



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Fence Permit Application Requirements

A fence permit is required for the installation, replacement or removal of any and all fencing on properties within the unincorporated areas of the Town of North Hempstead.

The homeowner assumes all risks related to the erection of fencing on their property. We highly advise seeking the services of a Licensed Land Surveyor to stake out your property lines before any fencing is erected, either by a **Town-licensed** fence erector, or by the homeowner.

In order to determine the location of an existing fence or upon which property a fence is located, the owner will need to seek out the services of a Licensed Land Surveyor, or engage in other civil recourses in which the Town is not involved. A fence permit will only be issued to the property owner upon whose property the fence is located.

Please refer to [§70-100.2A](#) – “Fencing within Residence Districts” of the Town Code for most regulations regarding fence height and location. The permitted height and location diagram on the last page of this document should answer most of your questions.

If you wish to install a fence taller than the heights permitted by the Town Code or at a location prohibited by the Town Code, then upon submission of a site plan showing the non-conforming fencing, a Notice of Disapproval will be issued by either the Permit Division or Plan Examination. The Disapproval can then be used to file an appeal for a variance from the Board of Zoning Appeals. All appeals for variances are heard at public meetings of the Board.

Upon initial review of your application, you will receive an **Owners Authorization Form**. The Owners Authorization must be signed by the **owner(s) of the property**, notarized, and returned to us prior to the issuance of your permit.

The fee for a new fence is based on linear footage and the height of the fence. The initial application fee for a Residential Fence Permit is **\$64.00**. The initial application fee for a Commercial Fence Permit is **\$214.00**. Fees are due upon submission. An exact application fee will be calculated prior to permit issuance. A fee of two (2) times the normal fee will be charged for legalizing a fence erected without the benefit of a permit. Upon approval you will receive an email outlining the total due. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this service fee.



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Below is the list of documents required to be submitted with your application. As this is a Fast Track Permit all required documents must be uploaded through the online application. Please [contact us](#) if you have further questions.

<input checked="" type="checkbox"/>	Complete the online application in its entirety. Surveys or site plans and all insurances are required at submittal. You will not be able to submit the application unless all required documents are attached.
<input checked="" type="checkbox"/>	Attach a Fencing Site Plan. The site plan must be a scaled representation of the premises which highlights all fencing being proposed or maintained and indicates the height of all fencing. A marked-up copy of a property survey is an acceptable method of providing the site plan.
<input checked="" type="checkbox"/>	Complete and sign the Short Environmental Assessment. You are only required to complete the first page (through question 4). Be sure to sign and date the form at the bottom of page 3.
<input checked="" type="checkbox"/>	<p>Only fence erectors licensed with the Town of North Hempstead may erect a fence. Proof of insurance must be submitted with your application as follows:</p> <p>(a) Proof of General Liability insurance with completed operations to which the Town of North Hempstead has been added as Certificate Holder; The policy must not contain the X.C.U. Exclusion.</p> <p>(b) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof); and</p> <p>(c) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof).</p> <p>If you are the homeowner, completing the work yourself with no or minimal assistance of up to a total of 40 man-hours per week you must complete Form BP-1 - Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner occupied Residence. This form must be signed and notarized and attached to this application.</p> <p>All insurances must name the Town of North Hempstead at the above address as "Certificate Holder" or "Additional Insured". For further information, please reference our Insurance Requirements.</p>



