



## Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Email: [DPZ@viennava.gov](mailto:DPZ@viennava.gov)

Hours: Monday – Friday, 8:00 am - 4:30 pm

### Town of Vienna Fence Permit Checklist

*This checklist is meant to serve as a guideline for fence permits submitted within the Town of Vienna. Compliance with this checklist does not guarantee approval. More information may be requested in addition to information requested in this checklist. Applicants are responsible for ensuring they are compliant with all relevant Town, County, and State requirements.*

*Last Revised 2-21-2020*

Requirements		Complied (Yes/No)
1	Survey/plat of property, prepared and sealed by professional surveyor, with all existing improvements shown, including dwelling, porches, patios, decks, driveways, accessory buildings such as sheds, and pools.	
2	Survey/plat shall be drawn to-scale. Scale shall be included on the survey/plat.	
3	Survey/plat shall include all existing easements on subject property.	
4	All dimensions shown in feet and decimals of a foot to the closest 0.01 of a foot.	
5	Locations of proposed fence(s) and gate(s) drawn on the plat and highlighted.	
6	Length and height of proposed fence(s) labeled on plat.	
7	Material of proposed fences(s) labeled on plat.	
8	If fence is proposed for a townhouse, proof of approval by the Home Owners Association and Board of Architectural Review are required.	
9	If fence is proposed at a commercial or non-residential property, Board of Architectural Review approval is required.	