

Application Checklist for Fences

Required items:

- _____ Review Fee
- _____ Homeowner Deposit Fee
- _____ Signed Homeowner Agreement
- _____ **Pictures** of house elevations (front, sides, rear) showing the existing landscape surrounding area affected by changes and show any existing fence/wall on property.
- _____ **Survey:** A survey/site plan done by a licensed professional surveyor indicating property lines, easements, setbacks, the size, species, and location of all trees with a 6" DBH or greater, critical lines, structures, hardscaping, any other significant site features, and the North Arrow. (Min. Scale 1/8"= 1'-0" or 1"=10') (Minimum size: 11" x 17")
 - On survey/site plan indicate and provide:**
 - North arrow
 - All existing trees six (6) inches or greater in caliper identifying those to be removed, and tree protection zone of trees to remain, including those encroaching from adjacent property, as required by Town of Mt. Pleasant Tree Ordinance
 - Building footprint with overall dimensions and distances between proposed structures and property lines
 - Existing and/or proposed Fence and gate locations. Include height.
 - Existing and/or proposed gate locations. Include height and width.
 - For fence and or gate replacements and/or extensions indicate location of existing fence and gates and location of proposed extension and gates. Provide photos showing how fence will match, tie into, and relate with neighboring fences and/or other surrounding structures.
 - Show any trees encroaching from adjacent property and indicate any trees 6' DBH or greater that you will be removing to install fence.
- _____ **Accurate, detailed fence drawings:** (Minimum of 3/4"=1'-0")
 - Provide detailed drawings of fence style & framing construction and descriptive material details. Include all height and dimensions, material type and color for slats, posts, caps, and a detailed planting plan if proposing a living fence via spec sheets, samples, and/or photos.
 - Provide detailed drawings of gate style & framing construction and descriptive material details. Include height and dimensions, type and color of materials and framing and supports of gate, posts, caps, hardware specs and details of self-closing gate (if applicable) via spec sheets, samples, and/or photographs.
 - Provide drawing details showing how fence will tie into and relate with neighboring fences and/or other surrounding structures.
 - If tying into a neighbor's fence, submit permission in writing from neighbor.

OR

If proposing to match a fence already existing in l'On, instead of drawings, you may provide clear, detailed pictures of the existing fence & gate and framing construction. Also provide height & all dimensions, material details and color for slats, posts, caps, gate, and gate hardware.

- Provide photos or drawing details showing how fence will match, tie into, and relate with neighboring fences and/or other surrounding structures.
- If tying into a neighbor's fence, submit permission in writing from neighbor.

If proposing to replace an existing fence in the same existing locations with a new fence of different height and/or design that matches a fence already in l'On, instead of drawings, you may provide clear, detailed pictures of the existing fence & gate and framing construction. Also provide height & all dimensions, material details and color for slats, posts, caps, gate, and gate hardware.

- Provide photos or drawing details showing how fence will match, tie into, and relate with neighboring fences and/or other surrounding structures.
- If tying into a neighbor's fence, submit permission in writing from neighbor.
- It is highly recommended that you provide a survey/site plan, but it is not required if the new fence will be installed in the exact locations as the existing. However, additional pictures showing all locations of the existing fence must be submitted with the locations labeled.

Include the following on the site plan only if applicable to your proposed changes & provide the additional information requested for applicable item.

Tree Removals indicating:

- Existing & proposed tree removals for any trees with a 6" DBH or greater. Include size, species, and location.
- Submit a copy of the TOMP's written permission allowing removal of a protected tree with a 16" DBH or greater and tree mitigation schedule if required by TOMP.
- Letter from a certified Arborist may be required for removal of protected trees with a 6"-15" DBH.

**Trees 16" DBH are protected and must have TOMP approval to be removed. Exception are Gum, Bradford Pear, China Berry, Pines, River Birch, Mimosa, Chinese Tallow, Camphor, and White Poplar (unless located within a buffer or Right-of-Way or easement)*

**Trees with a diameter of 24" or greater are considered historic and approval from the Board of Zoning Appeals may be required prior to removal.*

Planting Plan indicating:

- Existing plants and proposed plant removals
- New plant locations, species, size, height at install and spacing (Plant schedule)
- If no landscape changes are planned, provide pictures of the existing landscape surrounding proposed fence areas and confirm that you have no landscape changes planned.