



# FENCE BY-LAW EXEMPTION APPLICATION

## THE APPLICATION PROCESS

[Fence By-law 189-2020](#) as amended, posted in the [By-law Library](#), regulates fence height, materials, swimming pool enclosures and other fence standards in the City of Vaughan. If you would like to build a fence that is not in compliance with the Fence By-law, you can submit this application requesting permission to do so, with the required fee. Staff will then review your request and advise whether your request has been granted or refused.

### How to submit this application

To apply, persons must submit a completed application and pay the applicable fee as listed at [https://www.vaughan.ca/services/residential/by-law\\_enforcement/Fences/Pages/default.aspx](https://www.vaughan.ca/services/residential/by-law_enforcement/Fences/Pages/default.aspx), to:

**By-law and Compliance, Licensing and Permit Services Department, City of Vaughan**

Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1

Phone: 905-832-2281 | Email: [bylaw.licensing@vaughan.ca](mailto:bylaw.licensing@vaughan.ca)

Website: [www.vaughan.ca/bylaw](http://www.vaughan.ca/bylaw)

Hours: Monday to Friday, 8:30 am to 4:30 pm, except for statutory holidays

### How to apply

The property owner may apply for a Fence By-law Exemption as follows:

1. **Mail** to the By-law and Compliance, Licensing and Permit Services Department address, listed above.
2. Drop off to **drop-boxes** located at the entrances of Vaughan City Hall, with the enveloped marked, "Attn: By-law and Compliance, Licensing and Permit Services – Fence By-law Exemption Application".
3. By **e-mail** to [bylaw.licensing@vaughan.ca](mailto:bylaw.licensing@vaughan.ca), indicating a phone number for staff to collect payment.

## THE APPLICATION

Section 1 – Applicant information		
Name of applicant/property owner (first name and last name)		
Address (street no, street name)		Unit
Municipality <b>Vaughan</b>	Province <b>Ontario</b>	Postal code

Telephone number	Email address
------------------	---------------

**Section 2 – About the fence by-law exemption**

Please explain the fence by-law exemption you are requesting and why it is being requested.

Does/would the fence abut a neighbouring driveway?

- Yes, it is/would be \_\_\_\_\_ metres from the driveway.
- No

Does/would the fence abut a sidewalk?

- Yes, it is/would be \_\_\_\_\_ metres from a sidewalk.
- No

Does/would the fence surround a swimming pool?

- Yes
- No

Sketch or upload an image the proposed fence or include one as an attachment.

**Section 3 – Additional requirements checklist**

The following must be provided with the submission of the form. If the application is being:

- made online on the Licensing Portal, this must be uploaded as attachment in the portal;
- submitted by mail, email or via the on-site drop box, a copy should be submitted with form.

Check the box(es) below to acknowledge you are submitting the following requirements.

Requirement	Details
<input type="checkbox"/> Identification	One piece of Canadian government photo identification demonstrating that the applicant is at least 18 years old and their address.
<input type="checkbox"/> Property survey	Survey of the property, including all buildings and property lines. You can apply for a property survey <a href="#">online</a> , or contact the Building Standards department for assistance at <a href="mailto:buildingstandards@vaughan.ca">buildingstandards@vaughan.ca</a> or 905-832-8510.
<input type="checkbox"/> Property map	Map showing property in relation to municipal streets.
<input type="checkbox"/> Sketch or photo of fence	Sketch or photo of fence or proposed fence, if it has not already been included in Section 2.
<input type="checkbox"/> Proof of property ownership	Proof of property ownership, such as a tax bill or assessment roll.

**Section 4 – Declarations**

By signing below, the applicant and authorized agent certify that:

- 1) The information contained in this form and other attached documentation is true and accurate to the best of the knowledge of the applicant/licensee and agent.
- 2) The application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281.
- 3) The applicant further agrees that any false information may result in refusal of the application.

Signature of the applicant

Date (dd/mm/yy)