

GHI Permit Request

Type III Improvement

Fences & Privacy Screens

Please read the instructions on this page carefully

1. This information package is for GHI members desiring fences and privacy screens. Read and follow the member request procedure. A [process flowchart](#) is available online if you are interested in reviewing the steps graphically.
2. **KNOW WHAT YOU ARE SIGNING.** Do not allow others, such as contractors, to apply for you without reviewing the plans submitted. **THE MEMBER IS RESPONSIBLE FOR FOLLOWING GHI RULES.**
3. ***Incomplete submittal information will only delay a request for approval.*** You may obtain assistance from Technical Services at 301-474-4161 between 9 a.m. and 5 p.m.
Estimated time for approval:
from GHI Technical staff up to ten (10) days
from GHI Board of Directors, if required up to eight (8) weeks
For all permit applications which are not approved by the Technical Services Department, if you want to appeal this decision please contact Technical Services Department.
4. You must have a **GHI BUILDING PERMIT** in hand both to begin work and to apply for the appropriate County and City permits. County and City permits, if required, must be obtained **BEFORE WORK BEGINS**. GHI must receive copies of all permits immediately. All work items must be covered by the permits. A City building permit is required for any work which requires a County building permit.
Prince Georges County permit office 301-883-5776
City of Greenbelt Planning & Comm'ty Development office 301-345-5417
5. **GHI WILL INFORM THE COUNTY AND THE CITY OF ALL WORK PERFORMED WITHOUT A PERMIT, AND FINES MAY BE INVOLVED.**
GHI is responsible for all property as the legal property owner.
6. **NOTICE: IF YOU HIRE A CONTRACTOR** you are still responsible for obtaining GHI permission and subsequently required inspections. We advise you not to make your final payment to your contractor without final approval by GHI.

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<i>FOR OFFICE USE ONLY</i>	
Request No:	_____
Unit:	_____
Date Received	_____

Date: _____

I\we _____
of [address] _____
request approval from GHI to install-build a fence or privacy screen at the above address, as described below. Included are the plans-drawings-specifications.

I\we understand that if the fence/screen is to be taller than 4 feet, County and City permits must be secured, as described elsewhere. The contractor's name, license number, and copy or permits must be submitted to GHI before any work can start.

I\we acknowledge that copies of the GHI permit, as well as other information pertinent to the execution of the work covered by the permit, may be given to the contractor(s) as necessary.

Description of proposed work:

fence/screen height: _____ wood fence/screen color/stain: _____
percentage open: _____% chainlink color: brown green black
remove existing fence: yes / no post anchoring: 24" earth 18" concrete _____

home phone #: _____
work phone #: _____ member's signature
email: _____
member's signature

Note: A GHI Building permit is required to obtain a Prince George's County building permit.

request contractor copy of permit.
phone # for call when permit is ready _____
 Member (if no contractor)
 Contractor _____ MHIC license _____
proposed starting date: _____ completion date: _____

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**PRIVACY SCREEN
NEIGHBOR CONSENT FORM**

TO Greenbelt Homes, Inc.
Hamilton Place
Greenbelt, Maryland 20770

Technical Services:

I/We, _____ the undersigned, as adjacent neighbors to _____ hereby give my/our consent for the planned privacy screen to be constructed. I/we have carefully reviewed the plans and dimensions of the proposed privacy screen/fence and have no objections to the construction.

member _____
address _____
date _____

I/We, _____ the undersigned, as adjacent neighbors to _____ hereby give my/our consent for the planned privacy screen to be constructed. I/we have carefully reviewed the plans and dimensions of the proposed privacy screen/fence and have no objections to the construction.

member _____
address _____
date _____