



Fence Permit Application

1. Site/Location/Address: _____ Ste or Lot # _____
 Subdivision: _____ Land Use: Residential or Commercial (circle one)
 Lot Width: _____, Lot Depth: _____, Lot Acreage: _____

2. Owners Name: _____ Phone #: _____
 Address: _____ Cell #: _____
 City: _____ State: _____ Zip: _____

3. **Code Compliance Certification:** I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, I have read, understand and will comply with all the provisions outlined hereon and the St. James City Code. I also certify that the plot plan(s), drawing(s) and sketch(s) submitted are a complete and accurate representation showing any and all existing and proposed structures on the subject property. I further understand and will comply with the developer responsibilities listed below.

Responsibilities of the Developer:

- A sketch must be included with this application. Graph paper is included for your convenience.
- Locating property corners and lot lines is the responsibility of the owner, a PLS (surveyor) may be needed.
- Contact and make application to MoDOT if development will require access from MoDOT controlled roadways.
- Contact and make application to MoDNR if development will require SWPPP, Erosion Control or Infrastructure.
- Contact and make application to USACE if development will impact USACE controlled waterway.
- Keep mud and debris off City & State ROW. You will be notified of any infraction(s).
- BEFORE YOU DIG:** Call 811 or go to www.mocall.com at least three days before you dig for utility locates.

Owner/Agent Signature: _____ Date: _____

Printed Name: _____ Phone #: _____

4. Contractor Business Information:

Contractors Business Name / Address	Contractor Contact	Business Lic#	Work Phone	Cell Phone
(Fence)				

*Notice: **ALL** Contractors and Builders must obtain a Business License at St. James City Hall prior to beginning any work on the site.

5. **Type Fence Requested:**

Chain Link Wood Manufactured Other Fence Height _____ ft/in.

Note: The attached Fence Permit Agreement must be completed and signed in accordance with Sec 25-71 (a) – (d) and submitted with this application.

Comments/Description of Work: _____

Applicant Signature: _____ Date: _____

Received By: _____ Date: _____



Fence Permit Approval

This section to be completed by applicant:

Site/Location/Address: _____ Ste or Lot # _____
 Land Use: Residential or Commercial (circle one) Estimated Project Cost: \$ _____ .00
 Owners Name: _____ Phone #: _____
 Address: _____ Cell #: _____
 City: _____ State: _____ Zip: _____

1. Type Fence Requested:

Chain Link Wood Manufactured Other Fence Height _____ ft/in.

Note: A Fence Permit Agreement must be completed and signed in accordance with Sec 25-71 (a) – (d) and be on file prior to approval.

2. Code/Plan Review/Zoning/Permit Expiration Dates/Fee Calculations

- a. Review of all applicable Chapters of the City Code was completed: Rev. By: _____
- b. All required sets of Plans/Drawings/Sketches were Submitted/Reviewed/Approved? Rev. By: _____
 ___ Site Plan ___ Survey Plat ___ Sketches
- c. Attachments: Fence Permit Agreement
 Protective Restrictions
 Conditions of Approval

Additional Requirements or Conditions of Approval: _____

BEFORE YOUR DIG: Call 1-800-344-7483 or 811. To request electronically, go to www.mocall.com at least three days before you dig to have all utilities located on your site.

Fee Calculations:

