

VILLAGE OF LEIPSIC  
FENCE PERMIT APPLICATION

Application # \_\_\_\_\_

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

Zoned: Residential  Business

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Nature of Work Repair  New  Adding

Is your property located on a corner lot? \_\_\_\_ Yes \_\_\_\_ No

Pouring Concrete? (Holes for posts) \_\_\_\_ Yes \_\_\_\_ No

Describe Project (Please include measurements)

---

---

PLEASE SUBMIT DRAWING (including plot plan)

Name of Contractor: \_\_\_\_\_ Est Cost \$ \_\_\_\_\_

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

Contractor's Phone Number (\_\_\_\_\_) \_\_\_\_\_

Date Commenced \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_

\*\*\*\*\*

To be completed by Village of Leipsic Employee

Date turned in: \_\_\_\_\_ Amount Due \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt Number \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_ Paid by:.....Cash  Check (# \_\_\_\_\_)  Credit Card

Received By: \_\_\_\_\_

**FENCE**

**Application fee: \$25.00**



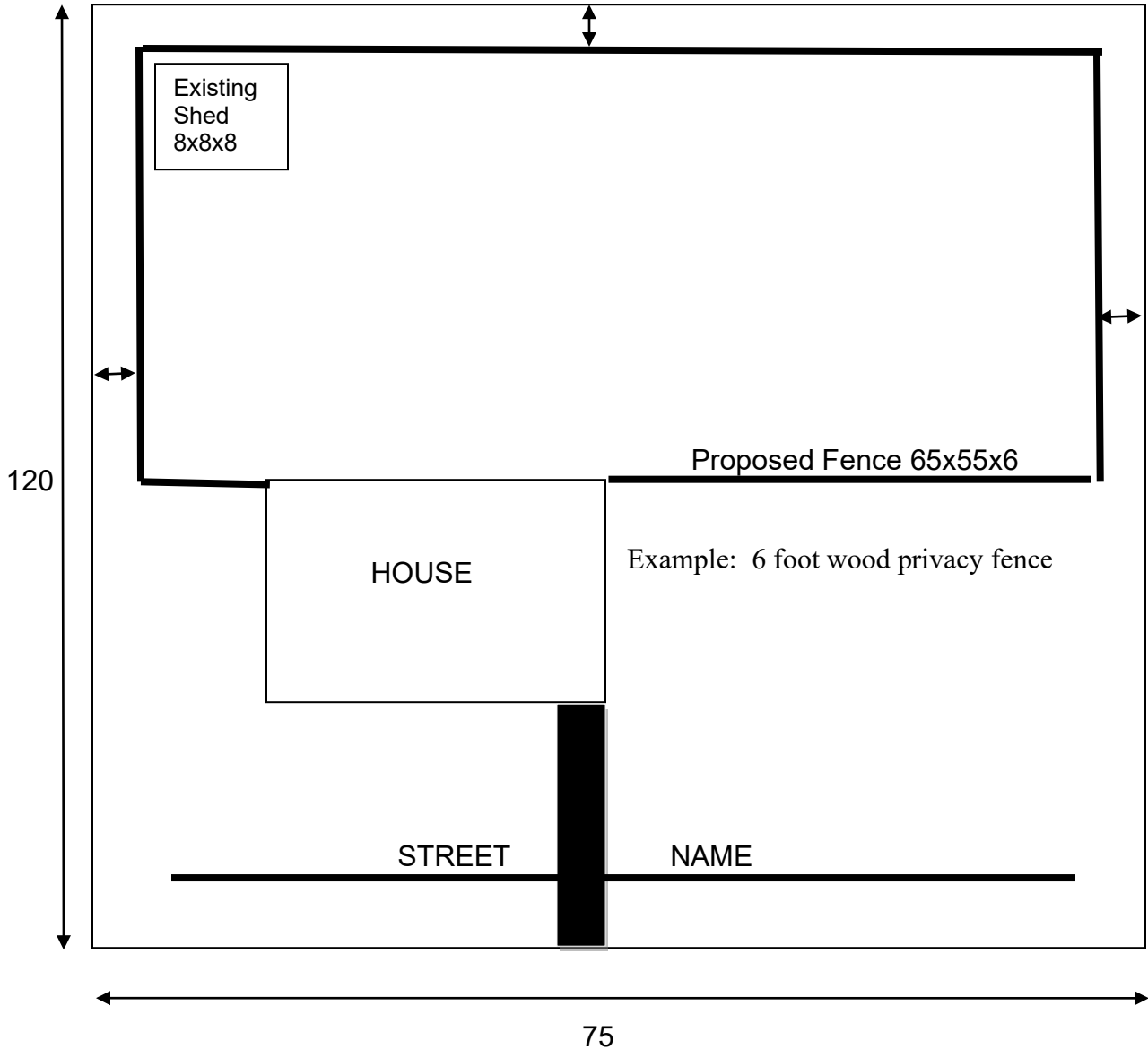
## **VILLAGE OF LEIPSIC, OHIO**

### **Zoning Permit Procedures**

- 1. Obtain a Zoning Permit Application from the Village of Leipsic**
  - a. applications may be picked up at the Leipsic Administration Office located at 142 East Main Street, Leipsic, Ohio 45856
  - b. office hours are Monday-Friday from 8:00 a.m. to 4:00 p.m.
  - c. applications may also be emailed
  
- 2. Complete all information on the upper portion of the Zoning Application**
  - a. please include ALL telephone numbers
  
- 3. Prepare a detailed site plan of proposed construction**
  - a. site plan should include the following information:
    1. existing property lines with dimensions
    2. location of all existing structures on property
    3. dimensions of existing structures and total square feet
    4. set backs from all property lines of existing structures
    5. location and dimensions of proposed construction
    6. set backs from all property lines of proposed construction
    7. height of proposed construction
  
