Department of Planning and Development
74 Audrey Ave Oyster Bay, NY 11771
(516) 624-6200/www.oysterbaytown.com/

ONLINE APPLICATION CHECKLIST FENCES

SUBMITTAL REQUIREMENTS – Complete and upload the files below

ALL PERMIT APPLICATIONS

- Complete signed and notarized Application for Permit-to-Build-or-Install.
- Notarized Applicant Disclosure Affidavit from the Applicant, Homeowner, and all Contractors.

RESIDENTIAL FENCES GREATER THAN 4' AND LESS THAN 6'

❑ **Application**

- *Download, complete and attach the Application for Permit-to-Build-or-Install found on the Town of Oyster Bay website*

❑ **Site Plan – A Survey Showing the Below Information.**
Note – if any part of the fence is existing, the survey must be no older than 6 months.
Note – You can only apply for fences located on your subject property.

- Parcel lot lines and address
- Existing structures, fences and retaining walls
- Existing utilities, easements, and setbacks, if applicable
- Show the location of proposed fencing (with distances from lot lines and between structures)
- Show the location of existing fencing to be maintained. (with distances from lot lines and between structures)
- Label the proposed fence as such with the type of fence (material), the height and linear footage.
- Label the existing fence with the text ***"to be maintained"*** as well as the type of fence (material), the height and linear footage.

Notes:

Revision Date: 06/20/2024