

OTF BOARD OF DIRECTORS FENCE PERMIT APPLICATION
(Applications MUST be approved prior to beginning work)

DATE OF SUBMISSION: _____

RECEIVED BY BOARD: _____

NAME/EMAIL: _____

ADDRESS: _____

LOT #: _____ PHONE #: _____ CHECK IF PROJECT WILL REQUIRE A DUMPSTER ON PROPERTY DURING WORK

APPROX. DATES FOR CONSTRUCTION: FROM: _____ TO: _____

WORK TO BE PERFORMED BY: _____

FENCE MATERIAL:

- WOOD – UNSTAINED
- WOOD – STAINED
- COMPOSITE

- VINYL
- WROUGHT IRON
- OTHER:

FENCE STYLE:

- PICKET
- PRIVACY

- SHADOW-BOX
- OTHER:

PLEASE ATTACH THE FOLLOWING:

- FOR NEW FENCES:** COPY OF A PLAT PLAN (AVAILABLE AT LEE'S SUMMIT CITY HALL) SHOWING THE LOCATION OF THE REQUESTED FENCE ON THE LOT. IF REQUEST WILL REQUIRE ANY GRADING CHANGES, INCLUDE EXISTING GRADES AT THE NEAREST PROPERTY LINE AND THE PROPOSED FINISH GRADES AS APPLICABLE.
- FOR ALL FENCES:** PHOTO OR SKETCH OF THE PROPOSED FENCE, SHOWING MEASUREMENTS, INCLUDING HEIGHT.
- FOR ALL FENCES:** MATERIALS BEING USED AND COLOR SAMPLES.

IS ANY SECTION OF THE REQUESTED FENCE IS GREATER THAN FOUR FEET IN HEIGHT?

- NO
- YES – PROPERTY BACKS UP TO NON-OTF PROPERTY
- YES – SPECIAL USE AREA. PLEASE DESCRIBE YOUR SPECIAL USE AREA:

HOMEOWNER SIGNATURE: _____

APPROVED BY: _____ DATE: _____

Please drop-off completed applications in the marked box at the Clubhouse (501 NE Clubhouse Dr.).
An approval or denial letter will be sent along with a copy of this application within 10 days – THANK YOU!