- 4. Submit required information to the Village of Leipsic for review**
  - a. information may be dropped off at the Leipsic Administration Office
  - b. information may be returned by mail
  - c. information will be reviewed by Village staff
  
- 5. Applicant will be contacted after information has been reviewed**
  - a. additional information or clarification may require a scheduled meeting with Village staff
  - b. approved permits may be picked up at the Leipsic Administration Office
  - c. required fees must be paid in full at the time permit is issued
  - d. pay with cash, credit card, check or money order payable to the Village of Leipsic
  
- 6. Follow up inspections will be performed by Village of Leipsic staff**
  
- 7. Any questions please contact the Leipsic Administration Office at 419-943-2009**

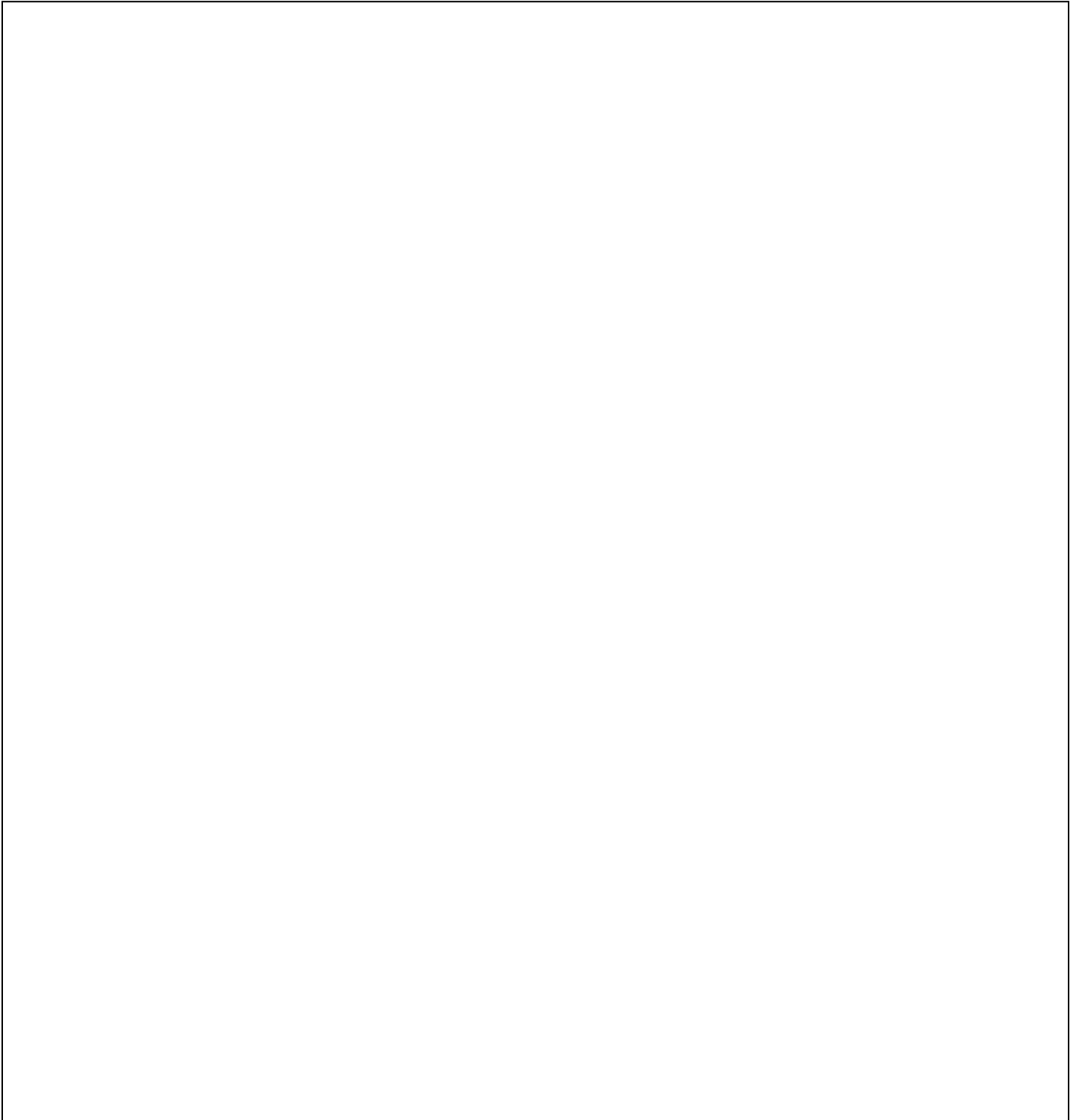
Village of Leipsic 142 East Main Street, Leipsic, OH 45856  
Telephone 419-943-2009 Fax 419-943-2010

## EXAMPLE OF SITE DRAWING FOR A FENCE



- ✓ DRAW SHAPE OF YOUR LOT, ADD THE DIMENSIONS
- ✓ DRAW ANY EXISTING STRUCTURES, LOCATIONS AND SIZE (LENGTH, WIDTH, HEIGHT)
- ✓ DRAW LOCATION AND SIZE (Length, Height) OF **PROPOSED FENCE** AND MATERIAL TYPE (Wood, Vinyl, Chain link, Privacy, Split Rail, Picket, etc...)
- ✓ DRAW SETBACK MEASUREMENTS FROM PROPERTY LINES OF ALL STRUCTURES INCLUDING PROPOSED FENCE
- ✓ DRAW EXISTING FENCE AND DIMENSIONS

**SITE DRAWING**



Village of Leipsic 142 East Main Street, Leipsic, OH 45856  
Telephone 419-943-2009 Fax 419-943-2010