



Incorporated Village of Hewlett Neck

30 Piermont Ave Hewlett, NY 11557
516-295-1400 • HNvillagehall@optimum.net

Office Use Only	
Permit #:	_____
Date Issued:	_____
Fee Paid:	_____

Fence Application

Owner: _____
 Property Address: _____ SBL: _____
 Email: _____ Tel #: _____
 Mailing Address (if different from property): _____

Submit:

Village Code

- Two (2) most updated surveys showing:
 - Location of fence
 - Setbacks from the property lines
 - Gates and the direction of opening
 - A Photo of the type of fencing
 - Permit Fee \$100.00
- Rear & Side Yard Height & Setback:
 - 6-foot-high Max
 - Set at least 6 inches from property lines.
 - Front Yard:
 - 48 inches high Max
 - Set 2 feet back from property line.

Type/Material of Fence: _____
 Color of Fence: _____
 Height of Fence: _____
 # of Gates: _____

*****ALL CONTRACTORS / FENCE COMPANIES, MUST SUBMIT*****

1. *A COPY OF THEIR NASSAU COUNTY CONSUMER'S AFFAIR LICENSE*
2. *LIABILITY INSURANCE WITH THE VILLAGE OF HEWLETT NECK AS THE CERTIFICATE HOLDER AS WELLAS ADDITIONALLY INSURED*
3. *WORKERS COMPENSATION INSURANCE WITH THE VILLAGE AS THE CERTIFCATE HOLDER*

Contractor: _____
 Address: _____
 Email: _____
 Tel #: _____

Affidavit of Owner / Applicant

State of NY
 County of Nassau SS:

I _____ being duly sworn, deposes and says; that all work being done on the premises in accordance with the statement in writing, and the plans of such proposed work is duly authorized by

 Signature

Sworn To before me this _____ day of _____, 20____

 Notary Public

Notary Stamp

Permission as required by the Building Code of Hewlett Neck to perform the work as described in the within statement and the attached plans and specifications, which are part hereof, is granted.

Examined & recommended for approval on _____, 20____

 Building Inspector



Inc Village of Hewlett Neck
OWNERS ACKNOWLEDGEMENT AFFIDAVIT

I, _____ being duly sworn, depose and say that I am the owner of _____, and that I have authorized the work to be performed at my property by _____ (Contractor).

I have read and understand the responsibilities stated below as the homeowner and person responsible while work is being performed on my property. I have familiarized myself with the conditions set forth for the issuance of the building permit as well as the Code of the Village of Hewlett Neck including but not limited to:

1. The Building Permit is valid for one (1) year from the date of issuance stated on the permit. If for any reason the work is not completed before the expiration date, you must obtain an extension by submitting a request along with the fee that is due prior to the expiration date.
2. In order to obtain a Certificate of Occupancy or Completion the required documents must be submitted. (Electrical Certificate, Final Survey, any related documents required by the Building Inspector) and ALL inspections must be completed. The **homeowner** is responsible for all open permits.
3. Hours work can be done:
 - a. Monday through Friday – 8:00am to 6:00pm
 - b. Saturdays, Sundays and Legal holidays – NO WORK
4. The property must be kept clean and in safe condition at all times during construction.
5. Any and all changes to the approved plans must be submitted to the Building Department and approved by the Inspector.
6. Make sure your contractor has their vehicles parked legally along the street if they cannot park in your driveway.

I make this affidavit with the full knowledge that the Building Department relies upon the truth of the statements herein contained and in relying thereon will issue a permit called for in the application.

(Property Owner’s Signature)

Sworn to before me this _____ day of _____, 20__

(Notary’s Signature)

Notary Stamp:

Village of Hewlett Neck: Fence/Wall Code

§ 195-22 Fences and walls.

