

## Fence Information & Checklist\*\*

- Provide 2 copies of survey indicating location of fence and gates.
- Provide a complete application, applications shall be completely filled out or indicate N/A if not applicable.
- Provide utility easement consents and removal forms if applicable.
- Provide completed land survey affidavit if survey not up-to-date.
- Provide completed fence permit affidavit.
- Provide photos of proposed location of fence.
- Permit fee

Fencing in side and rear yard may not exceed 8 feet in height.


Fencing forward of the front building line (including corner lots) shall not exceed four (4) feet in height.

Height shall be measured from the finished grade to the top of the fence (columns/posts excluded). Consideration shall be given to the adjoining property grade during installation.

Photos of the site prior to installation shall be submitted with the application. Photos of the site after installation (in the same orientation as the “before” photos) shall be submitted.

Indicate type of material; length of fence; height of fence; location of gates, if any;

Indicate in red “xxxxxx” on survey or site plan where fence will be placed. “ / ” shall indicate a gate location.

 It is advisable to notify/request approval from Homeowners Association prior to applying for a permit as the restrictions may be more stringent than that of the City. Please retain any approvals you receive for your records.

**\*\* Submittal requirements will include, but may not be limited to, the above listed documents.**

**Additional information regarding fence regulations are located at:**

[http://library.amlegal.com/nxt/gateway.dll/Florida/boynton/partiiiilanddevelopmentregulations\\*?f=template.s\\$fn=default.htm\\$3.0\\$vid=amlegal:boyntonbeach\\_fl](http://library.amlegal.com/nxt/gateway.dll/Florida/boynton/partiiiilanddevelopmentregulations*?f=template.s$fn=default.htm$3.0$vid=amlegal:boyntonbeach_fl)

(Part III Land Development Regulations, Ch. 3 Zoning, Art. V Supplemental Regulations, Sec. 2 Walls and Fences)

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FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$2,500 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$7500). PLEASE ADDRESS ALL ITEMS.

<sup>9</sup>  
**Fee Simple Titleholder's Name** (If other than owner): \_\_\_\_\_  
\_\_\_\_\_  
**Fee Simple Titleholder's Address** (If other than owner): \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Same as Owner

<sup>10</sup>  
**Bonding Company:** \_\_\_\_\_  
\_\_\_\_\_  
**Bonding Company Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Not Applicable

<sup>11</sup>  
**Architect/Engineer's Name:** \_\_\_\_\_  
\_\_\_\_\_  
**Architect/Engineer's Name Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Not Applicable

<sup>12</sup>  
**Mortgage Lender's Name:** \_\_\_\_\_  
\_\_\_\_\_  
**Mortgage Lender's Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Not Applicable

**WARNING TO OWNER:**

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

**NOTICE TO CONTRACTOR:** FOR A DIRECT CONTRACT GREATER THAN \$2,500 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$7500), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**OFFICE USE ONLY BELOW THIS LINE**

<sup>13</sup>  
**CODE EDITION/NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>14</sup>  
**USE (CHECK ONE):**  
 1 & 2 FAMILY     TOWNHOUSE     CONDOMINIUM  
 MULTI-FAMILY     COMMERCIAL     INDUSTRIAL  
 AGRICULTURAL - BLDG CODE EXEMPT     OTHER: \_\_\_\_\_  
\_\_\_\_\_  
 USE CHANGE: \_\_\_\_\_  
\_\_\_\_\_

<sup>15</sup>  
**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Permit Officer

**AUTHORIZED FOR CERTIFICATE OF OCCUPANCY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Building Official or Designee

**AUTHORIZED FOR CERTIFICATE OF COMPLETION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Building Official or Designee



# City of Boynton Beach Planning & Zoning Division

## FENCE PERMIT AFFIDAVIT

(SUBMIT SURVEY)

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

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

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_

Block: \_\_\_\_\_ Valuation: \_\_\_\_\_

Type of Fence: \_\_\_\_\_ Height: \_\_\_\_\_ Length: \_\_\_\_\_

Type of Posts: (1) Corner \_\_\_\_\_ (2) Line \_\_\_\_\_ Depth in Ground\*: \_\_\_\_\_

Distance between Posts: \_\_\_\_\_ Top Rail Size: \_\_\_\_\_ In concrete\*\*: Yes \_\_\_ No \_\_\_

*\*Minimum depth of direct burial of posts in ground: 30 inches.*

*\*\*Minimum depth of posts in concrete: 24 inches by 10 inch diameter.*

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**AFFIDAVIT**

I, the contractor/owner, have signed for a permit to construct a fence as shown on the survey. If, at any time, the fence is found not to be on said property, it will be removed and reinstalled at my expense.

\_\_\_\_\_  
*Signature of Contractor/Owner                      Date                      Address*

**State of Florida  
Palm Beach County**

Before me personally appeared \_\_\_\_\_, who is personally known to me, or has produced \_\_\_\_\_ (type of identification) as identification and who did (did not) take an oath, and acknowledged to and before me that he/she executed said instrument for the purposes therein expressed. Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (SEAL)

Notary Public \_\_\_\_\_ My commission expires: \_\_\_\_\_



# City of Boynton Beach Planning & Zoning Division

## LAND SURVEY AFFIDAVIT

BEFORE me, the undersigned authority, personally appeared, \_\_\_\_\_ (print name), and states:

1. The affiant is over 18 years of age and makes this Affidavit upon his/her own personal knowledge.
2. The affiant is the owner of the property located at \_\_\_\_\_ (insert address).
3. The attached survey depicts conditions as they currently exist on the Property as of the date of this affidavit. The survey shall be clean, legible and clear in detail. Survey shall not bear any previous City stamps.
4. The Affiant warrants to the City of Boynton Beach that there are no other structures existing on the Property other than those indicated on the attached survey.
5. The Affiant hereby releases and holds the City of Boynton Beach harmless from any liability, claim, suits, and/or damages associated with the installation of any improvements on the Property based upon the submission of the attached survey.
6. The Affiant further warrants and affirms that in the event there are any errors in the survey, or the conditions of the Property are not as indicated on the survey, and additional permits and/or costs are required, that the Affiant shall assume the obligation to pay for and incur any of the expenses or costs associated with obtaining a new survey or removing any of the structures on the Property. The Affiant hereby releases the City of Boynton Beach from any responsibility or obligation for any of the costs and expenses associated with the removal or construction of any structures that are located on the Property which are not indicated on the attached survey or permit.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_

\_\_\_\_\_  
Print Name

COUNTY OF \_\_\_\_\_

THE FOREGOING INSTRUMENT was acknowledged before me this \_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_, by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_

as identification.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_



# City of Boynton Beach Planning & Zoning Division

## EASEMENT CONSENT

To: \_\_\_\_\_  
*Name of easement holder*

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

**Gentlemen:**

I am the record titleholder of property located at \_\_\_\_\_. I propose to apply for a permit from the City of Boynton Beach to construct or install a \_\_\_\_\_ in the \_\_\_\_\_ easement on my property, legally described as:

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ or Metes & Bounds \_\_\_\_\_  
\_\_\_\_\_

*Please complete the section below indicating your approval or disapproval of this work.*

I understand that you will not be responsible for repairs to, or replacement of, any portion of the above referenced improvement and that any removal or replacement of this improvement necessary for your use or access to this easement will be performed at my expense or my successors in interest.

\_\_\_\_\_  
*Owner's Signature & Date*

\_\_\_\_\_  
*Owner's Phone #*

\_\_\_\_\_  
*Owner's Signature & Date*

**ACKNOWLEDGEMENT:**

I/We (agree) (do not agree) to the proposed improvement under the circumstances **described on pages 3 and 4 of this document.**

\_\_\_\_\_  
*Name of easement holder(s)*

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ (1 of 4)

# EASEMENT HOLDERS

To assist you in identifying potential easement holders, the following list is being provided. THIS LIST IS NOT INCLUSIVE AND OTHER ENTITIES MAY HAVE EASEMENT RIGHTS. It is the applicant's responsibility to identify all easement holders.

