____

Mailing Address: _____

City State Zip

Telephone: _____ **Email** _____

Description of Work:

Cost Estimate: _____

Contractor Performing the Work: _____

Contractor's Business License: _____
A copy of the contractor's Shepherdstown business license or license application MUST be attached.

Project Category I - provide the following:

_____ PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

_____ MATERIAL AND COLOR SAMPLES for exterior finishes

_____ SITE PLAN is required. See sample site plan (link to diagram) Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

_____ Setback from property boundaries

Date: _____

Signature: _____
(Applicant)

Print Name: _____