

**TOWN OF ROTTERDAM BUILDING DEPARTMENT
FENCE PERMIT APPLICATION
518-355-7575 Ext 395**



Permit Process:

Complete and Submit the following to the Building Department for review and approval:

- Completed Application
- Site Plan (per ITEMS REQUIRED TO OBTAIN PERMIT)
- Insurance Certificates

NOTE: Plan review and approval may take up to 20 business days. This is dependent on number of projects under review. Incomplete applications and missing required information will delay the review process.

Do not mail or submit checks with permit application.

When the permit application is approved, the applicant will be contacted. The permit must be picked up, signed for and paid for at Town Hall by either the Property Owner, Applicant or Contractor. The Town only accepts payments by cash or check.

Permits must be posted on the property during construction and be visible from the street.



Items Needed to Obtain Permit:

1. Fence Permit Application to be filled out and the following supporting documents provided for Building Department Review:
 - Three (3) complete sets of the site plans ⁽¹⁾
Site plan must have the following:
 - Show structure locations
 - Boundaries
 - Project location**Site plan must be signed and stamped by a NYS Design Professional**
 - Two (3) complete sets of specifications ⁽¹⁾

NOTE:

(1) Specifications and diagrams must adequately describe the nature of the work to be performed, material and equipment to be used/installed and details of structural, mechanical, electrical, plumbing and HVAC system.

2. Current copy of Liability and Worker’s Compensation Insurance Certificates **we don’t keep insurance on file , new permit =new copys**
3. All work must conform with the Building Code of New York State - **No Exceptions!**
4. Any deviation from the approved plans must be authorized and approved by the Building Inspector.

FEE SCHEDULE

A. \$75.00

Fence Set-Back from Property Line Requirements:

- A. See attached Sheets
(NOTE: A Fence may be located up to property lines but may not encroach on the adjoining property. It is suggested to have a surveyor locate property lines before installing fences. It is the owner’s responsibility to verify the location of the property lines.)

Town of Rotterdam Code
§ 270-143. Fences

Definitions.

LOT – A portion or parcel of land considered as a unit and devoted to a certain use or occupied by a building or a group of buildings that are united by a common interest of use, and the customary accessories and open spaces belonging to the same. Such lot shall have frontage on an improved public street.

LOT, CORNER – A parcel of land at the junction of and fronting on two or more intersecting streets. A lot shall be deemed to front on each highway it abuts and be subject to the requirements of a front yard on each such highway, with the yards opposite thereto on corner lots subject to side yard requirements only.

LOT, INTERIOR – A lot other than a corner lot.

YARD, FRONT – An open unoccupied space on the same lot with a main building, extending the full width of the lot and situated between the street line and the front line of the building projected to the side lines of the lot. The depth of the “front yard” shall be measured between the front line of the building and the street line. Covered or uncovered porches, whether enclosed or unenclosed, shall be considered as part of the main building and shall not project into a required “front yard”.

YARD, REAR – An open, unoccupied space on the same lot with a main building, extending the full width of the lot and situated between the rear line of the lot and the rear line of the building projected to the side lines of the lot. The depth of the “rear yard” shall be measured between the rear line of the lot and the rear line of the building.

YARD, SIDE – An open, unoccupied space on the same lot with a main building, situated between the side line of the building and the adjacent side line of the lot and extending from the rear line of the front yard to the front line of the rear yard.

§ 270-143. Fences

A. Location and height.

- (1) Fences shall be permitted anywhere on a lot or parcel of land provided that the height thereof does not exceed four feet in a front yard or six feet in a side or rear yard, measured from ground level on the interior side of the fence to the uppermost part thereof, except in Light Industrial (I-1) and General Industrial (I-2) Zoning Districts where six-foot fences are permitted in any yard. The Planning Board has the authority to modify these requirements and/or limitations for any project undergoing review and/or approvals by the Planning Board.
- (2) On corner lots. No fence or other obstruction higher than two feet above an adjacent curb elevation shall be permitted on a corner lot within a triangular area encompassed by three imaginary lines, one of which runs along the edge of the pavement abutting the lot on one intersecting street and another of which runs along the edge of the pavement abutting the lot of the other intersecting street, and the third formed by a line drawn between two points, one on each side of the aforesaid lines located 30 feet from the intersection thereof.

