

City of Hartford
Building Inspection
109 N. Main Street
Hartford, WI 53027
262-673-8277

Office Hours
Monday – Friday
8:00 – 9:00 a.m.

Fence Permit Submittal Requirements

1. Plot Plan (to scale: example: $\frac{1}{4}'' = 1'$; show all structures, streets, easements, overhead power lines)
2. Completed Permit Application: provide names, addresses, phone numbers and license numbers for all contractors.
3. Signed cautionary statement and conditions of approval.
4. Description of fence (style, height).

Code Requirements

Height and placement restrictions vary depending on type of lot and location of fence on lot. Please contact the Planning Department at 673-8272 for restrictions specific to your lot.

Other requirements:

**Check your subdivision/homeowners' association restrictions for any that apply to fences.

**Easement restrictions apply, contact the Planning Department for more information.

~~6 ft. max height: decorative: open: to lot line~~

6 ft. max height: can be closed (privacy): to lot line

~~4 ft. max height: open: decorative: to side lot line~~

4 ft. max height: open: decorative: 1 ft. from right of way (2 feet back from sidewalk)

OR

3 ft. max height: closed: decorative: 1 ft. from right of way (2 feet back from sidewalk)

For Official Use Only
Approved By: _____

Permit No: _____
Tax Key No: _____
Date Issued: _____

City of Hartford / 109 N Main Street, Hartford, WI 53027
262-673-8277
Residential Building Permit

Address of Work: _____
Owner's Name: _____
Owner's Mailing Address: _____
Owner's Phone #: _____
Owner's Email: _____

Contractor's Name: _____
Contractor's Address: _____
Contractor's Phone #: _____
Contractor's Email: _____
Building/Dwelling Contractor Certification #: _____ Qualifier#: _____

PERMIT FOR (Details of work): _____

PERMIT HOLDERS/APPLICANTS: The undersigned applies for a permit to do work described according to the filed plans and specifications, and located as shown on the attached plot plan. the undersigned agrees that the work will be done in accordance with the description, plans, and specifications in compliance with the building code, zoning ordinance and all other ordinances of the City and requirements of the State of Wisconsin, applicable to the premises. The undersigned further applies for a permit to occupy the premises for the uses and purposes as set forth in strict accordance with all the provisions of the City zoning ordinance and all other ordinances of the City, Washington County and State of Wisconsin, applicable to the premises. The undersigned agrees that the premises will not be occupied until ordinance has been approved by the City Building Inspector. The undersigned agrees to call for all required inspections, allowing up to 2 business days for inspection before proceeding.

Project Cost: \$ _____ Owner/Contractor
Signature _____

OFFICE USE ONLY	
Zoning Review Required? _____	Approved? _____
Permit Fee *please note \$55.00 minimum	(100.240.440000.44250) _____
Property Records/Maintenance Fee	(100.135.443900.44390) _____
Processing Fee *required \$15.00	(100.125.461100.46112) _____
Technology Fee *required \$5.00	(100.240.440000.44440) _____
Work Started Without A Permit	(100.240.440000.44250) _____
Total Fees	\$ _____

Fence Information
City of Hartford

- Utility Easement: The City does not forbid closing off an easement, but does not recommend it. I understand that if I close off an easement with a fence, and the City and/or Utility needs to gain access to perform work, damage repair by the City and/or Utility is limited to grass reseeding.
- Drainage Easement: Placing a fence over a drainage swale or drainage easement can cause drainage problems. I understand that if I place a fence over a drainage easement or swale, I will place the fence at least 4" above the grade of the property, if the fence is of a closed style. If the fence is of an open style, it may be placed at grade.
- Other Easements. I understand that there may be other easements restricting the use of my property. The City does not maintain records of these easements or review them for compliance. I understand that nothing in the issuance of a building permit supersedes an existing easement and that it is my responsibility to comply with the requirements of any existing easement.
- I understand that the City cannot involve itself in boundary disputes and that the correct placement of the fence is my determination and responsibility. I understand that a survey may be required to determine the boundary of my property. I understand that the City does not inspect for the correct placement of the fence.
- I understand that if I place my fence up to my lot line, I need to be able to maintain the outer portion of the fence from my lot or have owner permission to enter neighboring properties to maintain the fence.
- I understand that if I choose to place my fence back from my lot line, notifying neighboring property owners that my lot extends past the fence is my responsibility.
- I am not placing my fence on land that has been designated as environmental corridor.
- I understand that maximum fence heights are measured from the ground, and include decorative post tops.
- If I am erecting a fence with an unfinished and finished side, I agree to place the finished side toward neighboring properties.
- I have checked or will check with my Homeowners' Association for restrictions.
- I understand that I need to contact Diggers Hotline for marking my property.

