



City of Annapolis

Department of Neighborhood & Environmental Programs

160 Duke of Gloucester Street

Annapolis, MD 21401-2517

DNEP@annapolis.gov • 410-263-7946 • Fax 410-263-9158 • www.annapolis.gov

Deaf, hard of hearing or speech disability - use MD Relay or 711

Fence Permit Instructions

City Code Chapter 17.34

General construction conditions

1. No part of the fence shall encroach beyond the property line and gate, nor shall any fence encroach upon any landscape easement, landscape buffer, conservation easement or City right of way.
2. Fence shall not be closer than 3' to any fire hydrant.
3. Fence installation shall not impede flow of existing storm water running through your property.
4. Fence installed over utility easement is not recommended and would be installed at owner's risk.
5. All wood in contact with earth shall be treated wood. Barbed wire or similar material is prohibited.
6. Any proposed fence exceeding 4' in height on the interior sides and rear yards and exceeding 3' in height on the corner sides and front yards requires the applicant notify abutting property owners including rentals and vacant properties. The fully executed Neighbor Notification Form or certified mail receipts must be returned prior to issuance of any permits.
7. If the fence is to be located in the Historic District, you will be required to file for Historic Preservation Commission (HPC) approval prior to obtaining a fence permit. You may contact the HPC at 410-263-7961.
8. Fence permits are required for all new work, replacements, repair and alterations to existing fencing and gates.

Submission requirements

1. Three (3) copies of scaled site plan showing proposed fence/gate location as well as setback information and length on all sides;
2. Three (3) copies of a picture or drawing of the type of fence proposed;
3. The attached Neighbor Notification Form if height of fence exceeds 4' above ground.
4. Application fee per Building Fee Schedule. *Additional fees may be due at time of permit pick up.*



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Fence Permit Application

City Code Chapter 17.34

Site address _____

Property Tax ID _____ Commercial _____ Residential _____

Applicant information

Property owner _____ Day phone _____

Address _____

Applicant _____ Day phone _____

Contractor information

Name _____ Day phone _____

Address _____

MHIC # _____ or MD State Construction # _____ Expiration _____

Dimensions _____ length x _____ height Cost of construction \$ _____

Type of fence _____ New work _____ Replace existing _____ Repair _____ Alter existing _____

Signature _____ Date _____

FOR CITY USE ONLY

Application fee paid _____ Permit fee _____ Due _____

Special conditions

Approval Date issued _____ by _____ **Permit #** _____

Yes No _____

Permit reviewer _____ Date _____

Yes No _____

Historic Preservation Commission _____ Date _____

Yes No _____

Planning & Zoning _____ Date _____

Yes No _____

DNEP final approval _____ Date _____



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Site plan for trees in development areas

Annapolis City Code Section 17.09 requires that:

- Any tree(s) greater than 4" in diameter at breast height (4.5 ft above the ground level) that are to be removed for construction or grade outside the Critical Area must be replaced at a certain ratio.
- Trees within the immediate proximity of the construction must be protected according to certain standard practices.]
- Any vegetation removed for construction or grade within the State's Critical Area (1,000 ft from mean high water) must be illustrated on the site plan and replacements will be required.

Please sketch your project below showing the limit of disturbance (LOD). Locate all trees and vegetation proposed to be removed as well as all trees and vegetation to be saved within the LOD and 15 feet beyond the LOD (see sample). In addition, any application for a building or grading permit, or any application for a development project requiring site design review in accordance with the requirements of Chapter 21.98, shall include a landscape plan at a scale of one inch to forty feet. The landscape plan shall be considered a part of the permit or site plan design review application and shall be subject to the review requirements and administrative procedures of the title or Chapter 21.98, whichever shall apply.

All applicable requirements regarding trees in development areas must be met prior to the issue of any City building and grading permits.

Not applicable (If your project does not disturb any trees or vegetation.)

Application date _____ for address _____

Owner _____ Date _____

- Limit of disturbance (- - -)
- To be removed (TBR)
- Tree protection fencing (-.-.-)
- 31" Sycamore
- 12" Maple
- 24" Oak (TBR)

**Proposed
addition**