



*Incorporated Village of Woodsburgh*

30 Piermont Ave Hewlett, NY 11557

516-295-1400 • *Building@woodsburgh.gov*

Office Use Only

Permit #:

Date Issued:

Fence Application

Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_ SBL: \_\_\_\_\_

Email: \_\_\_\_\_ Tel #: \_\_\_\_\_

Mailing Address (if different from property): \_\_\_\_\_

**Submit:**

- Two (2) most updated surveys showing:
  - Location of fence
  - Setbacks from the property lines
  - Gates and the direction of opening
- A Photo of the type of fencing
- Permit Fee **\$200.00**

**Village Code**

- Rear & Side Yard Height & Setback:
  - 4 ft high Max
  - Set in from property lines for 4 ft high shrubbery along the exterior side of the fence
- Front Yard:
  - 48 inches high Max
  - Set 5 ft back from property line.
  - Shall not exceed 50% of the linear dimension of the front property line(s).

Fence Type: \_\_\_\_\_

Scope of Work \_\_\_\_\_

Color of Fence: \_\_\_\_\_

Height of Fence: \_\_\_\_\_

# of Gates: \_\_\_\_\_

***INSTALLER MUST PROVIDE THE FLOWING DOCUMENTATION:***

1. *Nassau County Consumer Affairs License*
2. *Insurance of Liability (Village must be certificate holder and additionally insured) Accord Insurance Form*
3. *Workers Compensation (Village must be certificate holder)- Required proof of Workers Compensation Insurance Forms:*
  - a. *Insured (C-105.2 OR U-26.3)*
  - b. *Self- Insured(SI-12)*
  - c. *Exemption (WC/DB-100 OR WC/DB-101)*

Contractor: \_\_\_\_\_

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

Email: \_\_\_\_\_

Tel #: \_\_\_\_\_

**Affidavit of Owner / Applicant**

State of NY

County of Nassau    SS:

I \_\_\_\_\_ being duly sworn, deposes and says; that all work being done on the premises in accordance with the statement in writing, and the plans of such proposed work is duly authorized by

\_\_\_\_\_  
Signature

Sworn To before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

**Notary Stamp**

**For Office Use Only:**

Permission as required by the Building Code of Woodsburgh to perform the work as described in the within statement and the attached plans and specifications, which are part hereof, is granted.

**Examined & recommended for approval on**

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date



**Village of Woodburgh**  
**OWNERS ACKNOWLEDGEMENT AFFIDAVIT**

I, \_\_\_\_\_ being duly sworn, depose and say that I am the owner of \_\_\_\_\_, and that I have authorized the work to be performed at my property by \_\_\_\_\_  
(Contractor).

I have read and understand the responsibilities stated below as the homeowner and person responsible while work is being performed on my property. I have familiarized myself with the conditions set forth for the issuance of the building permit as well as the Code of the Village of Woodburgh including but not limited to:

1. The Building Permit is valid for one (1) year from the date of issuance stated on the permit. If for any reason the work is not completed before the expiration date, you must obtain a six (6) month extension by submitting a request along with the fee that is due prior to the expiration date.
2. In order to obtain a Certificate of Occupancy or Completion the required documents must be submitted. (Electrical Certificate, Final Survey, any related documents required by the Building Inspector) and ALL inspections must be completed. The **homeowner** is responsible for all open permits.
3. Hours work can be done:
  - a. Monday through Friday – 8:00am to 6:00pm
  - b. Saturdays, Sundays and Legal holidays – **NO WORK**
4. The property must be kept clean and in safe condition at all times during construction.
5. Any and all changes to the approved plans must be submitted to the Building Department and approved by the Inspector.
6. Make sure your contractor has their vehicles parked legally along the street if they cannot park in your driveway.

I make this affidavit with the full knowledge that the Building Department relies upon the truth of the statements herein contained and in relying thereon will issue a permit called for in the application.

