



## FENCE/WALL PERMIT CHECKLIST

The following information & documents are required for permit processing.

- Completed Permit Application
- Completed and signed Fence/Wall Permit Checklist
- One copy of a survey showing the location of the proposed fence/wall. Please identify by XXXXX on the survey.
- Completed and signed Miscellaneous Improvements Form
- Approved Easement Consent forms from the four utility companies and a signed and notarized Hold Harmless Affidavit (if the fence is to be located in an easement).
- Completed and signed Landscape & Fence Affidavit
- If it is a proposed wall or gate with columns/lights, plans for construction are required. Plans to include footers, reinforcement, elevation, and height.
- Owner/Builder Affidavit, if applicable.

### GENERAL INFORMATION

Residential fences within the side and rear setback may not exceed 6 feet in height. In most areas of Wellington the front setback is twenty-five (25) feet from the front property line. Please confirm with the Planning and Zoning Division to determine if the front setback is different. Please remember that the front property line is usually NOT the edge of the road pavement.

### SPECIFIC REQUIREMENTS

- Fences shall not be located in the safe sight triangle nor closer than three (3') feet to any street right-of-way.
- Fences may not be located closer than five (5') feet to the front corners of the principal structure.
- No fences shall be erected or maintained which has an electric charge except in Land Use Category A & B.
- The finished side of all fences shall face the street or adjoining property.
- Major thoroughfare fences: wood, pvc, decorative, board on board, vertical shadow box, and chain link. These fence types shall be screened on the street side with hedge plants three (3) gallon (36 inches high) in size and planted two (2) feet on center.
- All hedges shall be irrigated with a permanent irrigation system. The irrigation system must be installed in a manner to guarantee irrigation of hedges outside fences or walls along major thoroughfares.



FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$2,500 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$7500). PLEASE ADDRESS ALL ITEMS.

<sup>9</sup>  
**Fee Simple Titleholder's Name** (If other than owner): \_\_\_\_\_  
\_\_\_\_\_  
**Fee Simple Titleholder's Address** (If other than owner): \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Same as Owner

<sup>10</sup>  
**Bonding Company:** \_\_\_\_\_  
\_\_\_\_\_  
**Bonding Company Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Not Applicable

<sup>11</sup>  
**Architect/Engineer's Name:** \_\_\_\_\_  
\_\_\_\_\_  
**Architect/Engineer's Name Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Not Applicable

<sup>12</sup>  
**Mortgage Lender's Name:** \_\_\_\_\_  
\_\_\_\_\_  
**Mortgage Lender's Address:** \_\_\_\_\_  
\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
 Not Applicable

**WARNING TO OWNER:**

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

**NOTICE TO CONTRACTOR:** FOR A DIRECT CONTRACT GREATER THAN \$2,500 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$7500), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

**OFFICE USE ONLY BELOW THIS LINE**

<sup>13</sup>  
**CODE EDITION/NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>14</sup>  
**USE (CHECK ONE):**  
 1 & 2 FAMILY     TOWNHOUSE     CONDOMINIUM  
 MULTI-FAMILY     COMMERCIAL     INDUSTRIAL  
 AGRICULTURAL - BLDG CODE EXEMPT     OTHER: \_\_\_\_\_  
\_\_\_\_\_  
 USE CHANGE: \_\_\_\_\_  
\_\_\_\_\_

<sup>15</sup>  
**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Permit Officer

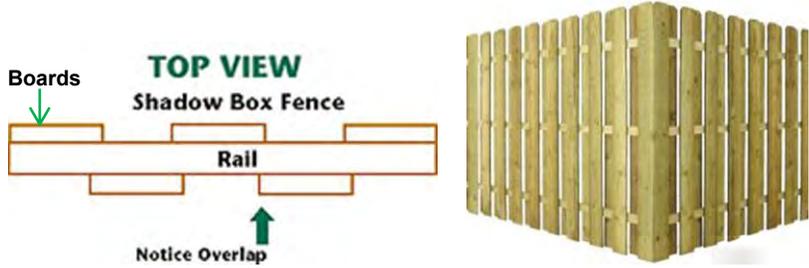
**AUTHORIZED FOR CERTIFICATE OF OCCUPANCY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Building Official or Designee

**AUTHORIZED FOR CERTIFICATE OF COMPLETION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Building Official or Designee

