



Village of **WILLOWBROOK**

Fence Permit Checklist

Step-by-Step Application Process

1. Create Online Account

- Go to willowbrook.onlama.com

Register as a user and log in to begin the application

2. Contractor Requirements

- Upload a Certificate of Insurance:
 - Must name Village of Willowbrook as the certificate holder

2. Submittal Requirements

- Upload Plat of Survey with:
 - Fence location highlighted
 - Gate locations clearly marked
 - Fence type (Wood, Metal, Vinyl) and height labeled
 - Pool presence noted (if applicable)
- Upload signed Proposal or Contract (signed by property owner).
- Upload fence manufacturer's specification sheet.
- Confirm and note if HOA restrictions or covenants exist and comply.
- Confirm compliance with 2018 International Swimming Pool and Spa Code (if pool is present).

3. General Construction Requirements

- Call J.U.L.I.E. (811) before digging to locate underground utilities.
- Fence must be fully on property of applicant.
- Finished side of fence must face outward.
- On public utility or drainage easements, bottom of fence must be 6" above grade.
- Fence posts must be set in concrete, full depth.
- Remove all dirt spoils from site.
- If connecting to a neighbor's fence:
 - Upload written permission from neighbor.
 - Confirm no encroachments occur.

4. Fence Placement Regulations

Front Yards

- Max height: 4 feet
- Setback: 7 feet from property line
- Must be non-sight barrier ($\leq 50\%$ opacity)

Exterior Side Yards

- Max height: 6 feet
- Taper to 4 feet within 5 feet of front façade
- Setback: 7 feet from property line

Interior Side & Rear Yards

- Max height: 6 feet

Townhome, Multifamily, Mixed-Use & Nonresidential

- Max height: 6 feet
- Fence location limited to rear and interior side yards
- M-1 District: fence may be in all side and rear yards; must include Type B Transition Zone if in exterior side yard
- Barbed wire (M-1 only): \leq 1 foot, \leq 3 strands, not included in total height

Adjacent to Major Roadways (IL-83, Plainfield, 75th, Madison)

- Max height: 8 feet in exterior side or rear yards

Clear Sight Triangle

- Ensure 15-foot clear sight triangle at intersections and driveways
- Max height of any structure in triangle: 3 feet

5. Fence Material Guidelines

Permitted Materials:

- Wood (treated or naturally decay-resistant)
- Wood Composites
- Aluminum
- Vinyl/PVC
- Wrought Iron
- Others, if approved by Village Administrator

Prohibited:

- Anything within public right-of-way
- Obstructive materials that impair visibility or safety
- Sharp, spiked, glass, barbed or pointed materials (e.g., chain link with barbed ends)

6. Inspections

- Schedule Final Inspection through Lama portal
 - Must allow 24-hour notice
 - Inspections occur Mon, Wed, Fri, 9am–12pm
 - Permit number and site address required

7. Applicant Certification

- Acknowledge and digitally sign certification in Lama confirming understanding and compliance with regulations.