

# HOW TO

How to obtain  
a zoning certificate for

## **A Fence**



Department of Planning  
City Hall • Fourth Floor  
1 East Franklin Street  
Hagerstown, Maryland  
301.739-8577 x139



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These guidelines pertain to residential construction only. Some properties may have specific characteristics which require more extensive reviews and additional information. These guidelines are for convenience purposes only and may not apply in every case.

## STEP 1:

Apply in person to the Department of Planning, Fourth Floor, Room 400 City Hall, 1 East Franklin Street. Applications by mail, fax, or telephone will not be accepted.

The following information is necessary in order to obtain a Zoning Certificate for a fence:

- 1** Scaled plot plan - the plot plan must include the location of all existing structures and easements, as well as your proposed fence location.
- 2** Written permission from the property owner if the applicant is not the property owner.
- 3** Contractor's name, address, phone number, and Maryland Home Improvement number. If you are hiring a contractor for the installation, that contractor must be licensed with the MHIC. If you are installing the fence yourself, an MHIC license is not required.
- 4** Payment of a \$25 fee.

## STEP 2:

Your application will be routed to the Zoning Administrator and the City Light Department or Allegheny Power for review and approval.

## STEP 3:

Once the reviews have been completed, and the application approved, the zoning certificate will be issued. Please allow 5 business days for reviews.

## STEP 4:

After obtaining your zoning certificate, you may begin work. Contact the Planning Department 301.739.8577 x139 to schedule an inspection after the fence is completed.

### **In addition, the following restrictions apply:**

No fence shall be constructed in front of the front building setback line. Fences cannot exceed 6 feet in height. Applications for properties in Historic Districts must be approved by the Preservation Design District Commission (1-2 week process)

The Planning Inspector can be reached Monday through Friday 8:00 - 4:30 at 301.739.8577 x138.