WELLINGTON ARB APPROVED FENCE DESIGNS AND MATERIALS

WOOD FENCES

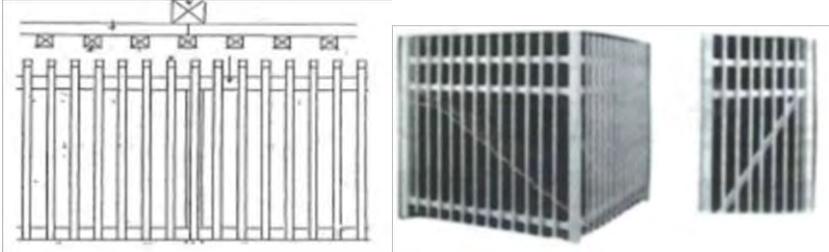
Shadow Box Fence/Gate (4', 5' or 6' Heights)\*



Board on Board Privacy Fence/Gate (4', 5' or 6' Heights)\*



Picket Fence/Gate (4', 5' or 6' Heights)



Three or Four Board Fence/Gate (4', 5' or 6' Heights)



\*Fence design require hedges when adjacent to right-of-way/street.

VINYL FENCES

WHITE FENCES NOT ALLOWED

Vinyl Lattice Top Fence/Gate (4', 5' or 6' Heights)\*

Vinyl Estate Style Board on Board Privacy Fence/Gate (4', 5' or 6' Heights)\*



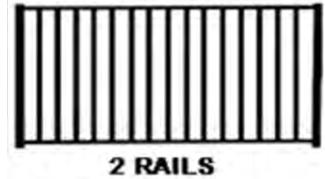
Vinyl Coated Chain Link Fence/Gate (4', 5' or 6' Heights)\*\*



\* Fence design require hedges when adjacent to right-of-way/street.  
\*\*All Chain Link Fence require hedges.

ALUMINUM FENCES

Aluminum Rail Fence/Gate (4', 5' or 6' Heights)



2 RAILS



3 RAILS



4 RAILS



**MISCELLANEOUS IMPROVEMENTS**

**AFFIDAVIT/CHECKLIST FOR MINIMUM DESIGN AND MATERIAL STANDARDS FOR SINGLEFAMILY,  
TWO FAMILY/MULTI-FAMILY AND NON-RESIDENTIAL DWELLINGS IN THE URBAN SERVICE AREA (USA)**

Pursuant to Sections 6.5.19 and 6.6.4 of the Land Development Regulations (LDR), Wellington has adopted minimum design and material standards for single-family, two-family/multi-family and non-residential lots within the Urban Service Area. Building permit applications for principal and accessory structures in the Urban Service Area must include this affidavit/checklist prior to permit processing by Wellington’s Planning, Zoning and Building Division. In the corresponding box, please check to indicate compliance or put the letters “NA” if not applicable to the permit application.

1. Fence Design: \_\_\_\_\_ Fence Material: \_\_\_\_\_ Fence Height: \_\_\_\_\_  
will be constructed in compliance with the design standards contained in the LDR Section 6.6.4.
2. Five (5) foot black vinyl chain link major thoroughfare fences & hedges will be constructed, installed and irrigated in compliance with the design standards contained in the LDR Section 6.6.4.
3. ALL chain link fences require hedge material and shall be constructed in compliance with the design standards contained in the LDR Section 6.6.4.
4. Awning material: \_\_\_\_\_ Awning color and # \_\_\_\_\_ as selected from the approved materials schedule and color chart as adopted by the Architectural Review Board. LDR Section 6.5.19.5
5. Screen enclosure screens are \_\_\_\_\_ in color with the superstructure being \_\_\_\_\_ in color.
6. Storm shutters, storm panels and storm rollups meet the design standards contained in the LDR Section 6.5.19.8
7. Solar heating panels and other mechanical equipment will be installed consistent with the design standards contained in the LDR Section 6.5.19.7
8. Flag poles shall be installed in compliance with the design standards contained in the LDR Section 7.14.17.11
9. Basketball backboards and hoops shall be installed in compliance with the design standards contained in the LDR Section 11
10. Docks shall be constructed in compliance with the design standards contained in the LDR Section 6.5.19.13
11. Tennis courts shall be constructed in compliance with the design standards contained in the LDR Section 6.5.19.14
12. Sheds shall be installed or constructed and screened from view from adjoining properties and abutting rights of ways in compliance with the design standards contained in the LDR Section 6.5.19.15

