



Town of Atoka  
PH: (901) 837-5300 / FAX: (901) 837-0028  
[www.townofatoka.com](http://www.townofatoka.com)

**Application for Fence**  
(2018) International Building Code Series is enforced)

**PROPERTY INFORMATION**

Property Owner Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Map & Parcel: \_\_\_\_\_ Zoning District: \_\_\_\_\_ (SN8, SN10, MR, HC, NC, ATC, I, FAR)

**CONTRACTOR INFORMATION – (If applicable)**

Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contractor's License #: \_\_\_\_\_

**FENCE INFORMATION**

Fence Material: \_\_\_\_\_ Wood: \_\_\_\_\_ Metal: \_\_\_\_\_ Vinyl: \_\_\_\_\_ Chain link: \_\_\_\_\_ Plastic: \_\_\_\_\_ Other: \_\_\_\_\_  
Fence Heights: \_\_\_\_\_

**Required at Submission**

\_\_\_\_\_ Site Plan for Fence (location, dimensions, distance to property lines, easements, and street)

\_\_\_\_\_ Written approval from neighbor if connecting fences

Estimated Project Cost of Improvement: \$ \_\_\_\_\_

**The proposed location of the structure must be staked, marked or painted so that it may be inspected before installation begins.**

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and understand and assume responsibility for the establishment of the official property lines for required setbacks prior to start of construction and agree to conform to all applicable laws of this jurisdiction. I further certify that this information given is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FENCE PERMIT INFORMATION

Height- The fence cannot exceed \_\_\_\_\_ feet in height.

Property Line – The fence may be located up to but not on a property line, easement or right of way line.

Restriction – Fences are not allowed to be located within a clear sight triangle and shall not reduce the sight distance at intersections and driveways.

**\*\* It is the property’s owner’s responsibility to know where their property lines and easement areas are located and apply for the permits accordingly. \*\***

Please call 24 hours in advance to schedule a final inspection once the fence has been installed.

Office Hours: 8:30 – 5:00 pm

901-837-5300

Municipal / Inspector Use Only

Zoning Code: \_\_\_\_\_ Building Code: \_\_\_\_\_

Flood Plane: \_\_\_\_\_ Yes \_\_\_\_\_ No

Stormwater Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Septic Upgrade Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

Building Plan Review: Approved \_\_\_\_\_ Not App'd \_\_\_\_\_ Date \_\_\_\_\_ Code Official: \_\_\_\_\_

Codes Administrator: Approved \_\_\_\_\_ Not App'd \_\_\_\_\_ Date \_\_\_\_\_ Code Official: \_\_\_\_\_

Zoning Plan Review: Approved \_\_\_\_\_ Not App'd \_\_\_\_\_ Date \_\_\_\_\_ Code Official: \_\_\_\_\_

Special Notes: \_\_\_\_\_

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

Project Dimension: L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_  
Total Project Area in Sq Ft \_\_\_\_\_

Total land disturbed \_\_\_\_\_

Measurements: Show lot lines, easements, all proposed or existing structures, streets/roads/driveways, waterlines/wells, sewer lines/septic systems, all property lines, all distance of proposed structure(s) from lot lines and work layout and dimensions. Any omitted information may cause a delay in permit issuance.

**Note: Plot plan must be included with the permit application.**

The form consists of a large rectangular grid for drawing a plot plan. At the top of the grid, there is a horizontal line with three vertical tick marks extending downwards, serving as a header or scale indicator. The grid itself is composed of small squares, suitable for detailed site planning and measurements.

