

# ACC Permit Application for Fences

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A permit application is required for all new fence installations and for the replacement of an existing fence where the replacement is different from the existing and/or does not comply with current Covenants, Policies and Guidelines. If an existing fence is now non-compliant with current Covenants, Policies, and Guidelines then the new replacement must be brought into compliance. No permit is required to replace an existing fence when the replacement is of the same configuration, materials, colors, and location as the existing fence and complies with current Covenants, Policies and Guidelines.

An on-site visit with an ACC Representative is required to determine if the existing fence to be replaced is in compliance with current Covenants, Policies, and Guidelines.

The Fence Policy and Guidelines were adopted and approved on August 18, 2021 and supersede all previous Policies and Guidelines for installation and replacement of fences.

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## Definitions:

For purpose of the Greenbrier covenants, policies, and guidelines the following definitions are written for the specific applications within Greenbrier:

### A. Plot:

A plot is a map of a piece of land used for a single purpose, such as a home. A plot plan is a survey map done by a Licensed Land Surveyor. Information on a plot plan includes, but is not limited to, property lines with bearings and distances, pins at property corners, lot number, adjacent lot numbers, lot acreage, outline of existing building(s) with distances to property lines, location of driveway, sidewalks, patios, decks, exterior steps, utility and drainage easements, building setback lines, street names with centerlines.

### B. Plat:

A plat is a map of a land area, usually on the scale of a subdivision. A plat map is a collection of plots that make up a subdivision. Information on a plat plan includes, but is not limited to, streets with centerlines and ROW (right-of-way) widths, lot number, lot square footage, house number, lot dimensions, buffer zones, wetlands, drainage easements, utility easements. Copies of plat maps can be obtained from Register of Deeds or online at Craven County GIS.

### C. Site Plan:

A site plan is a to-scale map of a piece of property based on a survey and includes certain other information obtained from a Plat and a Plot with additional information specific to an application for a Permit (e.g., the location of a proposed fence, proposed addition, proposed parking pad).

### D. Synonymous Terms:

For the purpose of this document the terms “dwelling”, “residence”, “home”, “house” are used interchangeably. For the purpose of this document the terms “property owner”, “homeowner” are used interchangeably.

## Policy and Guidelines:

### A. General:

In order to preserve the natural quality and aesthetic appearance of the existing geographic areas within Greenbrier, all property lines are to be kept free and open. No fences shall be permitted on any lot unless it contributes to and is in keeping with the character of the area.

Types:           Above-ground fencing.  
                    Under-ground animal containment “invisible” fencing.

Under-ground fencing does not require a Permit Application and does not need to comply with the location requirements of an above-ground fence.

- Material:** Fence material is preferred to be wood. Other materials in keeping with the urban forest appearance may be considered on a case-by-case basis. Chain link, stockade, bare galvanized wire (e.g., chicken wire), and electrified fences are not allowed.
- Style:** Fence styles include, but are not limited to: solid vertical board, solid horizontal board, basket weave, split rail, post and rail, picket, shadowbox, and board-on-board.
- Decor:** Items such as decorations, murals, attached sculptures, and illuminated devices and/or other similar items are not permitted on any fence.
- Height:** Fences may be no higher than five (5') feet.
- Color:** Fence color to be natural, painted, or stained to complement the surrounding landscape and the dwelling.
- Location:** Above-ground fences must be located directly behind the building with sides enclosed by extension of the sidewalls of the building. Above-ground fences may extend to the rear building setback line of the rear property line. Above-ground fences are not permitted in front or side yards. All fences may not encroach upon drainage or utility easements or minimum building setback lines as shown on the plat.
- Golf Course:** Above-ground fences are not permitted on golf course lots.
- Swimming Pools:** Above-ground fencing around swimming pools and surround aprons is required. Above-ground fencing around a swimming pool and surround apron must remain in place and be maintained as long as the pool is in the ground (with or without water) unless the pool is demolished, removed, and backfilled to original grade.

**Temporary Fences:**

Lightweight flexible see-thru fencing, of the type used to protect plantings, (not dog fencing) are acceptable. Deer and/or bird meshing to protect plantings may be used on the property. Bare galvanized wire (e.g., chicken wire) is not permitted. All other materials and uses must be reviewed by the ACC and approved by the GPOA Board.

**B. Site Visit by the ACC:**

Prior to the preparation of a site plan for the permit application and an on-site visit by an ACC representative the homeowner is to stake the rear property line, rear building setback line, and the location and configuration of the above-ground fence to be considered for installation.

**C. Site Plan:**

A simplified site plan shall be submitted showing all property lines, rear building setback line, streets, location of existing buildings, driveway, and wetlands (if applicable). Show the location and configuration of the proposed above-ground fence to be considered for installation.

