

Sunderland Woods Fence Request Form

Name(s): _____ Date: _____
Address: _____
Phone Number: _____
Email: _____
Names of neighbors: _____

The Sunderland Woods Board of Directors will act to approve or deny a fence request following our Bylaws and the town of Colchester's regulations.

The Sunderland Woods Bylaws state, "From the date hereof, no building, fence, wall or other structure shall be erected, commenced, replaced, maintained or placed on this lot until the design and location have been approved in writing by the Board of Directors of the Sunderland Woods Homeowners' Association, Inc., its successors and assigns."

Please refer to pages 3 and 4 of this form for the Colchester Zoning regulations for fences.

Procedure to follow:

- You need to ask for the board's approval to install all fences.
- You need to complete this form and return to the designated board member.
- You need to give copies of this completed form to neighbors bordering your property, including those across the street or behind. Ask them to read over your request and to communicate their approval, lack of approval or reservations directly to the board. If the Board does not hear from neighbors within a week of receiving your form, a Board member may touch base with neighbors of the property.
- If approved, you will need to apply for a permit with the town. According to town regulations, a permit is required for the following: • New commercial, industrial, and residential structures • Any addition to an existing structure • Adding or removing interior walls • Adding an accessory apartment • Repairs in excess of \$2,500 • Finishing a basement • Fences, pools, patios, and decks • Business signs (temporary & permanent) • Demolition • Seawalls • Wood stoves or pellet stoves • Accessory structures such as sheds and gazebos • Earth disturbance, filling, grading • Paving, concrete, or other impervious material. Every project (including fences and sheds) requires a final inspection to close out the permit. Open permits can delay the closing of a home sale or refinancing, so be sure to complete this important last step of the process. Final inspections must be made within two years of the permit issue date.

Reason(s) for installing fence: _____

Will the fence be permanent or temporary? _____
(If temporary - how long?) _____

What material(s) is fence made from: _____

Height of fence: _____

What impact will your fence have on the aesthetics of the neighborhood? _____

Will any landscaping be done to conceal the fence? _____

Are your property lines clearly marked? _____

Attach a drawing: Following the town's regulations, For Exterior Additions, Sheds, Pools, Fences and other Structures: A site plan of the property showing the distance to property lines, water lines / wells, and septic tanks / fields as well as any other existing structures will be required (sample plan can be found on town website). Show where the road and/or drive is and distance to any rights of way or easements. If there is a water body or wetland on the property, show on the site plan.

To be completed by neighbor: Name: _____ Date: _____

Do you have any concerns about the fence installation that you would like to share with the board?

To be completed by board: Date: _____

_____ The fence has been approved with the expectation that future maintenance will be completed as needed.

_____ The fence installation has been denied for the following reason(s)

(Revised 2021)