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 <u>process</u> <u>flowchart</u> is available online if you are interested in reviewing the steps graphically.
- 2. **KNOW WHAT YOU ARE SIGNING**. Do no 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:

- 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 office301-883-5776 City of Greenbelt Planning & Comm'ty Development office301-345-5417
- 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 <u>not</u> to make your final payment to your contractor without final approval by GHI.

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<u>Submittal Requirements</u> (These are basic requirements, more information may be requested)

FENCE/PRIVACY SCREENS

GHI rules for fences: https://www.ghi.coop/content/vii-fences
GHI rules for privacy screens: https://www.ghi.coop/content/viii-privacy-screens

Note: All fences over four feet high must have County and City permit. All privacy screen requests must have neighbors' consent.

Along with request form(s), including the following:

- 1) For privacy screens, signed Neighbor Consent Form.
- Plot plan (available from Technical Services) showing dimensions of yard, the building sidewalks and the proposed locations of fence and gates. Note: Fences must be twelve (12) inches from sidewalk, two (2) feet from a parking lot, rails not over forty two (42) inches above grade, and post not over forty eight (48) inches above grade. Fences must be kept in good repair or removed.
- 3) Signed Fence Responsibility Form.
- 4) Picture of drawing of fence, including detail of post anchoring. Details of approved wood fence styles are available from Technical Services.

Please Note: Plot plans are available from Technical Services.

IF YOU HAVE IDEAS NOT LISTED,
PLEASE CALL TECHNICAL SERVICES, 301-474-4161

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	FOR OFFICE USE ONLY	
	Request No:	
	Unit:	
Date:	Date Received	
I\we		
of [address]		
I\we understand that if the fence/screen and City permits must be secured, as described license number, and copy or permits must be secan start.	elsewhere. The contractor's name,	
I\we acknowledge that copies of the GHI pertinent to the execution of the work covered contractor(s) as necessary.		
Description of proposed work:		
fence/screen height: wood fence/scre	en color/stain:	
	 ☐ 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 permit.	n a Prince George's County building	
\square request contractor copy of permit.		
phone $\#$ for call when permit is ready $_$		
Member (if no contractor)		
Contractor	MHIC license	
proposed starting date: co	mpletion date:	

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STATEMENT OF FENCE RESPONSIBILITY

I/ We,		take
full responsibility for the fence located	on the dividing line betwee	en units
and	of,	and understand
that if my/our fence does not conform	to GHI standards, I/we wil	l repair, replace or
remove the fence to comply with GHI s	standards and at GHI's req	uest.
WITNESS:	(MEMBER)	(SEAL)
DATE:	(MEMBER)	(SEAL)
Notice: This form must be subn	nitted <u>completed</u> to GHI	with all

requests for fences and privacy screens.

GHI Permit Request Type III Improvement Fences & Privacy Screens

PRIVACY SCREEN NEIGHBOR CONSENT FORM

TO Greenbelt Homes, Inc. Hamilton Place Greenbelt, Maryland 20770 Technical Services: __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