**D. Insurance:**

It is strongly advised that the homeowner obtain a Certificate of Insurance from the contractor prior to the commencement of any on-site work. It is also advised that the homeowner verify liability coverage in their Home Owners Insurance Policy.

# Fence Pre-Application Inspection

Date: \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Section#: \_\_\_\_\_ Lot#: \_\_\_\_\_

## Homeowner to complete the following:

Homeowner is to stake the rear property line, rear building setback line, and the location and configuration of the above-ground fence to be considered for installation.

Upon the completion of the above, homeowner to contact the Architectural and Covenant Committee (ACC) for an on-site inspection and review.

## This section to be completed by ACC Representative:

Permit Requested for:

New fence installation       Replacement of existing fence

Is the proposed above-ground fence located directly behind the residence with sides enclosed by extension of the sidewalls of the dwelling?

Y       N

Does the proposed above-ground fence encroach into drainage easements, utility easements, or rear building setback line?

Y       N

Is the proposed above-ground fence five (5') feet or less in height?

Y       N

## Note:

Tree removal is NOT permitted without prior ACC review and GPOA Board approval.

Installation or replacement of a fence is NOT permitted without prior review by the ACC and GPOA Board approval.

\_\_\_\_\_  
ACC Reviewing Member (print)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Date

# Permit Application for Fences

Date: \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Section#: \_\_\_\_\_ Lot#: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Submit two (2) copies of the completed application along with required drawings to an ACC Member, GPOA Member, drop off at the GPOA mailbox at The Emerald, or mail to:

Greenbrier Property Owners Association  
Attn: ACC Committee  
P.O. Box 13943  
New Bern, NC 28561

One (1) set of all documents will be retained by the Architectural and Covenant Committee (ACC) and one (1) set will be initialed and returned to the property owner after the GPOA approves/denies the application.

## Required documents to be submitted with permit application:

### Site Plan (see Policy and Guidelines):

A simplified site plan shall be submitted showing all property lines, streets, location of existing buildings, driveway, and wetlands (if applicable). Show location and configuration of proposed above-ground fence. Above-ground fences shall be located directly behind the residence within the extensions of the house side walls. Above-ground fences may not encroach upon minimum rear building setback lines, drainage easements, or utility easements as shown on the recorded plat or current plot.

Submit photos, drawings, or manufacturer's brochure of proposed above-ground fence.

### Above-Ground Fence Description:

Fence Style: \_\_\_\_\_

Fence Material: \_\_\_\_\_

Fence Color: \_\_\_\_\_

Fence Height: \_\_\_\_\_

**Notifications:**

The homeowner is to notify adjacent property owners of this proposed permit application.

Adjacent Property Owner #1 - Name & Address (print)

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\_\_\_\_\_ Date

Adjacent Property Owner #2 - Name & Address (print)

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\_\_\_\_\_ Date

**Note:**

Any changes to this application will require re-submission of a revised application and a separate review process.

Please plan ahead as it could take 30 days from the time that a **COMPLETE** application is submitted and accepted by the ACC for review and GPOA Board Approval/Denial.

Tree removal is NOT permitted without prior ACC review and GPOA Board approval.

An approved permit application is valid for a period of one year from the date of GPOA Board approval. If an extended period of time is required, the ACC must be notified and the GPOA Board must approve.

# Permit Application Checklist for Fence

This form to be Completed by ACC Representative.

Date: \_\_\_\_\_ ACC File Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Section#: \_\_\_\_\_ Lot#: \_\_\_\_\_

## Permit Requested for:

- New fence installation       Replacement of existing fence

## Site Plan:

Site plan submitted (required)

- Y       N

Property lines shown on site plan.

- Y       N

Streets shown on site plan.

- Y       N

Existing buildings shown on site plan.

- Y       N

Driveway shown on site plan.

- Y       N

Wetlands shown on site plan (if applicable).

- Y       N       n/a

Location of proposed above-ground fence shown on site plan.

- Y       N

Is the above-ground fence located directly behind the building with sides enclosed by extension of the sidewalls of the dwelling?

- Y       N

Does the above-ground fence encroach into rear building setback line, drainage easements, or utility easements?

- Y       N

## Other Required Information:

Is the above-ground fence style identified on the permit application?

- Y       N

Is the above-ground fence material identified on the permit application?

Y             N

Is the above-ground fence color identified on the permit application?

Y             N

Is the above-ground fence five (5') feet or less in height?

Y             N

Have photos, drawings, or manufacturer's brochure of proposed above-ground fence been submitted with the permit application?

Y             N

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ACC Reviewing Member (print)

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(signature)

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Date