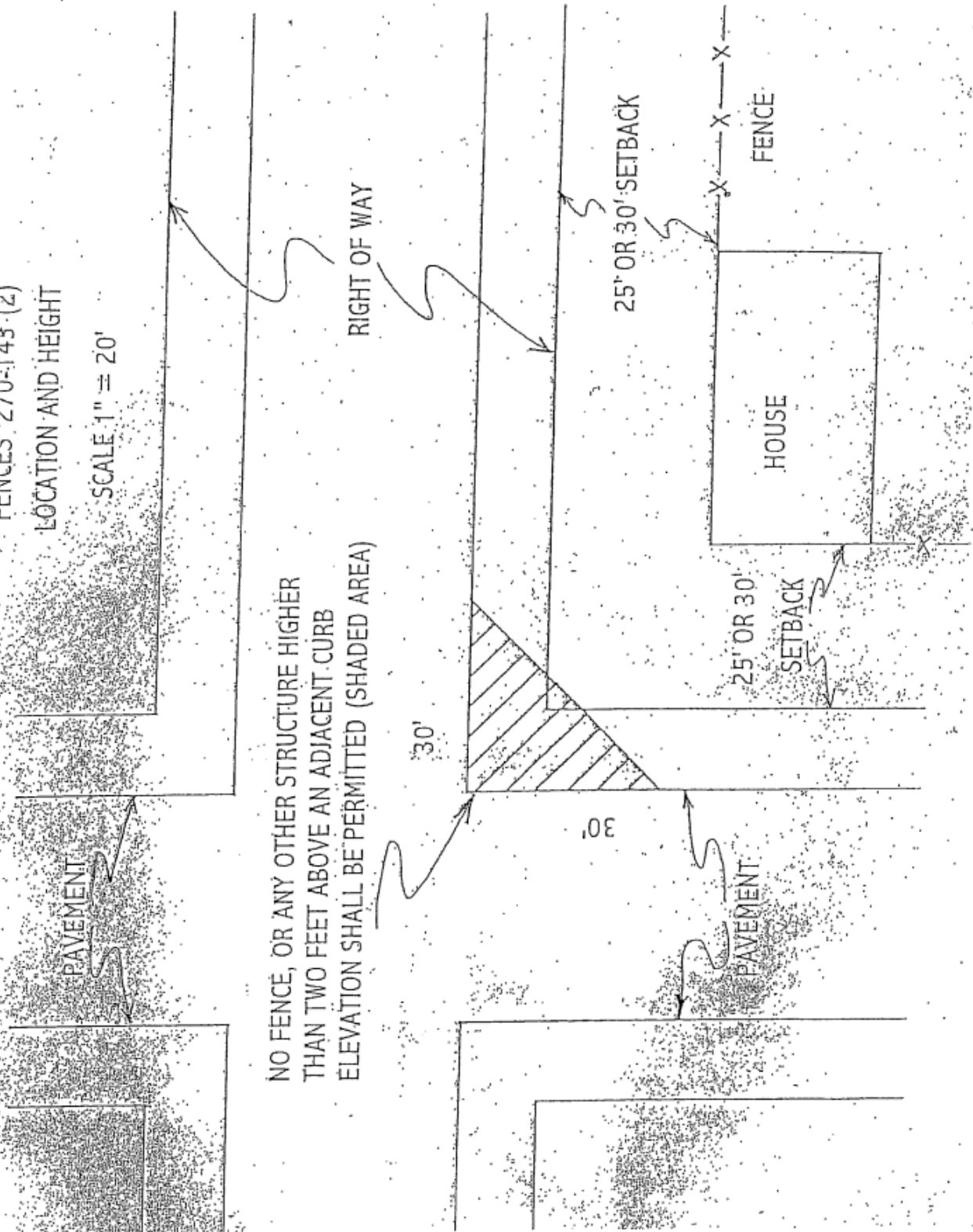
- (3) Exceptions. The Zoning Board of Appeals may permit the construction of a fence in excess of the height limitations imposed by this subsection if it determines that there is a practical need therefor and that it will not be detrimental to the appearance of adjoining properties and/or the neighborhood. Application to the Board of Appeals to exceed the height limitation shall be made in accordance with rules and regulations prescribed by said Board.
 - (4) Front yard fences. All fences situated in front yards shall be constructed so that the fence is uniformly less than fifty-percent solid or opaque when viewed from a point normal to the plane created by the fence surface. If the lot is developed as a townhouse, a fence may only be erected in the front, rear, and side yard on the noncommon lot lines.
- B. Location of posts. Fence posts and other structural fence supports which, because of the construction of the fence, must be situated on one side thereof shall not be located on the side of the fence abutting adjacent properties.
 - C. Aesthetics. The more aesthetically attractive side of the fence shall face abutting properties. The side which is more aesthetically attractive shall be the side which is more pleasing in appearance to a reasonable person because of finish, painting, woodwork or for whatever other reason.
 - D. Barbed-wire and electrically charged fences.
 - (1) Permit required. No barbed-wire fences or electrically charged fences shall be permitted except by authorization and permit issued by the Board of Zoning Appeals. Such permit shall not be issued except for the following:
 - (a) Fences situated in business and industrial zoning districts may be topped with barbed wire, provided that the bottommost strand of barbed wire is at least five feet above ground level.
 - (b) Electrically charged fences may be permitted in agricultural zoning districts for the purpose of providing an enclosure of barrier to contain the roaming of animals.
 - (2) Standards. The Board shall issue permit upon written application in form prescribed by it if it determines that there is a practical need for such a fence and that the existence of the fence in the proposed location is not inconsistent with the character of the neighborhood and does not pose a threat of injury to persons lawfully in the vicinity of such fence.
 - E. Fences on public property. No fence may be erected by others on property owned by the Town of Rotterdam or to which the Town has a right of access by easement or license.
 - F. Exception for junkyards. The provisions of this section shall not apply to fences enclosing junkyards as required by Chapter 173 of the Town Code.
 - G. Exception for solar farms and solar power plants. The provisions of this section shall not apply to fences enclosing solar farms and solar power plants.