**NOTE: A copy of a survey must be provided with each consent form when submitting to the easement holder.**

## **CABLE:**

### **Comcast**

M-F 8AM-5:30PM, Sa 9AM-1PM  
3960 RCA Blvd., Suite 6002  
Palm Beach Gardens, FL 33410  
Email: Sandra\_Stockner@comcast.com  
Fax: 561-454-5899  
Attn: Sandra Stockner  
Comcast PBC Construction Dept.  
(Allow 1 week for return fax or email)  
**\*Do NOT send request via U.S. mail**

## **GAS:**

### **Florida Public Utilities**

M-F 8AM-5PM  
Phone: 561-832-0872  
Fax: 561-838-1769  
Attn: Engineering  
Email: Engineering-wpb@fpuc.com  
401 S Dixie Hwy.  
West Palm Beach FL 33401  
(Mailing: PO Box 3395, W P B FL 33402-3395  
include self-addressed, stamped envelope)

## **ELECTRIC:**

### **Florida Power & Light Company**

M-F 7:30AM-4PM  
Phone: 561-616-1601  
Fax: 561-616-1625  
9329 S Military Trail  
Boynton Beach FL 33436 -2901  
(www.fpl.com)

## **TELEPHONE:**

### **BellSouth Telephone / AT&T**

M-F 8AM-5PM  
Main Contact: 561-357-6410  
Fax: 305-552-5979  
Email: g30576@att.com  
Attn: AT&T  
**Note:** No longer accepting walk-ins or postal mailed requests

## **WATER/SEWAGE:**

M-F 7:00AM-4:00PM  
City of Boynton Beach Utilities Dept.  
Phone: 561-742-6400  
Email: easementconsent@bbfl.us  
124 E Woolbright Road  
Boynton Beach FL 33426-6040

(2 of 4)





# City of Boynton Beach Planning & Zoning Division

## REMOVAL AGREEMENT

DATE: \_\_\_\_\_

PERMIT NO: \_\_\_\_\_

WHEREAS, \_\_\_\_\_ (hereinafter referred to as "Owner(s)"  
(Print)

is/are desirous of construction or installing a \_\_\_\_\_ in a portion of  
the \_\_\_\_\_ easement on my/our property, the legal description of this  
property being as follows:

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_ or Metes &  
Bounds \_\_\_\_\_

**WHEREAS**, the Owner(s) does/do covenant that they are the fee simple owner(s) of the property; and  
**WHEREAS**, the above is to be erected for the use and enjoyment or proper functioning of the property  
and special aesthetics;

**NOW, THEREFORE**, in the consideration of the City of Boynton Beach ("City") not immediately enforcing  
its rights or the rights of any others, now existing or which may in the future exist, against the Owner(s) or  
the property, the Owner(s) hereby agree(s) with the City to remove, at no expense to the City, the  
Easement holders, or the beneficiaries of the easement, the above described improvement from the  
property, within thirty (30) days of written notice addressed to them or their successors in interest, at:

ADDRESS: \_\_\_\_\_

notifying them that said improvement is inconsistent with the use of the Easement. It is agreed by the  
Owner(s) that the improvement shall be as depicted on Exhibit "A" and filed with the City of Boynton  
Beach Planning and Zoning Division, and that no other construction shall be in effect in said Easement.  
It is agreed by the parties, hereto, that this Declaration will be recorded at the expense of the  
Owner(s) in the Official Records of Palm Beach County, Florida and that this Declaration shall be a  
covenant running with the land and be binding upon the heirs, personal representatives, grantees,  
assigns and successors in interest of the Owner(s).

Owner(s) shall immediately remove the improvement permitted herein in the event that the City or  
Owner(s), or both, are challenged with respect to the City's authority to authorize the placement of said  
improvement in the Easement or a claim of damages is made as a result of the placement of said

improvement in the Easement. In the event that the City and/or Owner(s) are challenged with respect to the placement of said improvement in the Easement, or a claim for damages is made as a result of the placement of said improvement in the Easement, Owner(s) shall indemnify, defend, and save the City harmless against and from said challenge.

Upon the vacation, abandonment or discontinuance of the Easement, this Declaration shall immediately and automatically terminate and be of no further force and effect.

SIGNED, SEALED, EXECUTED AND ACKNOWLEDGED on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Owner's Signature*

\_\_\_\_\_  
*Owner's Phone #*

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_  
*(Name of Person Acknowledging)*

who is personally known to me or who has produced \_\_\_\_\_  
*(Type of ID)*

as identification and who did/did not take an oath.

\_\_\_\_\_  
*(Signature of person taking acknowledgement)*

\_\_\_\_\_  
*(Name of Officer taking acknowledgement typed, printed or stamped)*

\_\_\_\_\_  
*(Title or rank)*

\_\_\_\_\_  
*(Serial number, if any)*

SEAL

*(4 of 4)*