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LOCAL LAW 1 OF 2011

RESOLUTION NO 46-2011

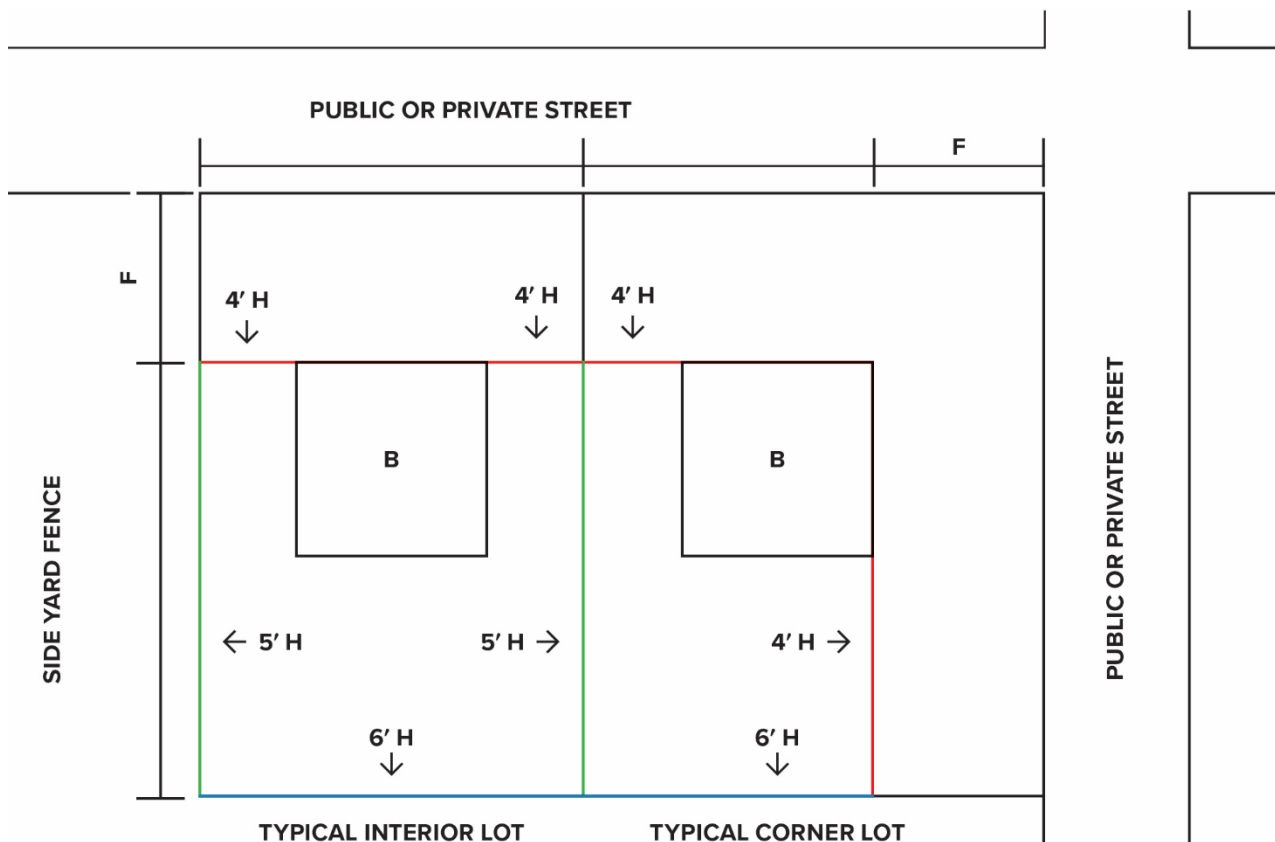
ADOPTED BY THE TOWN BOARD ON JANUARY 25, 2011

CHANGE TO PERMITTED FENCE HEIGHTS IN RESIDENCE DISTRICTS

This amends the permitted height restrictions for fences in residence districts as set forth in [Section 70-100.2](#)

- Maintains the four-foot maximum fence height at the front building line
- Permits a five-foot maximum fence height at the rear property lines, but not forward of the building line established by the front of the dwelling
- Permits a six-foot maximum fence height at the rear property line
- Fences located at any point in the area between a public or private street and the nearest effective building line are still prohibited

This schematic is to be used in conjunction with the above reference Town Board Resolution and/or Chapter 70 of the Town Code. It is not to be relied upon as a sole reference.



B = Building (House)

F = Front yard forward of the building line as established by the front of the dwelling