770-730-5600
sandyspringsga.org

FENCE PERMIT CHECKLIST

Fence Permit Number: _____ Submittal Date: _____
Assigned by Staff

Subdivision Name (if any): _____ Tax/Parcel ID #: _____

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Contractor/Installer: _____ Phone: _____

Address: _____

Accepted/Denied by: _____
_____

Note to Applicant
Exemption: Per Section 4.11 of the Sandy Springs Zoning Ordinance, fences erected for agricultural purposes in the AG-1 district shall be exempt from permit requirements. Please indicate below if this exemption applies to the proposed installation.

_____ Does the applicant intend to erect a fence for agricultural purposes?

If the response is no, complete the requirements as noted below.

Minimum Submittal Requirements
The following documents are required in order to obtain a Fence Permit.

1. Completed Fence Permit Application.
2. A site plan showing the location of the fence consisting of either:
   a. Fence Installation Plan, or,
   b. Single Family Site Plan (SFSP) in lieu of the Fence Installation Plan.
3. Pool Permit (if applicable).

Review Questions
Of the following, please check all that apply.

- ☐ Fence will function as a gated enclosure around a pool
- ☐ Home Owner's Association approval required
- ☐ Required per the Sandy Springs Zoning Ordinance
- ☐ Required per zoning conditions
- ☐ Owner installed ☐ Contractor installed
- ☐ Chain Link ☐ Vinyl ☐ Vinyl Coated ☐ Galvanized
- ☐ Wood ☐ Barbed Wire ☐ Block ☐ Concrete ☐ Opaque
- ☐ Finished side of fence toward neighboring property
- ☐ 3 feet minimum distance between fence and right-of-way
- ☐ Fence higher than 8 feet

Required Fence Location Plan Items
Provide all items listed below. If not applicable, applicant shall note on this checklist. An incomplete application will not be accepted into the review process.

General Requirements

____ 1. Three (3) copies of the Fence Location Plan.

____ 2. Submittal fee and completed application.

Plan Requirements
Per Section 4.11 of the Sandy Springs Zoning Ordinance.

____ 1. Maximum sheet size shall be 24" x 36" (min. font size of 0.08).

____ 2. Project name and address, subdivision name and lot number (if applicable), landlot, district and zoning.

____ 3. Owner's name and complete address including zip code.

____ 4. Scale of drawing (1"=10 to 1"=40').

____ 5. Street name and boundary information including bearings and distances along all property lines.

____ 6. Lot building setback lines (per Sandy Springs Zoning Ordinance) labeled with dimensions to lot lines.

____ 7. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.

____ 8. Location of zoning buffers, access easements, sewer easements, drainage easements, etc.

____ 9. Location of any City of Sandy Springs tributary buffers and/or state water buffers, if applicable.

Utillities and Other Structures (Not Including the House)

____ 1. If a pool is proposed, the location of the pool must be shown. Provide dimensions relating the pool to the fence. **(Note: a Pool Permit will be required prior to SFSP and/or Fence Permit approval).**

Trees

____ 1. Location of any specimen trees. A specimen tree is any deciduous tree with a diameter at breast height (DBH) of 27 inches and larger, or a coniferous tree with a DBH of 24 inches and larger.

____ 2. Location of all landscape strips and tree save areas.

____ 3. Arborist approval required.

Pool Fencing Requirements
Per Section 4.11 of the Sandy Springs Zoning Ordinance.

____ 1. Permanent fencing and gated enclosures are required for all pools in the city.

____ 2. Fence design shall not produce a “ladder” effect that could aid in unauthorized climbing.

____ 3. Pool fences must include at least one gated exit with a minimum width of 36” wide. This exit must open outward and be self closing and self latching.

____ 4. The minimum height of the fence must be five (5) feet, and the maximum height of this fence shall not exceed eight (8) feet.

____ 5. Fences and walls used as fences, may not be finished with bright or primary colors. If only one side of the fence is to be finished, the fence shall be constructed with the finished side toward the neighboring property.