

**City of Anna**  
**Fencing Application Checklist**

(This page is for office use only)

**Address of Property:**

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- Application is complete
- Property is Staked out or Marked
- Deed showing legal description is attached
- A Plat or Map drawn to scale showing the premises, floor plan, and dimensions is attached
- J.U.L.I.E. Locate is complete
- Zoning Permit Fee is attached
  - Allow 5 days for processing
  - Allow 2 days for Zoning Inspector review
  - Allow 2 days for review of utility services by Public Works Manager

Once all steps are complete, the application will be placed on the next scheduled City Council Meeting for approval.

Questions: Call the Zoning Inspector at (618) 833-7813 or City Hall at (618) 833-8528

Reviewed by: \_\_\_\_\_  
Zoning Inspector/ Public Works Manager

City Council Meeting Date: \_\_\_\_\_

Approved / Denied

**(See page 2 to begin application)**

FENCING INSTALLATION APPLICATION FORM

FOR OFFICIAL USE ONLY

PERMIT APPLICATION NO. \_\_\_\_\_

Submitted: \_\_\_\_\_

Notified: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_



WEBSITE www.cityofanna.org  
FAX 618.833.6458  
PHONE 618.833.2231

City of Anna, Public Works  
105 Market Street  
Anna, IL 62906

**DIRECTIONS**

Read through the entire fence permit.

**LAND / PARCEL INFORMATION**

**PROPERTY ADDRESS**

PROPERTY OWNER & CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

E-MAIL \_\_\_\_\_

TENANT & CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

E-MAIL \_\_\_\_\_

**REQUIRED SUBMITTAL ITEMS / STEPS**

- Current Plat of Survey with indications of fence heights and locations must accompany this form.
- It is the responsibility of the contractor/owner to notify J.U.L.I.E. at (800) 892-0123 or 811 to mark any utilities prior to digging postholes.
- Please refer to the Anna Zoning Ordinance for more detailed requirements.

**FENCING CONTRACTOR**

- OWNER IS DOING THE WORK OR LIST CONTRACTOR

BUSINESS NAME \_\_\_\_\_

FEIN# \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

I, the applicant agree to conform to all applicable laws of the City of Anna. I understand that the approval of this application and issuance of a permit does not obviate the need to comply with all applicable laws and ordinances. I agree to hold harmless and indemnify the City of Anna for any claim against the City as the result of any act of commission or omission by or on behalf of the undersigned, his/her agent, principle, contractor, subcontractor or supplier. I the undersigned am the Owner or a duly contracted representative of the owner of said property.

CONTRACTOR \_\_\_\_\_  
*PRINT*

CONTRACTOR \_\_\_\_\_  
*SIGNATURE*

OWNER \_\_\_\_\_  
*PRINT*

OWNER \_\_\_\_\_  
*SIGNATURE*

DATE OF COMPLETION \_\_\_\_\_

**FENCING COST**

TOTAL COST OF IMPROVEMENTS \$ \_\_\_\_\_

## FENCING LOCATION RESTRICTIONS

- **Fences in the Right-of-Way.** No fence, wall or other similar screening material shall be erected or maintained in any public right-of-way except those fences, walls and other screening material erected for the purpose of insuring the public safety by a public body having proper authority.
- **Fences in floodways.** Fences shall not be permitted in floodway areas as designated on FEMA's flood boundary and floodway map.
- **Fences in Drainage Swales.** No permit for any fence shall be issued if the construction or location of said fence would create an unreasonable obstruction to the natural flow of water within any drainage easement. Fences located across drainage swales shall be a minimum of six inches (6") above grade, with the exception of upright posts or bars.
- **Fences in easements.** It is recommended that property owners do not locate fences in easements. When a fence is constructed in an easement it is subject to the conditions of the easement. The property owner is responsible for any replacement or repairs to the fence should the City or utility companies need access to the easement.

## GENERAL REQUIREMENTS

THESE ARE GENERAL REQUIREMENTS FOR INSTALLING FENCES. MORE SPECIFIC REQUIREMENTS ARE IN THE ANNA ZONING ORDINANCE.

- It is the responsibility of the contractor/owner to notify J.U.L.I.E. at (800) 892-0123 or 811 to mark any utilities prior to digging post holes.

### LOCATION

- No portion of a fence, including posts and post footings, shall extend past the property line.
- When fences are adjacent to a public sidewalk they must be setback a minimum of one (1) foot from said sidewalk.