[Added 6-3-1991 by L.L. No. 1-1991; amended 1-5-1998 by L.L. No. 1-1998]

- A. No fence or wall above four feet in height shall be constructed, installed or erected without first being approved by the Building Inspector.
- B. Any person or persons, corporation, firm or association intending to erect a fence shall, before any work is commenced, make application to the Village Building Inspector on a form provided by the Building Inspector. Said application shall be accompanied by a plan or sketch showing the proposed location of any fence and the materials proposed to be used therein, which must be in accordance with this chapter and any other pertinent local law regulating construction within the Village and be accompanied by a permit fee as hereinafter set forth. Upon approval by the Village Building Inspector, a permit shall be issued which will be in effect for a period of six months after the date therein. Said permit shall be available on the job during the progress of the work so that it may be inspected by proper Village officials, including but not limited to the Village Building Inspector, Mayor and Trustees.
- C. Living fences. Living fences are subject to all of the provisions of this chapter, except that they shall be exempt from the permit provisions of this chapter. In addition, no living fence shall be placed nearer than two feet to any sidewalk in existence, any prospective sidewalk or party line. There are no height limitations on living fences. Living fences must be maintained in a neatly trimmed condition and shall not interfere with the visibility of vehicular and pedestrian traffic.
- D. Applicability. The permit provisions of this chapter shall apply to fences in residential zones of the Village of Hewlett Neck. No fence shall be erected in the Village in excess of the height limitations as set forth herein.
- E. Height limitations.
 - (1) Rear yards. No constructed fence shall be more than six feet in height at the rear of homes and buildings, nor shall it extend forward of the rear building line of any existing or proposed dwelling.
 - (2) Front yards. No constructed fence shall be higher than 48 inches in any front yard from the mean height of the roadway in front of the premises.
 - (3) Side yards. No constructed fence shall be more than six feet in height at the side of homes and buildings, nor shall it extend forward of the side building line of any existing or proposed dwelling.
- F. Location restriction. Any fence erected under this chapter shall be placed at least six inches back from any property line. Any constructed fence erected in a front yard shall be placed at least two feet back from the property line. Living fences shall be placed in accordance with Subsection C of this section.
- G. Materials and composition.
 - (1) Any fence, wall or similar structure, as well as shrubbery, which unduly cuts off light or air or which may cause a nuisance, a fire hazard or a dangerous condition, is hereby expressly prohibited. Further, no fence shall be erected in a residential zone or along a public right-of-way unless the fence is uniformly less than 50% solid.
 - (2) The following fences and fencing materials are specifically prohibited on property perimeters:
 - (a) Barbed wire.
 - (b) Pointed fences under three feet in height.
 - (c) Canvas fences.
 - (d) Cloth fences.

Village of Hewlett Neck: Fence/Wall Code

- (e) Electrically charged fences.
 - (f) Poultry fences.
 - (g) Turkey wire.
 - (h) Temporary fences, such as snow fences, unless on construction sites with Village Board permission.
 - (i) Expandable fences and collapsible fences, except during construction of a building.
 - (j) Chain link, cyclone-type or wire fences.
 - (k) Vinyl or plastic woven fences; provided, however, that this prohibition shall not be construed to prevent fences made primarily out of PVC or similar material. **[Amended 1-7-2002 by L.L. No. 2-2002]**
- (3) All entrances or gates shall open onto the property.
- (4) Any fence of wood and any stockade or other type of fence shall have the smooth side or finished side facing to the outside of the property of the owner installing the fence. Fence posts will be placed on the inside of the fence.
- (5) All fences or walls must be erected within the property line, and none shall be erected so as to encroach upon a public right-of-way or interfere with vehicular or pedestrian traffic or interfere with the visibility of vehicular or pedestrian traffic.
- (6) All fences must be maintained in good repair at all times.
- H. Powers and duties of Village Building Inspector.
- (1) The Village Building Inspector shall have the authority to direct the immediate repair and maintenance of all fences.
 - (2) The Village Building Inspector shall have the authority to direct, in writing, the removal, trimming or modification, within five days of any shrubs, bushes, plants, trees, flowers or other vegetation, fence, wall, hedge or other structure on private or public property, wherever the same shall interfere with adequate visibility for operators of motor vehicles at street intersections or curbs.
 - (3) Any person who shall refuse or neglect to comply with the written direction of the Village Building Inspector shall be guilty of a violation under the terms of this chapter.
 - (4) If the property owner feels aggrieved by any decision of the Building Inspector, he or she shall have a right of appeal to the Village Board, provided that said appeal is accomplished in writing within 10 days of the written notification from the Building Inspector. Said appeal shall be filed with the Village Clerk.
- I. On any corner lot, no wall, fence or other structure shall be erected or altered, and no hedge, tree, shrub or other growth shall be maintained at a height greater than 21/2 feet at any point within a radius of 30 feet of the point formed by any intersecting roads or highways, and provided, further, that such height shall be measured from the existing elevation of the center line of such highway opposite such wall, fence, other structure, hedge, tree or shrub.