Owner signature and printed name

Address

Date

CAUTIONARY STATEMENT TO OWNERS OBTAINING
UDC BUILDING PERMITS

101.65(1r) of the Wisconsin Statutes requires an owner who applies for a building permit to sign a statement advising the owner that:

If the owner hires a contractor to perform work under the building permit and the contractor is not bonded or insured as required under ss101.654(2)(a), the following consequences might occur:

101.65(1r)(a)

a. The owner may be held liable for any bodily injury to or death of others or for any damage to the property of others that arises out of the work performed under the building permit or that is caused by any negligence by the contractor that occurs in connection with the work performed under the building permit.

(1r)(b)

b. The owner may not be able to collect from the contractor damages for any loss sustained by the owner because of a violation by the contractor of the one and two family dwelling code or an ordinance enacted under sub.(1)(a), because of any bodily injury to or death of others or damage to the property of others that arises out of the work performed under the building permit or because of any bodily injury to or death of others or damage of property that is caused by the negligence by the contractor that occurs in connection with the work performed under the building permit.

ACKNOWLEDGED AND ACCEPTED:

owner

date

Owner copy

File copy

Combinations of any of the above uses shall provide the total of the number of stalls required for each individual use. The Zoning Administrator shall enforce off-street parking requirements as defined in this ordinance.

13.0502 LOADING REQUIREMENTS

On every lot on which a business, trade, or industrial use is hereafter established, space with access to a public street or alley shall be provided on the premises as indicated in the district regulations for the loading and unloading of vehicles.

13.0503 TRAFFIC VISIBILITY

No obstructions such as structures, automobile parking, fences, or dense vegetation shall be permitted in any district between the heights of two and one-half (2-1/2) feet and seven (7) feet above the mean curb grades within the triangular (vision clearance) space formed by any two existing or proposed intersecting street or alley right-of-way lines (property lines) and a line joining points on such lines located a minimum of 15 feet from their intersection. In the case of arterial streets intersecting with other arterial streets or railways, the corner cutoff distances establishing the triangular vision clearance space shall be increased from 15 to 25 feet.

13.0504 DRIVEWAYS

All driveways installed, altered, changed, replaced, or extended after the effective date of this ordinance shall meet the following requirements.

- a) In all Rs Districts, the minimum distance between driveways shall be ten (10) feet; the minimum distance between driveway and lot line shall be five (5) feet; the maximum width of a driveway shall be 25 feet at the curb line and 20 feet at the right-of-way line. Widening of a driveway on the yard side of the right-of-way line shall, as a minimum, provide for yard area at a 45 degree angle from the property line to the yard side of the driveway. Only one (1) driveway per lot is permitted. The minimum distance between driveway and lot line is waived in the case of joint driveways approved by the Plan Commission. (AMENDED 7/23/90--ORDINANCE NO. E-158; AMENDED 6/25/96--ORDINANCE NO. E-337; AMENDED 11/26/02--ORDINANCE NO. E-505)
- b) In all Rd Districts, the minimum distance between driveways shall be ten (10) feet; the minimum distance between driveway and lot line shall be five (5) feet; one driveway per dwelling unit is permitted. Where separate driveways are installed, the maximum width shall be 25 feet at the curb line and 20 feet at the right-of-way line. Widening of a driveway on the yard side of the right-of-way line, as a minimum, provide for yard area at a 45 degree angle from the property line to the yard side of the driveway. Where a common driveway for both dwelling units is installed, the maximum width shall be 45 feet at the curb line, and 36 feet at the right-of-way line, with a 3-foot planting strip between garages. The minimum distance between driveway and lot line is waived in the case of joint driveways approved by the Plan Commission. (CREATED 6/25/96--ORDINANCE NO. E-337; AMENDED 11/26/02--ORDINANCE NO. E-505)

