



(Oct 2024)

# SELF-SERVE PERMITTING INSTRUCTIONS

## FENCES (residential uses and districts)

### HELPFUL INFORMATION:

- Fences must be located completely within the subject property boundaries.
- There is no set back from the property line.
- Maximum fence height in a front yard is 4' and 6' in a side or rear yard.
- Chain link fencing is not permitted in front yards.
- No solid fences permitted in a front yard.
- The finished or "best" side must face the neighboring property.
- Fences installed within a Preservation will require additional review.
- Contact the Zoning Office for: Corner lots, commercial fence installations, and for residential properties that abut a commercial zoning district.

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### MINIMUM SUBMISSION REQUIREMENTS:

- ✓ Complete fence application (attached)
- ✓ Instrument survey map showing proposed location of fence (see attached)
- ✓ Fee-\$50.00 –check, money order made payable to "City Treasurer" (other payment methods available in-person)

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**HOW TO SUBMIT:** Your completed permit application package can be submitted by:

- Email: [zoning@cityofrochester.gov](mailto:zoning@cityofrochester.gov)
- In person Monday, Wednesday, Friday 9am - 4pm only
- **Closed to walk-ins Tuesdays and Thursdays**
- Drop box provided at City Hall A Building lobby
- Mail: The Bureau of Zoning & Permitting  
30 Church Street, Room 121B  
Rochester, NY 14614

If you have questions, email: [zoning@cityofrochester.gov](mailto:zoning@cityofrochester.gov) or call (585) 428-7043 for additional instructions. **Incomplete application submissions will be returned.**  
Thank you.





# APPLICATION FOR A FENCE PERMIT (RESIDENTIAL)

If located in a Commercial or Preservation District, a Building Permit Application must be completed.

- **A Survey Map must be submitted with this application.** An application review will not be conducted without a Survey Map.
- Fences must be located completely within the subject property without going over the property line.
- Maximum height allowed in the front yard is 4 feet. The front yard is defined as the area between the front wall of the house (excluding open front porches) and the property line. For corner lots, both street frontages are considered front yards.
- Maximum height allowed in the side and rear yard is 6 feet.
- Chain link fencing is not allowed in the front yard. Fence not more than 60% solid may be located in the front yard (ex. picket fence).
- The finished or 'best' side of the fence must face towards the neighboring property. All bracing must face inward.
- Gates cannot swing over the right of way or across lot lines.

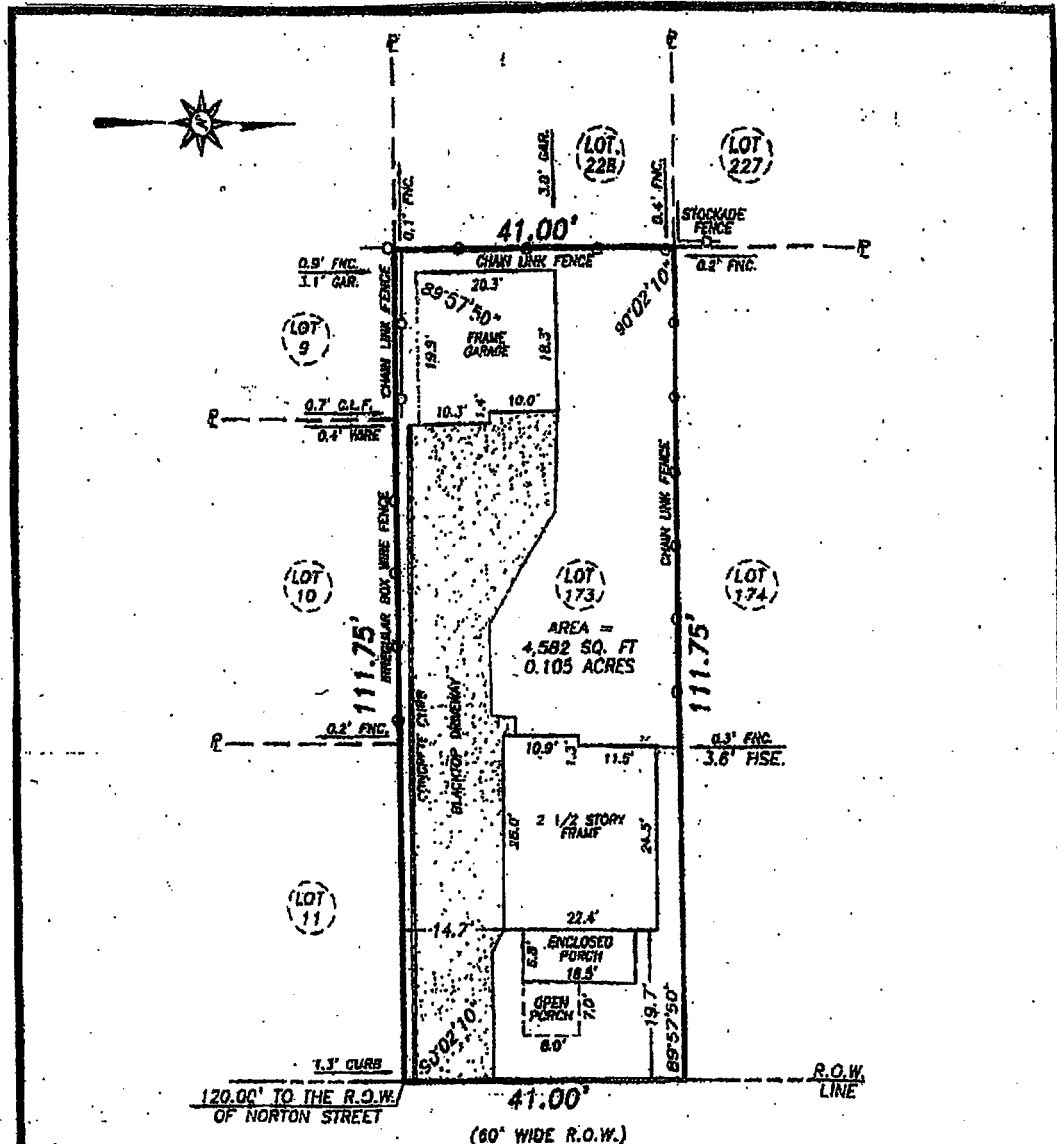
Please contact the Zoning Office at 428-7043 or [zoning@cityofrochester.gov](mailto:zoning@cityofrochester.gov) if you have any questions.

