



## Procedure for Building a Fence

- 1. Make sure your fence meets City zoning requirements:**
  - a. Fences are allowed in front yards, side and rear yards
  - b. Corner lots have two front yards, two side yards and no rear yards
  - c. Fences may be built up to the property lines, but must be at least 1 foot from any sidewalk
  - d. Fences may not block drainage
  - e. Fences 6' in height are required around new swimming pools
  - f. Fences cannot exceed 4' in height in front yards and 6' in height in side and rear yards
  - g. The finished or "good" side of the fence must face out
  - h. Fence posts must be on the owner's side with post sunk to a depth of at least 3'
  - i. No electric fences, barbed wire or spikes are allowed
  - j. Fences may be located in an easement; However if a fence is located within an easement, the fence may be moved and/or destroyed in the course of work within an easement. The property owner will not be compensated for any damage
- 2. Contact the City for a fence permit application and complete it.**
- 3. Submit the following materials to the City:**
  - a. Completed application
  - b. A site plan showing where the fence will be located on the property (can use aerial from the City)
  - c. A plan or picture of the fence
  - d. Permit fee of \$50 (checks made payable to the City of Monticello)
- 4. Locate your property pins, mark pins and location of the fence.** If pins cannot be located, the city reserves the right to require a survey to locate/set pins
- 5. Request a J.U.L.I.E. utility locate (1.800.892.0123 or [www.illinois1call.com](http://www.illinois1call.com)) at least 48 hours prior to starting work**
- 6. Build a fence**

### Note:

\*The city has information on the easements in the newer subdivisions. If the city does not have easement information on your property, it is the responsibility of the property owner to obtain that information from the county recorder's office or abstract company.

\*An aerial photograph of your property is available from the city.

\*Your permit is good for 6 months from the date of issue.



**City of Monticello  
Miscellaneous Permit Application**

Date: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**CONTRACTOR (If applicable):** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**LOT SIZE:** \_\_\_\_\_ by \_\_\_\_\_

**TYPE OF IMPROVEMENT:** \_\_\_ Fence \_\_\_ Deck / Patio \_\_\_ Porch \_\_\_ Pool \_\_\_ Sign \_\_\_ Other

**ANTICIPATED START DATE:** \_\_\_\_\_ **ANTICIPATED COMPLETION:** \_\_\_\_\_

**TOTAL ESTIMATED PROJECT COST:** \_\_\_\_\_

**PROPOSED SQUARE FOOTAGE:** Deck / Patio: \_\_\_\_\_ Porch: \_\_\_\_\_

**PROPOSED HEIGHT OF FENCE:** \_\_\_\_\_

\* **PLEASE NOTE:** The City may, at its discretion, require the location and/or setting of property pins by a licensed land surveyor..

I hereby certify that the proposed work is authorized by the owner or record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Application Date