\_\_\_\_\_  
(Property Owner’s Signature)

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_  
(Notary’s Signature)

Notary Stamp:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Village of Woodsburgh Fence Code**

### **§ 150-50 Fences.**

- A. No fence or wall shall hereafter be erected or installed in the Village unless and until a permit for the same has been issued by the Building Official. No permit shall be issued for the erection of any fence or wall unless a survey, drawings and specifications shall first have been approved by the Building Official. No permit shall be required for the repair or replacement of a lawfully existing fence, or any portion thereof, where the repair or replacement is in kind, without the addition of new materials and without the extension, alteration or expansion of the fence or any part thereof, so long as the repair or replacement does not exceed 50% of the existing surface area of the fence. **[Amended 9-27-2004 by L.L. No. 3-2004]**
- B. Except as otherwise provided by law with respect to a fence erected or installed in connection with a swimming pool, no fence or wall in excess of four feet in height, as measured from the natural grade adjacent to such fence or wall, shall be permitted. This provision shall not apply to the repair or replacement in kind of an existing fence or wall, provided that the height of such existing fence or wall is not increased.
- C. No fence or wall shall be erected or installed within five feet of a front property line. Where a fence, or any portion thereof, is otherwise permitted to be located in a front yard, the portion of the fence which is located generally parallel to the front property line shall not exceed 50% of the linear dimension of the front property line(s). **[Amended 11-22-2004 by L.L. No. 4-2004]**
- D. All fences and walls shall be made of first-class materials and shall be constructed and installed in the best workmanlike manner known to the trade. All fences and walls shall be sturdy, plumb, level and true. Fences may be constructed of wood, masonry, metals, PVC plastic, or combinations thereof, or such other materials as may be satisfactory to the Board of Trustees (which determination may be made without a public hearing). All metal fences shall have a protective coating, and those fences of a style or type of construction known as "chain link" or "cyclone" shall comply with the specifications of the Chain Link Manufacturers' Institute. All wood fences shall have wood posts spaced not more than 12 feet apart. That portion of any fence, or its support structure, embedded in the ground shall be either of non-rotting materials or shall be treated in a manner to prevent or minimize rotting. Horizontal rails shall be securely fastened to the posts and shall be of sufficient strength to span the distance between the posts. Masonry fences or walls shall be set on a concrete footing at a depth not less than 18 inches into the ground. **[Amended 6-25-2001 by L.L. No. 3-2001]**
- E. All fences shall be properly maintained, and all gates and latches shall be maintained in good working order.
- F. All fences shall be constructed so that the finished side shall face the adjoining premises, or the street, as the case may be. In addition, all fences of any type deemed by the Building Official to be other than an "open fence" (except that such term shall not include a chain-link fence) shall be located a distance from the property line sufficient to permit appropriate landscaping to be placed and maintained on the property of the applicant, and between the fence and the property line, to screen the view of the fence from off the property on which it is located. The plan for such required landscaping shall be submitted to the Building Official with the permit application, and the installation and continued maintenance of such landscaping shall be a condition of any permit issued for such fence, whether or not stated in such permit. Where an applicant for a permit can demonstrate to the Building Official that it is impractical to install or maintain such landscaping by reason of the proximity of an existing fence on an adjoining property, the Building Official may issue a permit for erection or installation of the fence without requiring the installation and maintenance of landscaping, provided, however, that any such permit shall in such event be issued on the condition, whether or not expressly stated in the permit, that in the event that the fence on the adjoining property is removed, or ceases to exist as a functional fence, the permit applicant, or the successor in interest of such applicant, will install and maintain appropriate screen landscaping as approved or directed by the Building Official. **[Amended 6-25-2001 by L.L. No. 3-2001]**
- G. **~~Chain link or cyclone fencing shall not be permitted in any location where such fencing is visible from the public right-of-way or any private property on which the fencing is not located. "~~**