Flat Fee (Residential \$15 & Commercial \$25) _____ → \$ _____ .00

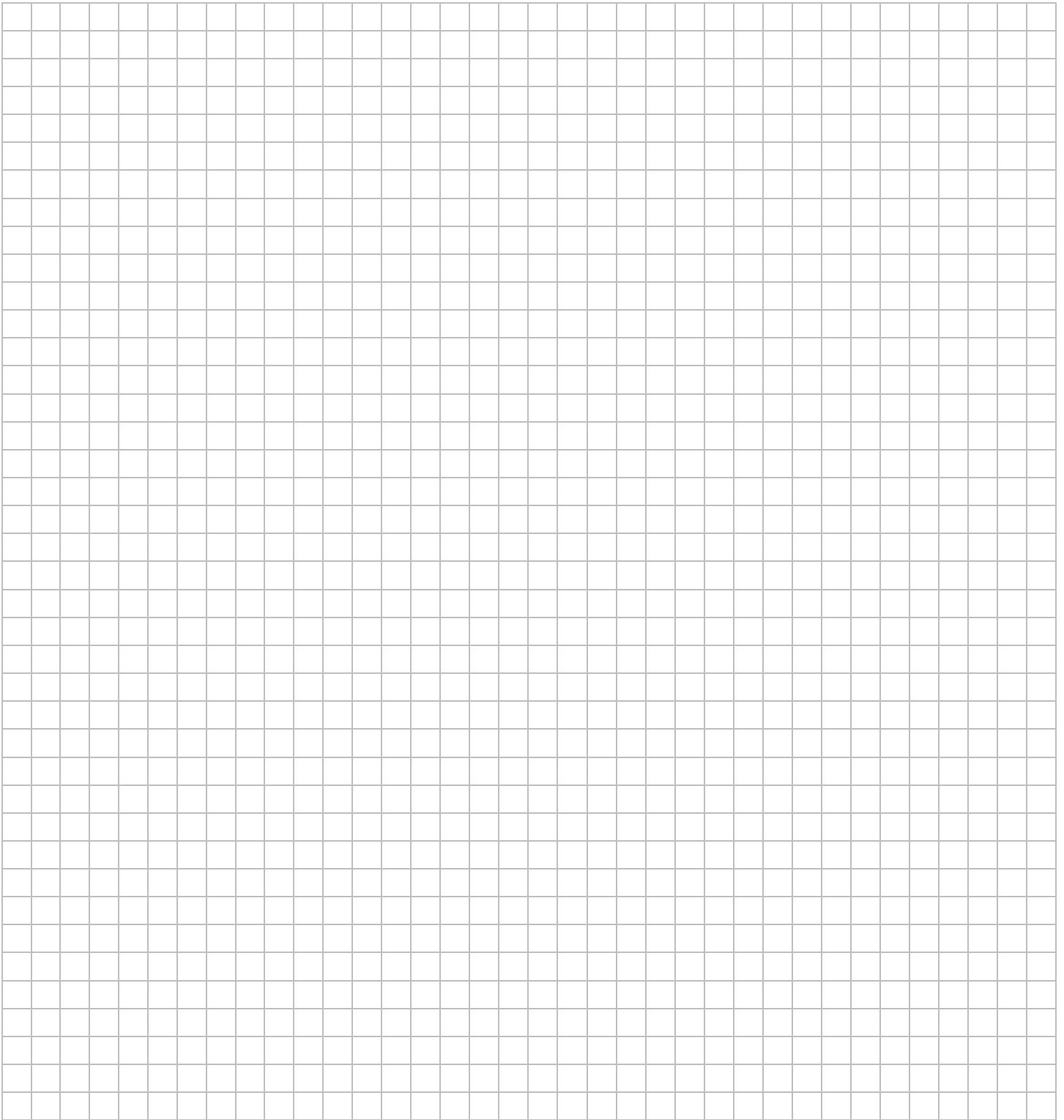
- d. Permit Approval Prepared by: _____ Date: _____
- Construction START no later than Date (plus six months): _____ Date: _____
- Construction COMPLETION (plus six months from start date): _____ Date: _____

NOTICE: This permit is issued in accordance with applicable City Code, Owner/Agent Permit Application and is to be constructed in accordance as shown on Plans, Drawings and/or Sketches and any Conditions of Approval or Protective Restrictions. Any deviation from the approved Plans, Drawings and/or Sketches and any Conditions of Approval or Protective Restrictions must be submitted to the City for Approval prior to changes being constructed.

Approved By: _____ **Permit #** _____

Any questions regarding the issuance of this permit are be directed to City of St James Code Enforcement at 265-7011.

Site Plan Sketch



**All of the following must be clearly marked on the site plan:
Property/Lot Boundary, Dimensions, Location of Structures, Easements, Existing Utility Infrastructure,
Location of Work to be done, Street, North Symbol, Setbacks, and any other pertinent information for
work.**

**Note: Engineer or Architect stamped drawings, plans, sketches and/or specifications may be required
dependent on project scope.**



(Date)

Permit Agreement for Placement or Construction of Fence

CITY of ST. JAMES

CODE – SECTION 25-72

Property owner shall agree in writing to the following conditions:

1. To notify Missouri One Call (Dig-rite) to locate the presence of all underground utilities prior to placement or construction of any such fence.
2. It is the responsibility of the property owner to identify all property boundaries.
3. Fence may not encroach onto any platted rights-of-way or onto any adjoining properties.
4. To maintain access to the lot on which the City maintains a public utility easement by:
 - a. Providing a gate with a minimum width of ten feet on both ends of the easement consisting of a single, ten-foot wide gate or two five-foot wide gates.
 - b. Agree to remove the fence in a timely fashion if notified by the City that access to the public utility easement is required.
 - c. Accepting responsibility for replacement or repair of the fence should city utility crews be required to remove the fence in order to gain access to the easement in an emergency situation or should the lot owner fail to remove the fence in a timely manner when notified to do so.

Owner: _____ Contractor: _____

Street Address: _____

I (we) agree to the above conditions.

(Owner Signature)

(Inspector Signature)

(Owner Signature)