Property Location:		Submitted for review: <input type="checkbox"/> Survey Map with proposed fence location	
Fence Height in ft:	Material: <input type="checkbox"/> Chain Link (not allowed in front yard) <input type="checkbox"/> Solid (Wood, Vinyl, etc) <input type="checkbox"/> Decorative (picket, metal, etc)		
Property Owner Name:		Phone Number:	
Applicant Name:		Phone Number:	
Address:			
City:	State:	Zip:	
Email Address:			
Signature:			Date:

# SAMPLE INSTRUMENT SURVEY MAP

## NOTE:

- This is a sample of an Instrument Survey Map.
- The property owner should have received a copy at their closing.
- If you do not have one, you can check with your mortgage company or the attorney who handled your closing.
- The City does not keep copies of Instrument Survey maps.
- If you need to have a new one made, you need to call a Land Surveyor.



### CERTIFICATION:

I, DAVID A. STAUB, HEREBY CERTIFY TO:  
 -DESIREE RODRIGUEZ-MENDEZ  
 -HARVEY S. BUNKS, ESQ.  
 -THE BANK OF CASTLE, ITS SUCCESSORS AND/OR ASSIGNS  
 -UNDERBERG & KESSLER, LLP  
 -THE TITLE INSURANCE COMPANY INSURING THE MORTGAGE

THAT THIS MAP WAS MADE OCTOBER 19, 2017  
 FROM NOTES OF AN INSTRUMENT SURVEY  
 COMPLETED OCTOBER 3, 2017  
 AND REFERENCES LISTED HEREON.

### REFERENCES:

- 1.) LIBER 38 OF MAPS, PAGE 5.
- 2.) LIBER 11058 OF DEEDS, PAGE 99.
- 3.) ABSTRACT OF TITLE No. 412329 (FIRST AMERICAN).

NOTE: 1.) PREMISES SUBJECT TO ALL EASEMENTS, RESTRICTIONS & COVENANTS OF RECORD NOT REFERENCED IN ABSTRACT OF TITLE.  
 2.) THE USE OF THIS MAP IN CONJUNCTION WITH AN AFFIDAVIT OF NO CHANGES RELEASES THE SURVEYOR OF ALL RESPONSIBILITY.

N.Y.S.E.L.S. No. 80781

DATE

TITLE:

### INSTRUMENT SURVEY MAP

BEING LOT No.  
 OF THE RALEIGH SUBDIVISION,  
 CITY OF ROCHESTER, COUNTY OF MONROE, STATE OF NEW YORK

Unauthorized alteration, in addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7206, sub-section 2, of the New York State Education Law.

Only copies have the original of this survey marked with an original of the land surveyor's seal in and shall be considered to be valid true copies.

I, the undersigned, certify that this survey was prepared in accordance with the Boarding Code of Practice for Land Surveyors of the New York State Administration of Professional Land Surveyors. Said certification shall not apply to the survey in progress and on the basis of the title abstract, governmental agency and existing legislation, rules and regulations, and to the original of the land surveyor's certificate or any instrument or subsequent orders.

All electronic files of Triple Point Land Surveying, LLC, are made the property of Triple Point Land Surveying, LLC. Said electronic files may not be distributed or any time to other parties for any purpose whatsoever.

SCALE

TAX ACCOUNT

JOB NO.

DATE

1" = 20'

91.64-1-12

1429-17

OCT 19 2017



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