UNIVERSITY ZONING CODE

FENCES 270-143 (2)

LOCATION AND HEIGHT

SCALE 1" = 20'



NO FENCE, OR ANY OTHER STRUCTURE HIGHER THAN TWO FEET ABOVE AN ADJACENT CURB ELEVATION SHALL BE PERMITTED (SHADED AREA)

RIGHT OF WAY

25' OR 30' SETBACK

FENCE

HOUSE

25' OR 30' SETBACK

PAVEMENT

PAVEMENT

30'

30'

Front Yard Area

Code of the Town of Rotterdam

§ 270-5. Definitions.

YARD, FRONT – An open, unoccupied space on the same lot with a main building, extending the full width of the lot and situated between the street line and the front line of the building projected to the side lines of the lot. The depth of the front yard shall be measured between the front line of the building and the street line. Covered or uncovered porches, whether enclosed or unenclosed, shall be considered as part of the main building and shall not project into a required front yard.

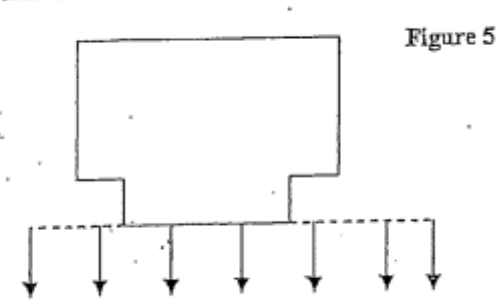
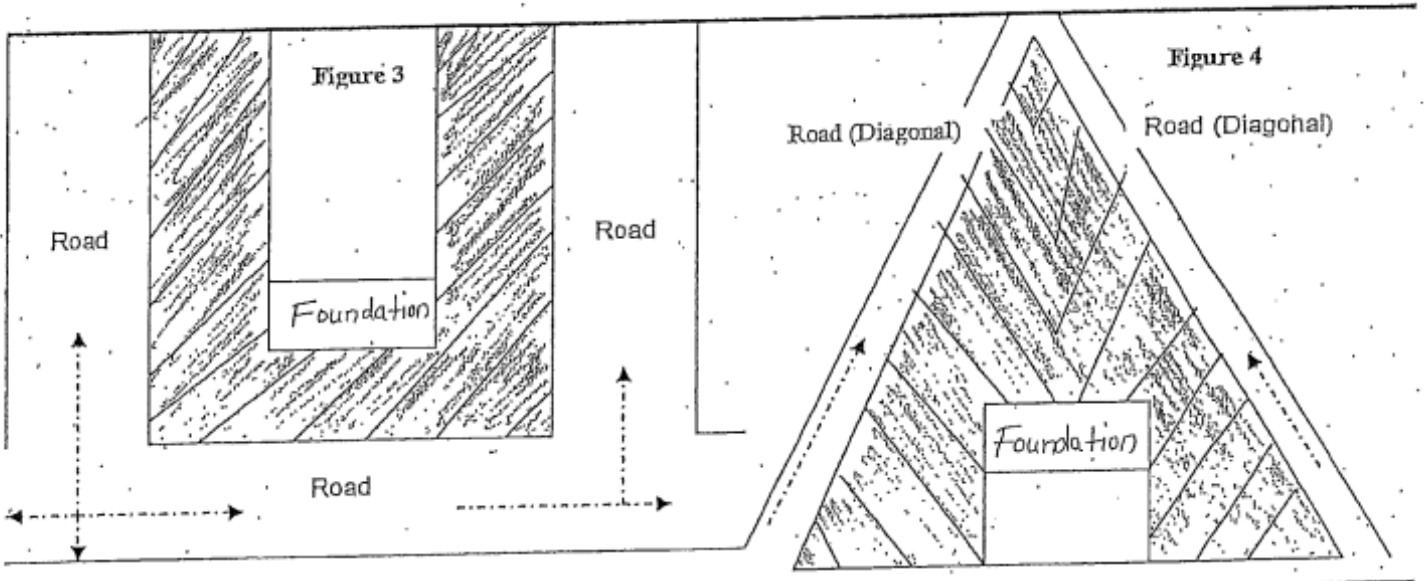
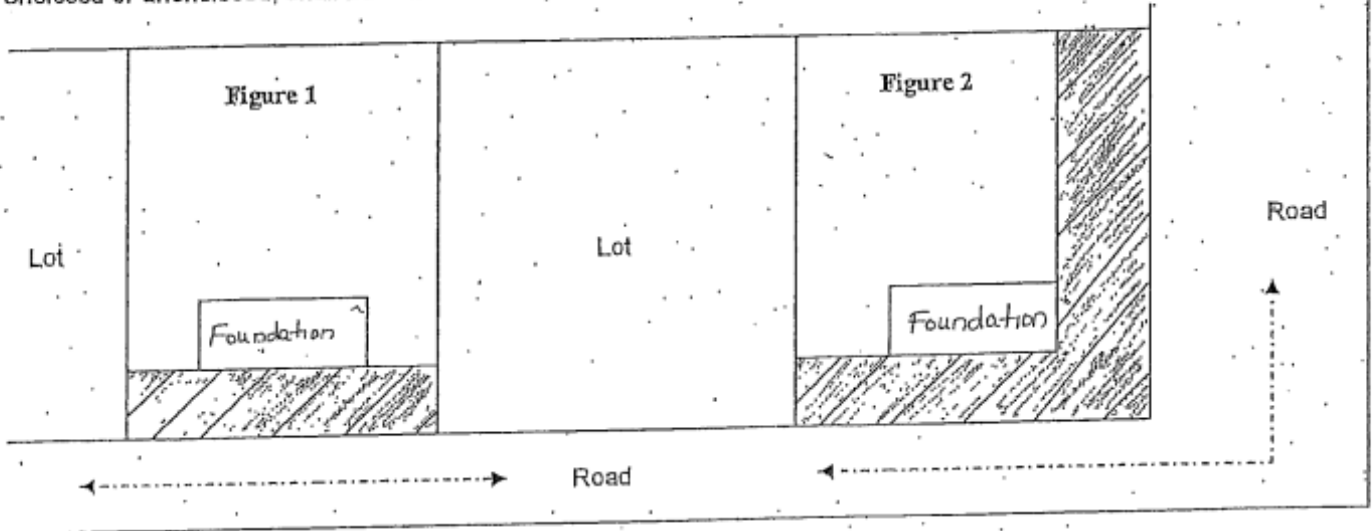


Figure 1 Shaded area illustrates front yard on interior lot

Figure 2 Shaded area illustrates front yard on one-corner lot

Figure 3 Shaded area illustrates front yard on two-corner lot

Figure 4 Shaded area illustrates front yard on triangle lot

Figure 5 illustrates the line for front yard when home has irregular (not straight) front line.

TOWN OF ROTTERDAM
Department of Public Works
1100 Sunrise Boulevard, Rotterdam, New York 12306
Phone: 518-355-7575, Ext. 395
Fax: 518-355-2725

**Notice of Utilization of Truss Type Construction
Pre-Engineered Wood Construction and/or Timber Construction**

To: The Town of Rotterdam Building Department (cc: Fire Department)

From: _____
[Name of Owner of Property]

Property Address: _____

Property Tax Map #: _____

Please take notice that the (check applicable line):

_____ New residential structure

_____ Addition to the existing residential structure

_____ Rehabilitation of the existing residential structure

to be constructed or performed at the property referenced above will utilize (check each applicable line):

_____ Truss type construction

_____ Pre-engineered wood construction

_____ Timber construction

in the following location(s) (check applicable line):

_____ Floor framing (including girders and beams) **F**

_____ Roof framing **R**

_____ Floor framing and roof framing **FR**

Printed Name: _____

Signature: _____

Date: _____

Owner

Owner's Representative

"A Nice Place to Live"

"A Nice Place to Do Business"

*Town of Rotterdam
Department of Public Works
1100 Sunrise Boulevard
Schenectady, NY 12306
Phone: 518-355-7575 x395
Fax: 518-355-2725*

LETTER OF AUTHORIZATION FOR PERMIT AND ZONING APPLICATION

To Whom It May Concern:

I, _____, as owner of the property located
(print name)

at _____, Town of Rotterdam, in the

State of New York, hereby designate _____
(name)

(city, state, zip, and phone number)

as my contractor and registered agent for the purposes of the applying for Permits and Zoning representation regarding my building project.

Printed Name: _____ **Date:** _____
Signature: _____

**TOWN OF ROTTERDAM
RESIDENTIAL ACCESSORY STRUCTURE
BUILDING PERMIT APPLICATION**

Application is hereby made to the Building Department for the Issuance of an Accessory/Garage Permit pursuant to the New York State Building Construction Code for the construction of buildings, addition, alterations, or accessory structures, or for removal or demolition, as herein described. The applicant or owner agrees to comply with all applicable laws, ordinances, and regulations, and also will allow all Inspectors to enter the premises for the required inspections. All Electrical work must be inspected and a Certificate of Approval granted from an approved Electrical Inspection Agency.

OFFICE USE ONLY	
Application # _____	
Approved: <input type="checkbox"/>	Disapproved: <input type="checkbox"/>
Cost of Permit: \$ _____	
INITIALS _____	

COST OF CONSTRUCTION: \$\$\$

Property Address:	
Property Owner:	
Property Owner Address:	
Property Owner Phone No.:	
Property Owner email:	
Applicant:	
Applicant Address:	
Applicant Phone No.:	
Applicant email:	
Contractor:	
Contractor Address:	
Contractor Phone No.:	
Contractor Insurance:	Liability Workers Compensation

Type of Lot:	Corner Lot: <input type="checkbox"/>	Interior Lot: <input type="checkbox"/>
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	HEIGHT OF FENCE	TYPE OF FENCE
REAR LEFT SIDE LINE		
REAR RIGHT SIDE LINE		
REAR YARD LOT LINE		
FRONT LEFT-SIDE LINE		
FRONT RIGHT-SIDE LINE		
FRONT YARD LOT LINE		

Description of Construction

Applicant's Signature: _____ Date: _____