



# City of Hamilton

## FENCE PERMIT APPLICATION

**\$10.00**

Review of application is ten working days.  
Please email completed application and any  
required documents to:  
pwclerk@cityofhamilton.net or dpwsec@cityofhamilton.net

### OFFICE USE ONLY

PERMIT # FENC- \_\_\_\_\_

Plans Attached: \_\_\_\_\_ Date Closed: \_\_\_\_\_

Application Taken By: \_\_\_\_\_

Permit Approved By: \_\_\_\_\_

Building Official

Date

Bonded: \_\_\_\_\_ No \_\_\_\_\_ Yes

On File City of Hamilton Building Department: Contractor License # \_\_\_\_\_ Expiration date: \_\_\_\_\_

Hamilton Business License # \_\_\_\_\_ Expiration date: \_\_\_\_\_

**Project Address:** \_\_\_\_\_

Proposed start date: \_\_\_\_\_

Description of work to be performed (please be specific):  
\_\_\_\_\_  
\_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_ Company: \_\_\_\_\_

Home or Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ Company: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

On Site Contact's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Contractor/Company:** \_\_\_\_\_ Contact Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**PLEASE NOTE: THE CITY OF HAMILTON IS NOT RESPONSIBLE FOR  
PROVIDING PROOF OF LOT LINE LOCATIONS AND/OR LOT DIMENSIONS.  
THIS RESPONSIBILITY BELONGS TO THE APPLICANT/PROPERTY OWNER.**

I HAVE READ THE CITY'S RULES, REGULATIONS, AND REQUIREMENTS AND HEREBY AGREE TO COMPLY WITH  
ALL SPECIFICATIONS ENFORCED BY THE CITY.

**Applicant's Signature:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**SITE PLAN REQUIREMENTS FOR  
FENCE, SIGN, IRRIGATION, & ENCROACHMENT PERMITS**

**The following checklist must be completed and signed by the applicant before plans can be reviewed.**

Two sets (2) of site plans are required for new construction, additions or remodeling which results in a significant change to a primary area.

**Address or legal description of site:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

1. Boundary corners and dimensions of property.
2. Locations of existing and proposed structures.
3. Identify all current and proposed building uses.
4. Show names of existing streets.
5. Show alleys.
6. Show distance from property boundary to curb or edge of street.
7. Show distance between all structures.
8. Show distance from all structures to the property boundaries.
9. Show existing and proposed curbs, sidewalks, driveways and entrances to structures.
10. Indicate scale of drawing (1" = 20' preferred, 1" = 50' maximum).
11. North arrow required.
12. Provide legal description and/or address of property  
(on plat map from County Clerk & Recorder).
13. Show all easements and all easement dimensions.
14. On Fence Permits show any existing fences and proposed fences and indicate height

**Note: All Site Plans shall be designed in accordance with the City of Hamilton Ordinances and Design Regulations and the City of Hamilton Municipal Code.**

**ATTEST**

I HEREBY ATTEST THAT ALL THE INFORMATION SUBMITTED ON THIS APPLICATION AND SITE PLAN IS TRUE AND ACCURATE.

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Please use the graph paper to provide us with a diagram of your project.



## Hamilton, MT Municipal Code

### 17.16.050 - Fences.

Fences erected after the effective date of this title shall meet the requirements specified within this chapter and shall require a fence permit.

#### A. Front property line.

1. Sight-obstructing fences shall not exceed four feet in height.
2. Non-sight-obstructing fences shall not exceed six feet in height.
3. Fences constructed on a front property line shall be set back a minimum six inches from that property line.

#### B. Side property line.

1. Sight-obstructing fences shall not exceed four feet in height to a distance of ten feet set back from the front yard property line.
2. Non-sight-obstructing fences shall not exceed six feet in height on the side property line.

#### C. Rear property line.

1. Sight-obstructing or non-sight obstructing fences located on the rear property line shall not exceed six feet in height.
2. Fences constructed on the rear property line shall be set back six inches from the rear property line.

#### D. Definitions.

1. Fence means a structure constructed of wood, metal, block, brick, stone or any other material other than natural vegetation to create a barrier.
2. Sight-obstructing shall mean any fence structure where the fence material obstructs twenty-five (25) percent or more of the clear visibility through the fence.
3. Non-sight-obstructing shall mean any fence structure where the fence material obstructs twenty-five (25) percent or less of the clear visibility through the fence blocked.

**E.** Fences constructed more than six feet high shall require a variance approved by the zoning board of adjustment.

**F.** Fence permit approved by the zoning administrator and/or designee is required for all fence construction within the City of Hamilton boundaries.

**G.** Property owner is responsible for providing proof of property boundaries prior to construction of fence.

**H.** Fences constructed on public rights-of-way, streets or alleys are prohibited and shall be required to be removed.

**I.** In all cases for the placement, construction and/or the removal of a fence, the owner must call line locators at 1-800-424-5555 prior to the start of the project.

(Ord. 225 (part), 2003)