### MATERIALS AND CONSTRUCTION

- The finished side of a fence must face outward, with all fence posts located on the inside the fence owners property.
- Fences shall be constructed of materials customarily used and manufactured as common fence materials, including but not limited to: ornamental iron, vinyl, masonry, stone, pressure treated wood or wood having a natural resistance to decay, and chain link. Materials such a broken boards or other discarded materials, wire mesh, tarps and other similar coverings secured to fence are not common fence materials and are therefore not permitted.
- Fences shall be of uniform height, material, type, color and design, and shall be so for the extent of the entire length of fence, except where a fence transitions from one yard to another or from one height to another.
- The City classifies fences as either open or solid construction. An open fence is one that is greater than fifty percent (50%) open as viewed from outside the fence. A solid fence is less than fifty percent (50%) open as viewed from outside the fence.

### OBSTRUCTIONS / SIGHT TRIANGLE

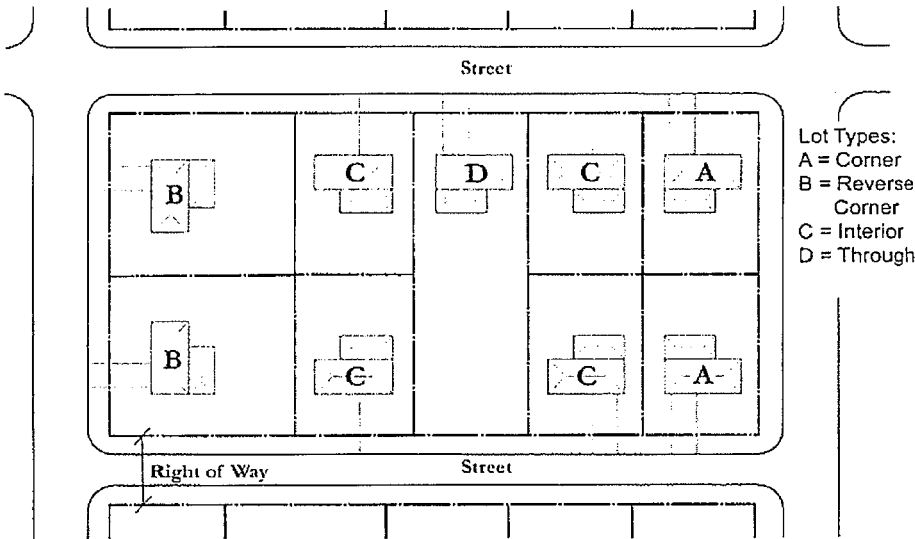
- Within 15' of intersecting property lines at public streets, walks, driveways, bike paths or walking paths, fences shall not exceed 3' in height, whether solid or open fencing is used.

### MISCELLANEOUS INFORMATION

- If there is an existing fence in your property and the new fence being installed is meant to replace all or part of the existing fence, the existing fence needs to be completely removed prior to installation of the new fence.
- The International Property Maintenance Code shall regulate fence maintenance and proper fence construction standards, which includes but is not limited to post materials and installation.
- Fences are not allowed on vacant lots unless the lot is immediately adjacent to a property occupied by a building or buildings and under common ownership (contiguous lot under single ownership).
- **A fence shall not enclose any utility boxes and/or meters.**
- Uniformity for Townhouse Fences. Where a common wall of a structure connects two or more dwelling units, fences for such separate dwelling units shall be of uniform height, material, type, color and design.
- All fences that completely enclose a residential lot shall have at least one gate access as a means of ingress and egress to the principal building.

**LOT TYPE**

**CHECK** the applicable lot type below based on the following illustration:



- Corner Lot (Type A)
- Reverse Corner Lot (Type B)
- Interior Lot (Type C)
- Through Lot (Type D)

**PROPERTY TYPE**

**CIRCLE** the property type below that the fence will be constructed on. In addition to the general fencing requirements, residential and commercial properties have additional requirements.

*Commercial Property* or *Residential Property*

## FENCING MATERIAL AND HEIGHT INFORMATION

REFER TO THE CITY OF ANNA FENCE STANDARDS FOR PERMITTED FENCING MATERIALS AND HEIGHT INFORMATION.

FILL IN the information below only for the lot type your fence is being constructed on.

### CORNER LOT – TYPE A

If this is your lot type, FILL IN or CHECK the appropriate response.

#### Front Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Interior Side Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

Lot Width is 50' or greater: Yes  or No

#### Exterior Side Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Interior Rear Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Exterior Rear Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

\*Note: Rear yards must be at least 20 'deep.

### INTERIOR LOT – TYPE C

If this is your lot type, FILL IN or CHECK the appropriate response.

#### Front Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Side Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

Lot Width is 50' or greater: Yes  or No

#### Rear Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

\*Note: Rear yards must be at least 20 'deep.

### REVERSE CORNER LOT – TYPE B

If this is your lot type, FILL IN or CHECK the appropriate response.

