

**BOARD OF TRUSTEES**

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**Fiscal Officer**

Debbie S. Schwey

**Administrator**

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950 Locust Corner Road  
Cincinnati, Ohio 45245

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[www.piercetownship.org](http://www.piercetownship.org)

June 30, 2021

## **Instructions for Submitting a Fence Zoning Permit Application**

**Step 1:** Complete the Zoning Permit Application. Be sure to have the property owner sign the application.

**Step 2:** Submit a site sketch showing the fence location on the property. This may be hand drawn on a Clermont County GIS aerial.

**Step 3:** Submit a sketch or diagram of the proposed fence, including the height.

**Fees:** Fence \$40.00 – Fees are subject to change and are current as of April 2021.

Regards,

Eddie F. McCarthy, Planning & Zoning Administrator  
Pierce Township Zoning Department  
950 Locust Corner, Pierce Township, Ohio 45245

Attachment(s): Zoning Permit Application, Fence Regulations

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**ZONING PERMIT**

Application No. \_\_\_\_\_

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

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

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

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

City, State & Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Parcel Address: \_\_\_\_\_ Parcel No. \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Parcel Owner Name (if different than applicant): \_\_\_\_\_

Parcel Owner Address (if different than applicant): \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Current Use (if any): \_\_\_\_\_

Type of Work (check applicable box): New Construction: \_\_\_ Remodel/Expansion: \_\_\_ Fence: \_\_\_ Minor Lot Split \_\_\_

Signage: \_\_\_ Change of Use: \_\_\_ Accessory Structure (detached garage, shed, etc): \_\_\_ Other: \_\_\_\_\_

Architect/Engineer: \_\_\_\_\_

General Description of Work: \_\_\_\_\_

1. Size of Building/Sign/Etc.: Total Sq. Ft.: \_\_\_\_\_ Length: \_\_\_\_\_ ft. Width: \_\_\_\_\_ ft. Height: \_\_\_\_\_ ft.

2. Approx. Cost of Work: \$ \_\_\_\_\_ 3. Lot Size: \_\_\_\_\_ sq. ft./acres

4. Setbacks from Property Lines: Front: \_\_\_\_\_ ft. Rear: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft. Side: \_\_\_\_\_ ft.

5. For Sign Applicants: A. Sign Type: \_\_\_\_\_  
(e.g. ground mounted, pole mounted, wall mounted, etc.)

B. Size of Text/Graphics (within sign area): Total Sq. Ft.: \_\_\_\_\_ Length: \_\_\_\_\_ ft. Width: \_\_\_\_\_ ft.

C. Type of illumination (if any): \_\_\_\_\_

6. For Change of Use Applicants: A. Proposed new use: \_\_\_\_\_

B. No. of Employees: \_\_\_\_\_ C. No. of Office/Apartment Units: \_\_\_\_\_ **(Please complete back page)**

7. Acknowledgement: It is the responsibility of the applicant to review the property deed for covenants, easements, and/or other restrictions that may inhibit the issuance of a zoning certificate or violate a subdivision regulation. Pierce Township does not administer or enforce private agreements. Consequently, violators of deed covenants or other restrictions are liable for potential legal actions from private owners, home owners associations and/or other vested parties.
8. Applications for Zoning Permits must include applicable documentation which may include one or more of the following:
  - a. A plat of the lot to be developed with dimensions, lot and parcel number, with evidence that the lot has been surveyed.
  - b. A site plan drawn to scale showing the location and dimensions of proposed and existing buildings, driveways, parking areas, landscaping, signage, topography and/or other public or private features necessary to demonstrate compliance with the Zoning Resolution.
  - c. Photographs, drawings, renderings, product specifications, material data sheets, informational brochures and/or similar information that helps to demonstrate compliance with the Zoning Resolution.
9. Please contact Zoning Department staff with any questions or concerns using the contact information listed on the front page of this application. The Pierce Township Zoning Resolution, Zoning Map and Permit Fee schedule can be found online at: [www.piercetownship.org](http://www.piercetownship.org) (Go the Zoning Department page for links to the Resolution, Map and Fee Schedule).
10. As owner(s) of the property located at \_\_\_\_\_, we hereby grant permission to Members of the Board of Zoning Appeals and Staff of Pierce Township to enter the property for visual inspection of the exterior premises. The purpose of said inspection is to review the existing conditions of the subject site as they are related to the application filed.

**I affirm that all information provided therein is true and correct, and that I am authorized to make this application.**

Applicant

Signature: \_\_\_\_\_

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

**(FOR TOWNSHIP USE ONLY)**

Fee Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

After application review, a Zoning Permit is hereby:      APPROVED                      DENIED                      OTHER

Comments/Conditions of Approval:

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

**4) Fences and Walls**

- (a)** Fences and walls shall not exceed six feet in height in any rear or side yard.
- (b)** Fences may be permitted in the front yard under the following provisions:
  - (i)** Walls are prohibited with the exception of retaining walls that do not extend past grade level.
  - (ii)** Fences and walls shall not exceed four feet in height.
  - (iii)** Fences shall have sufficient transparency to provide visibility into and out of the yard.
- (c)** No fence or wall shall be erected on that portion of a lot within 30 feet of the intersection of two or more streets.
- (d)** If a fence or wall is finished on only one side, the finished side shall face out toward the adjacent properties. This shall mean that all structural and support components of the fence or wall shall be facing the interior of the lot where the fence or lot is located.