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**FENCE INSTALLED WITHIN A CONSERVATION EASEMENT APPLICATION**

M-NCPPC Staff Use Only		
FCP File Number	_____	
Preliminary/Site Plan Number	_____	
Date Application Received	_____	
Date Application Complete	_____	
Application Completed by	_____	
Fee (attach worksheet)	_____	
Fee Received by	_____	

An application will not be accepted for review unless all required information below and appropriate fees are provided. If an item requires more space, attach a separate sheet.

**Project Information:**

\_\_\_\_\_  
*Name of Plan* \_\_\_\_\_ *FCP Plan Number*

**Property Address:**

\_\_\_\_\_  
*Number* \_\_\_\_\_ *Street Name* \_\_\_\_\_ *City, State, Zip Code*

**Subdivision Information:** (Complete either A, if located within a recorded subdivision, or B)

A. Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_  
 B. Parcel \_\_\_\_\_ Liber \_\_\_\_\_ Folio \_\_\_\_\_; Parcel \_\_\_\_\_ Liber \_\_\_\_\_ Folio \_\_\_\_\_; Parcel \_\_\_\_\_ Liber \_\_\_\_\_ Folio \_\_\_\_\_

Size of property tract: \_\_\_\_\_ Acres \_\_\_\_\_ SF  
 200 scale Base Map # \_\_\_\_\_ Tax Map # \_\_\_\_\_ Special Protection Area \_\_\_\_\_

Property Tax Account Number(s) associated with the plan (8 digits)  
 A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_ E. \_\_\_\_\_

**Applicant** (  Owner,  Owner's Representative or  Contract Purchaser – check applicable: written verification required if not the owner):

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City* \_\_\_\_\_ *State* \_\_\_\_\_ *Zip Code*

\_\_\_\_\_  
*Telephone Number* *ext.* *Fax Number* \_\_\_\_\_ *E-mail*

**Contact Person** (If other than applicant):

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City* *State* *Zip Code*

\_\_\_\_\_  
*Telephone Number*    *ext.*    *Fax Number*    *E-mail*

**Signature of Applicant:**

\_\_\_\_\_  
*Signature* *Date*

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

**Checklist**

See Submission Requirements for more details about the items below:

**1. General Information**

- 1.1 Complete application form and checklist.....
- 1.2 Complete fee schedule and worksheet.....

**2. Required Information**

- 2.1 Letter of request.....
- 2.2 Copy of the approved plat for the property.....
- 2.3 Location of the proposed fence on the plat.....
- 2.4 Plan detail of the proposed fence.....
- 2.5 Elevational detail of the proposed fence.....

No. Copies	Applicant	M-NCPPC Staff
1	Submitted or Waived By	Accepted or Not Accepted
1		
1		
1		
1		
1		
1		



## FENCE INSTALLED WITHIN A CONSERVATION EASEMENT REQUIREMENTS

Each fence request is examined on a case-by-case basis. The standard fence styles currently permitted within forest conservation easements are either a 4-foot high wooden, 3-rail split-rail fence or in some limited cases a 4-foot high paddock style fence. The paddock style fence will be allowed in situations where a paddock fence fits with the character of the subdivision. In some cases, a wire mesh may be added to either the split-rail fence or the paddock fence to prevent homeowner's pets from leaving the property. However, this wire mesh must be large enough to allow for the passage of small forest mammals through the line of the fence.

### GENERAL INFORMATION

1. Complete Application Form and Checklist  
1 copy

The application form must be submitted with **all** required information provided on the form. **The applicant, or applicant's agent must sign the application.** The applicant must either be the owner or a contract purchaser of the property under application.

2. The Appropriate Fee and Fee Schedule Worksheet  
1 copy

The fee schedule and worksheet is attached to each application. The applicant is required to calculate the fee on the worksheet and submit it with the application.

### REQUIRED INFORMATION

3. Letter of Request  
1 copy

Submit an original signed letter of request outlining why the proposed fence is necessary, the style of fence that will be installed and measures to be taken to reduce construction impacts to existing vegetation.

4. Record Plat  
1 copy

Submit a copy of the record plat for the property showing the location of the Forest Conservation Easement and the proposed location of the fence within the easement.

5. Details  
1 copy each of the plan detail and elevational fence detail.

In addition, submit both plan and elevational details of the proposed fence showing the fence structure including footers, posts and rails, screening, etc., fencing material, dimensioning, installation techniques and materials.