#### Front Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Interior Side Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

Lot Width is 50' or greater: Yes  or No

#### Exterior Side Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Interior Rear Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Exterior Rear Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

\*Note: Rear yards must be at least 20 'deep.

### THROUGH LOT – TYPE D

If this is your lot type, FILL IN or CHECK the appropriate response.

#### Front Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Interior Side Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

Lot Width is 50' or greater: Yes  or No

#### Exterior Side Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Interior Rear Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

#### Exterior Rear Yard

Height \_\_\_\_\_

Material \_\_\_\_\_

Material Classification: Solid  or Open

\*Note: Rear yards must be at least 20 'deep.

# Exhibit A



## FENCE STANDARDS



## FENCE STANDARDS

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## **PERMIT AND FENCING INFORMATION**

This packet is designed to assist you with obtaining a fence permit by explaining the City's fencing requirements. It is intended to give a general overview of the fencing requirements. Refer to the Zoning Ordinance for more specific regulations on fences. Contact the Zoning Administrator at 618-833-7813 for questions on City of Anna fencing requirement and permits.

### **Permit and Fees**

- A fence permit is required prior to the installation, reconstruction, enlargement, or structural alteration of any fence. When a fence permit is issued for the screening of storage areas or trash enclosures the landscaping requirements of the Zoning Ordinance shall apply.
- Permits can be obtained from the City of Anna's website at [www.cityofanna.org](http://www.cityofanna.org).
- A copy of the current plat of survey showing proposed fence heights and fence material is required with a fence permit submittal.
- It is the responsibility of the contractor/homeowner to contact J.U.L.I.E. at (800) 892-0123 or 811 to mark any utilities prior to digging postholes.
- After the installation of a fence you need to call 618-833-7813 to schedule a final inspection.
- In instances where the City Code Enforcement Officer or Public Works Department determines that there exists a violation of the Fencing Standards Ordinance, written notice of such violations shall be given the person alleged to have committed the violation or to be responsible for the violations. Such written notice shall state the alleged violations and it shall state that such violation must be corrected within a reasonable time period specified by the City Code Enforcement Officer or Public Works Department.
- Violations of the Fencing Standards Ordinance are subject to the schedule of fines located in Ordinance 2019-06.

### **Considerations**

It is a good idea to discuss fence plans with your neighbors since the installation of a fence not only affects your property, but also theirs. Issues on material, location, and cost can be resolved or influenced when neighbors talk to each other ahead of time before any issue arise. Working together can help you solve common problems.

Consider the impact your fence may have on the neighbor's ability to use and enjoy their property. For example, on some lots neighbor's driveway extends up to the property line. If you were to install a fence on the property line it could inhibit your neighbor's ability to use their driveway. Be mindful of considerations such as this so both owners are able to enjoy their property without hardships.

Fences can be a long-term investment and therefore thought should go into the fence ahead of time. The following questions and questions similar to these should be addressed prior to installing a fence:

- What are the time and cost commitments to keep the fence maintained and in proper condition over the years;
- What is the life expectancy of the fence (i.e. when will it need to be replaced); and
- Will I need access onto my neighbor's property for maintenance? If so, this should be discussed with the neighbor prior to installation.



If a fence exists along a neighbor's property line it is not a good idea to build another fence next to it. To do this would create a lawn area in between that would be difficult to maintain and would make repairs or maintenance to the exterior of the fence impossible. Instead either place the end post next to your neighbor's fence, or with permission from your neighbor you may be able to attach your fence onto theirs.

Since fences may only be installed on your property it is important to know where your property lines are located. It is wise to hire a surveyor to locate your lot corners or property lines before installing the fence. It's better to find out ahead of time where your property lines lie, rather than after the fence is installed and may need to be torn down and replaced in the correct location. ***The City does not locate property lines and is unable to assist in property line disputes.***

### **Rules and Specifications**

- If there is an existing fence on your property and the new fence being installed is meant to replace all or part of the existing fence, the existing fence needs to be completely removed prior to installation of the new fence.
- All fences that completely enclose a residential lot shall have at least one gate access as a means of ingress and egress to the principal building.
- Fences are not allowed on vacant lots unless the lot is immediately adjacent to a property occupied by a building or buildings and under common ownership (contiguous lot under single ownership).
- ***A fence shall not enclose any utility boxes and/or meters.***
- ***A fence shall not be within 36" of any utility boxes and/or meters.***