**AFFIDAVIT OF COMPLIANCE**

Wellington will issue a building permit provided that the structure meets the above stipulated requirements and other requirements set forth in the ordinances and regulations promulgated by Wellington. **The issuance of a permit shall not be construed to mean that the project is in conformance with any specific deed restrictions or restrictive covenants that may be applicable to the property. Wellington will not consult private Homeowner Associations prior to issuing a permit.** The applicant, and not Wellington, is responsible for determining whether any private deed restrictions exist and whether the project is in conformance with such restrictions. I have read and understand the above regulations and do hereby covenant and agree that the plans submitted conform to these requirements and construction will proceed according to the aforesaid stipulations. **I further understand that any violation of the stipulations may result in a permit denial, a stop work order being issued, or code enforcement action being initiated.**

Owner Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Applicant/Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Permit No: \_\_\_\_\_



Planning, Zoning & Building Department  
12300 Forest Hill Boulevard Wellington, FL 33414  
Phone: (561) 753-2430 Fax: 561-791-4045  
www.wellingtonfl.gov

**UTILITIES EASEMENT CONSENT FORM**

**Circle 1 utility per form and fax it to the number indicated  
Please make sure you fax a copy of the Survey**

**Comcast Cable** Fax: (561) 454-5899  
Email: wade\_hagerty@cable.comcast.com

**AT&T** Fax: (305) 552-5979  
Email: G30576@att.com

**FP&L** Fax: (561) 616-1625  
Tel: (561) 616-1601

**Florida Public Utilities** Fax: (561) 838-1769  
Tel: (561) 838-1817  
Email: engineering-wpb@fpuc.com

I am the record title holder of property located at \_\_\_\_\_  
I propose to apply for a permit from the Village of Wellington to construct or install a \_\_\_\_\_  
in the \_\_\_\_\_ easement on my property. The legal description of this  
property is LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_  
SUBDIVISION: \_\_\_\_\_.

In the event your company has no objections to this improvement, please complete this form. I understand that your company will not be responsible in any way for repairs to, or replacement of, any portion of the above referenced improvement and that any removal or replacement of this improvement necessary for your use or access of this easement will be done at the expense of the property owner or their successors in interest.

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

**ACKNOWLEDGEMENT:**

We agree to the proposed improvement under the circumstances described above.

Name of easement holder: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the applicant for submittal with the application.

Applicant contact information: \_\_\_\_\_



Planning, Zoning & Building Department  
12300 West Forest Hill Boulevard Wellington, FL 33414  
Phone: 561-753-2430 Fax: 561-791-4045 www.wellingtonfl.gov

**HOLD HARMLESS / PERPETUAL MAINTENANCE AGREEMENT**

SUBJECT:

\_\_\_\_\_ **Parcel ID** \_\_\_\_\_  
\_\_\_\_\_ **Address** \_\_\_\_\_  
\_\_\_\_\_ **Address** \_\_\_\_\_

In consideration of Wellington permitting the construction of \_\_\_\_\_ (*Description of Improvement*) in the Easement Right-of-Way areas within or abutting the subject property, the Property Owner hereby accepts and affirms the following:

\_\_\_\_\_ (*Property Owner*) shall hold Wellington harmless for any and all damages to the \_\_\_\_\_ (*Description of Improvement*) caused by the construction or repairs Wellington may perform within the said Easement/Right-of-Way area. Further, the undersigned agrees that any repair or replacement of the \_\_\_\_\_ (*Description of Improvement*) shall be performed as directed by Wellington and will be at the expense of the undersigned.

Accepted and acknowledged on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_ (*Property Owner*)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ By \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Signature of person taking Acknowledgement

\_\_\_\_\_  
Printed Signature

My Commission Expires:



**LANDSCAPE & FENCE AFFIDAVIT**

**Permit #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_

***Building permit applications for fences must include this affidavit/checklist prior to permit processing by the Wellington Planning, Zoning and Building Department. In the corresponding box, please check to indicate compliance or put the letters "NA" if not applicable to the permit application.***

1. Fences shall not be located closer than three (3') feet to any street right-of-way.
2. Property owners shall landscape the area outside privacy fences and walls which are adjacent to streets to reduce the visual impact of the fence or wall.
3. Property owners shall landscape ALL chain link fences, including side & back yard.
4. The landscaped area shall be irrigated.
5. Plants shall be three (3) gallons and a minimum of thirty-six (36) inches high at time of planting.
6. Plants shall be installed two (2) feet on center.
7. It is the responsibility of the property owner to maintain the landscaping at a height not less than the height of the fence or wall; provided that the height of the hedge shall be five (5') feet within twelve (12) months of planting and six (6) feet within twenty-four months of planting.
8. Landscaping adjacent to fences surrounding schools, parks and other public properties shall include annuals and low shrubs and flowering plants along the fence with trees planted at a minimum height of twelve (12) feet spaced a maximum of thirty (30) feet on center. All landscaping shall be irrigated.