b) Bulk Regulations. Except as otherwise provided by this Ordinance, all accessory structures and uses shall observe the bulk regulations of the district in which they are located, provided that:

1) Detached accessory structures in residential districts, except fences, and satellite and conventional antennas.

a. Minimum side yard: 5 feet.

b. Minimum rear yard: 5 feet.

c. Minimum building separation: No detached accessory structure may be located less than ten (10) feet from any structure on the lot. (AMENDED 5/11/93--ORDINANCE NO. E-236)

2) Swimming Pools.

a. A fence or wall with no openings or breaks, except for gates, not less than four (4) feet in height must be placed around the pool or lot on which the pool is located, or the pool must be constructed with a self-contained fence and retractable ladder. If a pool is four (4) feet in height above surrounding grade, no fencing is required; however, a fold-up ladder which can be locked in the up position shall be required.

b. Swimming pools shall not be located closer than four (4) feet to any wall, fence, or structure.

3) Fences and Walls.

In all districts where fences are constructed which have only one finished or decorative side, the finished or decorative side must face the neighboring parcels. (CREATED 3/23/93--ORDINANCE NO. E-237)

a. Residential Districts. Decorative semi-open fences may be constructed and maintained in a required street yard to a maximum height of four (4) feet and shall be set back at least one foot from the street side property line. Decorative semi-open fences up to six feet in height may be allowed in a street yard provided that the fence complies with the minimum street yard building setback requirements. Decorative fences up to six feet in height shall be permitted in the interior side yard and rear yard provided that they are constructed within the lot boundaries. Those properties that have received permits for fences prior to passage of this ordinance (5/13/03) shall be allowed to continue as previously approved. (AMENDED 1/14/03--ORDINANCE NO. E-519; AMENDED 5/13/03--ORDINANCE NO. E-528)

b. Industrial Districts. Fences are permitted in any required yard and shall not exceed a height of ten feet (10'). Barbed wire may be used, but not on any portion of the fence below eight feet (8').

c. Business Districts. Fences are permitted in the required side yard or rear yard and shall not exceed a height of ten feet (10'). Barbed wire may be used, but not on any portion of the fence below eight feet (8').

c) For repairs (not including repairs to supporting members of the structure).

Any work not requiring a permit shall comply with the applicable setback, yard, height, and other requirements of this ordinance. Application for a zoning/occupancy permit may not be waived for any development in a floodland or shoreland wetland district.

13.1005 CONDITIONAL USE PERMITS

The City Plan Commission may authorize the Zoning Administrator to issue a conditional use permit for conditional uses as specified in each district and in Section 13.0400 after review and a public hearing, provided that such conditional uses and structures are in accordance with the purpose and intent of this ordinance and are not found to be hazardous, harmful, offensive, or otherwise adverse to the environment or the value of the neighborhood or the community. (AMENDED 6/25/96--ORDINANCE NO. E-331)

13.1006 FENCE AND OTHER SUPPLEMENTAL STRUCTURE PERMIT REQUIRED

No fence, awning, canopy, porch or other supplemental structure shall be erected or constructed in the City of Hartford until a permit is issued by the Building Inspector. A sketch or design of the structure, together with the location plot plan in duplicate, the name of the builder (if any), a written list of material to be used, and the cost shall accompany the application (see Section 13.0902).

