



**APPLICATION FOR PERMIT TO ERECT A FENCE  
Per Ordinance 2003-105**

To apply for a permit to erect a fence, either boundary or non-boundary, you are first required to fill out this application. Once this application is filled out completely, you must do the following:

1. Bring two (2) copies to the City Clerk's Office to be date/time stamped. The Clerk retains one copy, and you will receive the other.
2. Once date/time stamped, you will need to formally apply for the permit online. To apply online, please go to <https://amesburyma.viewpointcloud.com>. You will be required to create an on-line account by entering a username and password. Once your account is created, under Inspectional Services choose "Fence Permit Application".
3. This application, along with the following documents, will need to be uploaded in the attachments:
  - **Deed** showing ownership of the property. You will have a copy in your mortgage documents, and/or you can obtain a copy at the Registry of Deeds.
  - **Certified Plot Plan**
  - For boundary fences, a **Certified Abutter's List** obtained through the City Assessor's Office.
  - You are required to notify the abutters of the boundary fence installation via Certified Mail. The **signed "green" cards** that are returned to you after mailing that are signed by the abutters stating they received their notice is required to be uploaded.

Other information may be requested after reviewing on-line.

Owner Name: \_\_\_\_\_

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

Type of Fence to be installed: \_\_\_\_\_ non-boundary \_\_\_\_\_ boundary

Length (ft.): \_\_\_\_\_ Height (ft.): \_\_\_\_\_ Fencing Material (wood, PVC): \_\_\_\_\_

Name of Fence Company installing: \_\_\_\_\_

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

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