



City of Garner
135 West Fifth Street
Garner, Iowa 50438
(641) 923-2588
(641) 923-4012 (fax)

BUILDING/FENCE PERMIT PROCEDURES

1. Apply for a building or fence permit at City Hall – if you are notified it will require a variance, then; see the Board of Adjustment Procedures.
 - a. Be sure to list your property description. (ie: Lot & Block) Permits will not be processed without this information.
 - b. Site Drawing must be complete with measurements. This City does not locate property lines. We recommend that you secure the services of a licensed land surveyor. You may be required to have your lot lines located if we believe it is necessary. This is at your expense.
 - c. Applications will be reviewed as soon as possible; however, construction cannot start until a permit has been issued.
 - d. Construction must be at the measurements listed on the application. Any variation of dimensions without additional approval will invalidate the permit and construction must stop immediately.
 - e. The good side of the fence must face your neighbor's property.
2. Your property pins must be exposed. If not, you will need to hire a surveyor or you need to enter into a written agreement with your neighbor on where your property lines are then provided with a copy of the agreement to City Hall.
3. Once the property pins have been exposed, please call City Hall so that staff can verify property pins have been exposed. If you cannot find your property pins, please call 641 923 2588.

Disclaimer: Staff are not certified surveyors and are not certified to tell you where your property line is. Staff may verify that you have followed our procedures and exposed your pins. The City of Garner encourages you to work out civil property line issues with your neighbor or a certified surveyor.

4. Pay the proper permit fees.
5. Building or fence permit will be issued.
6. The property owner and contractor must give staff permission and notify when construction is complete for a post inspection.
7. Property owners must give access to utilities if a utility easement exists on the property.

APPLICATION FOR FENCE PERMIT

City of Garner, Garner, Iowa

Applicant: _____ Contractor: _____

Address: _____ Address: _____

Date: ___/___/___ Phone: _____ Permit No: _____

+++++

I hereby request a Fence Permit to construct a fence on the following described premises:

Lot(s) _____ Block _____ Subdivision _____

Type and Height of Fence Proposed:

Estimated Cost of Fence: \$ _____

Location of Fence: ___ On Property Line ___ Feet off Property Line

NOTE: All fences being constructed on or within 1 foot of property line must have official corner survey pins located and exposed. If you cannot locate the pins, a licensed surveyor must locate or place survey pins at the lot corners.

On ___/___/___ I viewed the corner pins and they were exposed.

City Official: _____

Other

Information: _____

+++++

On the back of this application form draw a sketch of your lot(s) and existing structures including the distances to your lot lines.

I certify that the information on this form is true and accurate and that the construction and use will comply with the zoning ordinances in all respects.

Signed: _____

ATTENTION: Before you start construction of the fence you must contact ONE-CALL at 1-800-292-8989 for the location of underground.

NORTH

W
E
S
T

E
A
S
T

SOUTH

Give dimensions of lot. Show buildings and location on lot in reference to lot lines and the each other. Show streets adjacent to your lot. Show where the fence will be located.

+++++

For City Use:

Fence Permit Fee Paid:\$ _____

Date Paid ___/___/___

Approved By: _____

Date ___/___/___

Reason for Denial: _____