### **Fences in easements**

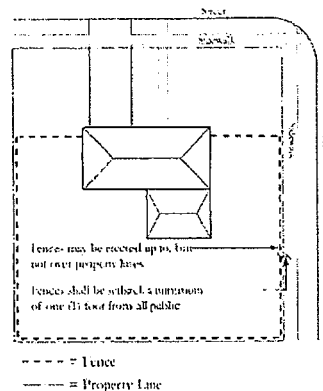
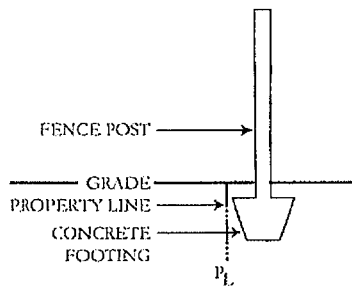
It is recommended that property owners do not locate fences in easements. When a fence is constructed in an easement it is subject to the conditions of the easement. The property owner is responsible for any replacement or repairs to the fence should the City or utility companies need access to the easement.

### **Fences in the Right-of-Way**

No fence, wall or other similar screening material shall be erected or maintained in any public right-of-way except those fences, walls and other screening material erected for the purpose of ensuring the public safety by a public body having proper authority.

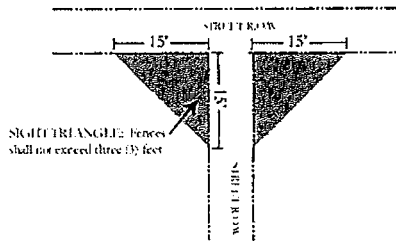
### **Location**

No portion of a fence, including posts and post footings, shall extend past the property line. When fences are adjacent to a public sidewalk, they must be setback a minimum of one (1) foot from said sidewalk.

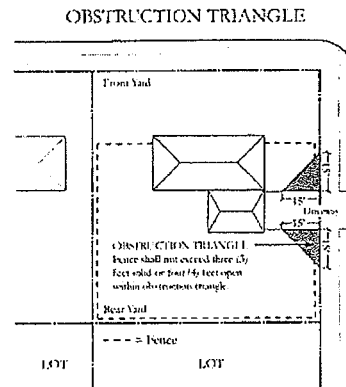


**Obstructions**

In some locations a fence can obstruct a person's ability to see clearly and become a safety hazard. Because of this, fence height is limited along driveways and at intersections to maintain a clear line of sight for all parties.



Within fifteen horizontal feet (15') of intersecting property lines at public streets, walks, driveways, bike paths, or walking paths, fences shall not exceed three (3') feet in height, whether solid or open fencing is used.



Where a fence abuts a driveway, an obstruction triangle measured fifteen (15) feet along the property line and fifteen (15) feet up the driveway shall be maintained for any fences over three (3) feet solid or four (4) feet open.

ORDINANCE NO. 2020-24

AN ORDINANCE OF THE  
CITY OF ANNA, ILLINOIS, REGULATING  
FENCING WITHIN CITY LIMITS

PASSED AND ADOPTED BY THE ANNA  
CITY COUNCIL ON DECEMBER 1, 2020

ORDINANCE NO. 2020-24

AN ORDINANCE OF THE CITY OF ANNA, ILLINOIS, ESTABLISHING REGULATIONS  
FOR FENCES WITHIN CITY LIMITS

THAT WHEREAS, pursuant to the Illinois Municipal Code the City of Anna is empowered to create rules and regulations to protect and promote the health, safety and welfare of its citizens; and

WHEREAS, the Council for the City of Anna deems it appropriate to establish fencing standards within the City's corporate limits; and

WHEREAS, to that end the City of Anna has developed fencing rules and regulations as detailed in Exhibit "A" attached hereto, and incorporated herein verbatim, by reference.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL FOR THE CITY OF ANNA,  
ILLINOIS  
AS FOLLOWS:

ONE: The intent and purpose of this Ordinance is to establish uniform fencing standards with the City of Anna's Corporate Limits;

TWO: The fencing rules and regulations contained within Exhibit "A", attached hereto and incorporated herein by reference, are adopted by the City of Anna, verbatim;

THREE: The provisions of this Ordinance are effective beginning on December 1, 2020.

PASSED AND ADOPTED DECEMBER 1, 2020

APPROVED:

  
STEVE HARTLINE, MAYOR

<u>RECORD OF VOTE</u>	<u>YEA</u>	<u>NAY</u>
MAYOR HARTLINE	<u>✓</u>	<u>    </u>
COMMISSIONER BIGLER	<u>✓</u>	<u>    </u>
COMMISSIONER BRYAN	<u>✓</u>	<u>    </u>
COMMISSIONER MILLER	<u>✓</u>	<u>    </u>
COMMISSIONER WEBB	<u>✓</u>	<u>    </u>

ATTEST: Dori Bigler  
DORI BIGLER, CITY CLERK

FILED FOR RECORD ON 12/2, 2020

(CITY SEAL)