

Manchester Borough

225 South Main Street, Manchester, PA 17345 ♦ Phone (717) 266-1022 ♦ Fax (717) 266-0913

Incorporated 1869

The following are fence installation requirements for Manchester Borough. Please call the office with any questions at 717-266-1022 or email us at secretary@manchesterborough.com

- 1.) You must call 811 before you dig and mark the area where the fence will be located in white paint. 811 will come out and check if there are any lines, pipes or sewer connections where you plan to place the fence.
- 2.) You must meet the zoning set back requirements of:
 - a. 4' fence in front yard only.
 - b. 4'-6' fence on the sides and back of the property
 - c. 1' off your property entire property line on all sides for the setback requirements
- 3.) You must complete a permit application and submit it to the Borough. The Borough will then submit to their zoning officer for plan review. Please note that if a contractor is performing the work they are required to fill out the appropriate areas on the form and provide a certificate of liability of insurance to the Borough.
- 4.) You will need the total cost of construction, a list of materials used, how many feet of fence were installed, and the actual size of the fence installed.
- 5.) A drawing of your property showing where the property lines are and where the fence will be located. This is a form on the zoning application. Please complete it or the permit will be denied.
- 6.) If you are unaware of where your property stakes are located, please go to the courthouse, and get a copy of the deed to your home. This will show you where they are located. If you cannot locate the stakes for your property lines, you may need to hire a land surveyor before your fence can be installed.
- 7.) Commonwealth Code Inspection Services have their own fees associated with the permits. The total cost depends on the total work performed. Please see the Commonwealth Code Fee Schedule on our website. Manchester Borough permit fee is \$5 per every \$1,000 spent.
- 8.) After your application is completed, please bring it back to the Borough or scan it and send to the Borough email at secretary@manchesterborough.com