***Architectural Review Board & Tree Board  
Approved Species List  
For Thoroughfare Fencing & Barrier Hedges***

<b><u>Common Name</u></b>	<b><u>Latin Name</u></b>	<b><u>Native/Non-Native</u></b>
Sandankwa Vibernum	Vibernum suspensum	
Coco Plum	Chrysobalanus icaco	Native
Podocarpus	Podocarpus macrophylla	
Greenbuttonwood	Conocapus erectus	Native
Simpson Stopper	Myrcianthes fragrans	Native
Florida Privet	Forestera segregata	
Sweet viburnum	Viburnum odoratissimum	
Pinwheel/Jasmine		

***I CERTIFY THAT I HAVE READ AND UNDERSTAND THE LANDSCAPING REQUIREMENTS WITH REGARD TO FENCES AS OUTLINED ABOVE, AND THAT THE PROPOSED FENCE WILL BE PROVIDED WITH LANDSCAPING AND IRRIGATION IN ACCORDANCE WITH SEC. 6.6.4 OF THE LAND DEVELOPMENT REGULATIONS (LDR) PRIOR TO FINAL INSPECTION.***

**Contractor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**OWNER/BUILDER AFFIDAVIT**

12300 Forest Hill Blvd. Wellington, FL 33414  
Phone: 561-753-2430 Fax: 561-791-4045  
www.wellingtonfl.gov

**NOTICE: Florida Statute 489.103 requiring construction to be done only by licensed contractors provides an exemption from licensing for property owners acting as their contractor under specific conditions. Answers to the following questions are essential to determine if those state qualifications are satisfied by an Owner/Builder applicant.**

**THIS DOCUMENT MUST BE REVIEWED AND SIGNED BY A REPRESENTATIVE OF WELLINGTON**

**(Please Type or Print Clearly)**

Owner/Builder Applicant Name: \_\_\_\_\_

1. Site address of the proposed building work \_\_\_\_\_

2. Name of legal title owner of the site address above \_\_\_\_\_

3. Describe the new construction or building work to be done at the site \_\_\_\_\_  
\_\_\_\_\_

4. How is the building or space going to be used? \_\_\_\_\_

5. Who will do the actual labor in each major trade area? Owner Alone, Owner with Hired Help or By Licensed Contractor (Name)

Trade                                      Owner Alone or Owner with Hired Help or Licensed Contractor

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Who will supervise the trade work to meet all the various adopted codes?  
\_\_\_\_\_

7. What provisions are there for Public Liability and Property Damage Insurance?  
\_\_\_\_\_

8. What provisions exist for withholding Social Security and Federal Income Taxes, as required by Federal Law, from wages paid to people you hire who are not licensed?  
\_\_\_\_\_





## OWNER/BUILDER AFFIDAVIT

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### **OWNER BUILDER AFFIDAVIT & DISCLOSURE STATEMENT PERMIT #**

The provisions of Chapter 489.103, F.S. requires construction to be done by licensed contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor even though you do not have a license. ***You must perform or provide direct on-site supervision of the construction yourself.*** You may build or improve a one-family or two-family residence or improve a commercial building at a cost of \$75,000 or less in value within any 12 month period, ***provided the residence or building is for your own use and occupancy.*** It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within one year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses and insurance required by State law and by County licensing ordinances. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A and withholding tax and provide workers' compensation for that employee, all as prescribed by law. **The construction must be performed according to all Building Codes and Zoning Regulations, and it is your responsibility as the Owner/Builder to make sure this is done and correct any code violations. A Village Building Permit does not assure compliance with your Homeowners Association's rules, regulations and/or deed restrictions. We advise you to obtain approval from your Homeowners Association before improving your property.**

#### **Disclosure Statement: Therefore, I understand and agree:**

1. That state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. That building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. That, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. That I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. That, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. That I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. That it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. That I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