13.1007 (REPEALED 7/23/90--ORDINANCE NO. E-158)

13.1008 SOLAR AND WIND ENERGY COLLECTION AND ELECTRICAL PRODUCTION DEVICES

Any active solar and wind energy collection, reflection, conversion, generation, transmission, or storage system and device external to the principal use structure or placed as an accessory or principal use on property within the City of Hartford shall be required to secure a permit for the erection of such system or device from the City Building Inspector prior to such erection or placing. Application for placement or erection of such systems or device shall include detail construction drawings of the entire system including any modification to structures, dimensions of the system and the structure to which it is affixed or connected, distances to the boundaries of the individual property on which the system or device is proposed to be placed, names of the owners of the property as well as names and addresses of individual persons or firms involved in the sale, fabrication, erection, placing, connection and insuring of such system or device. In addition, the applicant for such permit shall provide the Building Inspector with a site plan showing: the location of the system or device on the site and the approximate distance to any structures on adjacent properties; landscaping screens; fences; overhead electric, telephone and TV cables; and permanent ponds or pools of water. The applicant shall, in addition, provide evidence that all applicable county, state and federal regulations have been met and that all applicable regulations of the affected electric utility company have been met.

Essential Services - Services provided by public and private utilities, necessary or required for the exercise of the principal use or service of the principal structures. These services include underground, surface, or overhead gas, electrical, steam, water, sanitary sewerage, storm water drainage, and communication systems and accessories thereto, such as poles, towers, wires, mains, drains, vaults, culverts, laterals, sewers, pipes, catch basins, water storage tanks, conduits, cables, fire alarm boxes, police call boxes, traffic signals, pumps, lift stations, and hydrants, but not including buildings.

Facade – The portion of any exterior elevation on the building extending from grade to the top of the parapet, wall or eaves and extending the entire length of the building. (CREATED 12/10/02--ORDINANCE NO. E-512)

Family - One (1) or more persons related by blood or marriage occupying the premises and living together as a single housekeeping unit, as distinguished from a group occupying a boardinghouse, lodging house, club, fraternity or hotel.

Fence - A structure which is used as a boundary or means of protection or confinement and which is made of manufactured material or natural growth. (CREATED 8/11/92--ORDINANCE NO. E-214)

Fence, Decorative - A fence constructed of high quality wood, stone, brick, or similar material. Corrugated metal, sheet metal, plywood, corrugated fiberglass, wire mesh and chain link shall not be considered decorative for purposes of this ordinance. (CREATED 4/22/03—ORDINANCE NO. E-525)

Fence, Semi-Open – A fence typically constructed to allow visual access and light penetration into a site. Examples include picket, wood lattice, and split rail fences. Board-on-board fences shall not be considered semi-open for purposes of this ordinance. Openings must be a minimum of two (2) inches wide and spaced at intervals not exceeding a 2:1 opaque-to-opening ratio (when viewed perpendicularly to the plane of the fence) excluding fence supports shall be considered semi-open for purposes of this ordinance. An opaque fence or portion of a fence three feet or less in height shall be considered semi-open for purposes of this ordinance. (CREATED 4/22/03—ORDINANCE NO. E-525)

Festoon Lighting - A group of two or more incandescent light bulbs hung or strung overhead, not on a building or structure, which are exposed to persons on a right-of-way, or which are not shaded or hooded to prevent the direct rays of light being visible from the property line and announcements.

Flag - Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols used as a symbol of a government, political subdivision, or other entity.

Flashing Street Sign or Graphic - A street sign or graphic, any part of which varies with time in brightness or color. Any graphic possessing visible moving parts shall be considered a flashing street sign or graphic.

Flood - A temporary rise in stream flow or stage that results in water over-topping its banks and inundating areas adjacent to the channel. It should be noted that flooding can occur in areas not adjacent to streams or lakes due to overland movement of large quantities of storm water at the time of heavy or intense rainfall in a short period of time.