



# Village of WILLOWBROOK

## Fence Permit Checklist

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### Step-by-Step Application Process

#### 1. Create Online Account

- Go to [willowbrook.onlama.com](http://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
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### 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).
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### 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.
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### 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
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## 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)
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## 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
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## 7. Applicant Certification

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