



# VILLAGE OF BROOKFIELD

Community & Economic Development  
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## Fence

### Application Checklist

#### Part 1: Submittal Requirements

I certify that the following items have been included as part of a complete fence permit application:

- Completed and signed Building Permit application form.
- If job is to be completed using a contractor, the applicant is to provide a copy of the signed contract in connection with fence work and ensure that the contractor is registered with the village.
  - If job is to be completed without a contractor, the home owner is to provide a detailed scope of work / materials list and a signed home owner's waiver accepting liability for the performed work.
- Copy of the property's legal plat of survey with location of the fence installation indicated.

#### Part 2: Fence Description

Please complete the following:

Location on property: \_\_\_\_\_

Fence Style: \_\_\_\_\_

Fence Height: \_\_\_\_\_

Fence Length (All Sides): \_\_\_\_\_

#### Part 3: Acknowledgments

The applicant hereby acknowledges:

- Fence will be installed inside the property line.  
*It is the responsibility of the homeowner and the installer to erect the fence on the homeowner's property. The Village of Brookfield is not responsible for any encroachments onto the neighboring homeowner's property. If there is any work being performed on a neighboring property, a letter is **REQUIRED** from the neighboring property owner.*
- Fence will be constructed with the finished side facing outwards (away from property.)
- Fence post holes will be three feet (3') deep.
- Fence will **NOT** be installed "back-to-back" with another fence.  
*It is the responsibility of the homeowner and his or her installer to verify that fences will only be installed along a property line where a fence does not already exist. If there is an existing fence along or within a neighboring property, a letter written from the neighboring property owner stating that the fence may be removed is **REQUIRED**. Fences installed in violation of this provision will be required to be removed.*
- Fence will adhere to all Village of Brookfield Zoning Code setback requirements.

Signature of Owner or Authorized Agent: \_\_\_\_\_

Printed Name of Owner or Authorized Agent: \_\_\_\_\_