



# Fence Permit APPLICATION CHECKLIST

*Town of Kremmling*

The following checklist is based on the submittal requirements for a Fence Permit pursuant to Section 17.12.010 B of the Town of Kremmling Municipal Code. All necessary application materials shall be submitted and accepted as complete before any land use request is able to be processed as set forth in the Kremmling Municipal Code.

***This checklist shall be filled out and submitted with a completed Land Use Application form and all required submittal items before the application can be deemed to be complete.***

**Project Name:** \_\_\_\_\_ **Submittal Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_

**Applicant E-Mail:** \_\_\_\_\_

Applicant - check box in first column if document is included in application submittal.		Office Use Only		
		YES	NO	N/A
<input type="checkbox"/>	<b>1. Submit to the Town staff on Town form:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Comments:</b>			
	a. Name, address, telephone number of the applicant and all property owners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Street address and/or legal description of the lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Description of the existing zoning and land uses and adjacent zoning and land uses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Description of the proposed use and an explanation of how the use complies with applicable standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Architectural drawings of the proposed building and site plan design.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMPLETENESS DETERMINATION** *(Office Use Only):*

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Determination:**     Complete         Complete, with conditions         Not complete, resubmittal required

**Determination Comments:**

**TOWN OF KREMMLING  
FENCE PERMIT (K.M.C. 17.11.200)**

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Property Owner's Name (If different from applicant)

\_\_\_\_\_  
Applicant's Mailing Address

\_\_\_\_\_  
Property Owner's Mailing Address (If different from applicant)

\_\_\_\_\_  
Applicant's Telephone Number

\_\_\_\_\_  
Property Owner's Telephone Number (If different from applicant)

\_\_\_\_\_  
Physical Address of Construction

\_\_\_\_\_  
A fence permit is required for the construction and erection of any fence.

No permit is required to repair or replace an existing fence, if the replacement fence is the same size and constructed of the same or similar material, as the fence being repaired or replaced.

Fence Material \_\_\_\_\_

Fence Height \_\_\_\_\_

\_\_\_\_\_  
A special use permit is required if the fence is constructed of any material other than wood, chain link, vinyl, steel or aluminum products specifically made for and marketed as fence material. A special use permit is required for electrified fences. A special use permit is also required for any fence six feet, one inch (6'1") or greater in height as measured from the outside of the fence from the pre-existing predominant existing grade perpendicular to the line of the fence. Special Use Permit Required (Yes/No)

\_\_\_\_\_  
A building permit is required for any fence greater than six feet (6' 0") in height.

Building Permit Required (Yes/No) \_\_\_\_\_ If yes, was a Building Permit submitted (Yes/No) \_\_\_\_\_

\_\_\_\_\_  
A site plan must show the location of the property line and the location of the proposed fence. Site Plan Attached (Yes/No)

**IMPORTANT: The person applying for the fence permit, or repairing or replacing a fence when a permit is not required and the owner of the property are solely responsible for identifying lot lines and correctly locating any fence. The Town of Kremmling is not responsible for locating lot lines or fences. Approval of any permit is not an approval or a warranty that the lot lines indicated on the drawing and/or as located on the ground are the correct lot lines or fence location.**

Applicant and Property Owner are responsible for researching and abiding by policies regarding building a fence within easements that may exist on their property. Applicant and Property Owner acknowledge that they have read and understand the above information regarding their responsibility to build on their property.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Property Owner's Signature (If different from applicant)

\_\_\_\_\_  
The Town Manager shall consult with the Chief of Police to evaluate traffic or safety concerns that would result from approval of the fence. The Town Manager shall deny any application that limits sight distance or in any other way impacts traffic safety.

\_\_\_\_\_  
Chief of Police Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager Signature

\_\_\_\_\_  
Date Approved

Town of Kremmling  
ACKNOWLEDGMENT OF RESPONSIBILITY  
(Costs, Fees, Expenses)

The undersigned Applicant for the permit, approval, or license from the Town of Kremmling acknowledges responsibility for paying all fees imposed, and for any costs or expenses related to the Application. These costs and fees include any publication fees, the cost of mailing any notices required by any provision of the Code, and for the Town's professional services, consultants, or review agencies, determined by the Town of Kremmling to be necessary to its evaluation of the Application.

All application fees must be paid upon submittal of the Application.

All costs and expenses must be paid upon invoice sent by the Town to the Applicant. Any invoices must be paid prior to the next formal decision by the Town. No decision or approvals will be granted while any invoiced amounts are outstanding and unpaid.

Occasionally, outstanding amounts will not be invoiced to the Applicant until after final action by the Town. Applicant agrees to pay any amounts invoiced after final action.

The obligation to pay fees, costs and expenses shall survive withdrawal of an Application, and shall survive denial of any Application. If any fees, costs and expenses are not timely paid, Applicant agrees to pay costs of collection, including reasonable attorney fees and interest at twelve percent (12%) compounded monthly.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

Town of Kremmling  
ACKNOWLEDGMENT OF RESPONSIBILITY

The undersigned Applicant has requested a permit, approval or license from the Town of Kremmling. Applicant acknowledges the following responsibilities:

1. Applicant shall permit a true and correct application for any activity.
2. Applicant has had the opportunity to review the applicable provisions of the Kremmling Municipal Code, Rules and Regulations related to the activity Applicant wishes to undertake.
3. Applicant is responsible for properly locating any changes or improvements on the ground, and will be responsible for any encroachments onto neighboring property.
4. Applicant is responsible for demonstrating authority to make application. Applicant may be required to provide proof of authority, such as title insurance commitments, ownership and encumbrance reports, power of attorney, corporate resolutions delegation authority, contracts, leases or other indicia or right of apply.
5. Applicant understands the filing of an application does not in any way guarantee approval of the application, with or without conditions. The Applicant undertakes the application and the risk of conditions of denial at Applicant's sole cost and expense.
6. Unless otherwise provided, Applicant may not undertake any work, or commence any improvements, under the application unless and until such application is approved.
7. Applicant agrees to indemnify and hold harmless the Town, its officials, officers, employees, and agents or any acts undertaken by any of them with respect to the application.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone