

## Fence Request Information for Sunwest HOA Architecture Control Committee (ACC)

Putting a fence on your property involves a fair amount of preparatory work before the work of installation can begin. The Town of Erie Municipal Code sets forth requirements on what you can and cannot build for residential fences (see Erie Municipal Code 10-6-4 Section H). The Town of Erie does not allow residential fences over six feet in height, among other restrictions. It is the responsibility of the homeowner to make sure that all of the requirements specified for fences by the Town of Erie are complied with.

Also, the Sunwest HOA Architecture Control Committee has to approve any fence that you want to put onto your property. The ACC may not approve a fence that meets the requirements allowed by the Town of Erie if the fence does not conform to the generally accepted norms of the neighborhood, or if the fence would be considered an eyesore by your immediate neighbors. The size and type and placement of the fence must be approved by the ACC before starting construction.

The first thing you need to do is make a detailed drawing to scale of your property showing the size and location of the proposed fence with respect to the property lines, the house, driveway, sidewalks, any pre-existing sections of fence, and any other major landscaping features. You need to specify the dimensions of the fence, including the height, and the type of fence (solid wood plank privacy fence, or split rail fence). Also specify the type of construction materials the fence is made of and the color of the paint or stain used to treat the proposed fence. If you can send a link to a web site that describes the fence you are thinking of constructing, that would help. Also talk to your neighbors to make sure they will not raise an objection to the fence. If the fence meets all of the Sunwest HOA requirements, you can get provisional approval of the fence from the ACC before submitting your permit application to the Town of Erie. However, the ACC approval is conditional upon the Town of Erie granting all the necessary permits.

Use the online form to submit an architecture request here: <http://sunwest-hoa.org/Architecture.asp> and send any drawings, pictures, or other supporting documents to [architecture@sunwset-hoa.org](mailto:architecture@sunwset-hoa.org) as email attachments, or drop printed materials in the drop box located at the front door of 325 Conrad Drive. You can send your request and supporting documents by mail to our property management company, but that slows down the process considerably. Your best bet to get a quick response is to use the online form and email (or drop box).

Please be aware that installing a fence on your property without obtaining the Town of Erie permits, and the ACC approval, will result in considerable fines and the expense of having to remove the fence. So be sure to take care of those details up front before starting construction.