This cover page contains information about the contents of the document that follows.

# Name of document:

Fence Exemption Application Form

# Overview:

This document contains the application required to apply for a Fence Exemption.

# Who to contact for more information:

If you would like more information or require this in an alternate format to be accessible, please contact the District Office that serves your area. Offices are open Monday to Friday, except statutory holidays. To determine which office serves your area, [enter your address](https://web.toronto.ca/city-government/data-research-maps/neighbourhoods-communities/ward-profiles/) here. Otherwise, you may contact 311 for assistance.

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| ML&S District Office | | Telephone | Wards Served |
| **Central District,** 433 Eastern Avenue, Building B  1st Floor; Toronto, ON M4M 1B7  Email Address: [MLSCentral@toronto.ca](mailto:MLSCentral@toronto.ca) | 416-397-4150 | | 4, 9, 10, 11, 12, 13, 14, 19 |
| **West District**, Etobicoke Civic Centre,  399 The West Mall, The North Block, 3rd floor;  Toronto, ON M9C 2Y2  Email Address: [MLSWest@toronto.ca](mailto:MLSWest@toronto.ca) | 416-394-2550 | | 1, 2, 3, 5, 6, 7, 8 |
| **East District**, Scarborough Civic Centre,1530 Markham Road, 3rd Floor, Toronto, ON M1B 3G4  Email Address: [MLSEast@toronto.ca](mailto:MLSEast@toronto.ca) | 416-396-4166 | | 15, 16, 17, 18, 20, 21, 22, 23, 24, 25 |
|  |  | |  |

# 311 Toronto

311 is open 24 hours a day, 7 days a week.

Email: [311@toronto.ca](mailto:311@toronto.ca)

Phone within Toronto: 311

Phone outside Toronto: 416-392-CITY (2489)

TTY customers: 416-338-0TTY (0889)

Web: [www.toronto.ca/311](http://www.toronto.ca/311)

Toronto 311

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| "" About Fence Exemption Permits |

The purpose of this form is to apply for a Fence Exemption permit pursuant to Toronto Municipal Code Chapter 447, Fences. Upon receiving a completed application, Municipal Licensing and Standards (ML&S) will advise the Ward Councillor and prepare a staff report to the appropriate Community Council (CC) regarding the application.

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| "" Notification to Neighbours |

The City Clerk's office will notify the following residences of the date that a Fence Exemption application will be considered by the appropriate Community Council. ML&S will provide the applicant with a public notice with details of the community council hearing. The applicant is required to post this public notice in a visible location on the property 10 days prior to the community council meeting.

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| Location of Fence for Exemption | Notification Requirement |
| Rear yard fence | Adjoining owners |
| Front yard fence | 60 metre radius |
| Flankage yard fence | 60 metre radius |

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| "" What You Need to Apply |

You can submit your completed application form in person or by mail. There are four ML&S district offices which can accept your application. **Only completed applications will be accepted**; and must include:

1. A completed application form
2. Site plan/drawings
3. Photographs
4. Letters of support from adjacent property owners
5. The application fee. The current fee is $200.00

The fee must be submitted at the district office for your ward (see page 1). All locations accept cash, cheques, and money orders. The District Office at 433 Eastern Ave also accepts credit and debit. Cheques must be addressed to, "Treasurer, City of Toronto".

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| --- | --- | --- | --- | --- | --- |
| "" Applicant Information (Property Owner) | | | | | |
| First Name | | | | Last Name | |
| Street Number | Street Name | | | | Suite/Unit Number |
| City/Town | | | Province | | Postal Code |
| Work Telephone Number | | Mobile Telephone Number | | | Email |

If you are applying on behalf of the property owner, please provide your contact information below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| "" Agent Contact Information (if applicable) | | | | | |
| Business Name | | | | | |
| First Name | | | | Last Name | |
| Street Number | Street Name | | | | Suite/Unit Number |
| City/Town | | | Province | | Postal Code |
| Business Telephone Number | | Business Mobile Number | | | Business Email |

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| "" Fence Information |
| Is the fence located on property where an active building permit is in place?  yes  no |
| Fence Location (Description should include, east side, rear yard, flankage yard et cetera). |
| Type of Fence (Describe materials used/to be used. Examples include wood, chain link,  wrought iron, masonry, et cetera). |
| Reason for request (Examples include privacy, security, safety, aesthetics). |
| List the dimensions below, including height, depth of the columns and length of each section. |

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| "" Additional Information |

Have you received a Notice of Violation under the Fence Bylaw?  yes  no

If yes, please provide the Notice number:

|  |
| --- |
| ""Authorized Signature |

I affirm that all the information is true and complete and that I understand and accept all conditions.

|  |  |
| --- | --- |
| Applicant Signature | Date (yyyy-mm-dd) |

This Notice of Collection statement applies only to property owner information.  
Municipal Licensing and Standards collects personal information on this form under the legal authority of the City of Toronto Act. S.O. 2006, Chapter 11, Schedule A, s. 136 (c) and City of Toronto Municipal Code, Chapter 447, Fences. The information is used to determine eligibility for a fence exemption and for further communication regarding the application. Questions about this collection can be directed to the District Manager – Municipal Licensing & Standards, West District, 399 The West Mall, 3rd Floor, Toronto, ON M9C 2Y2, or by telephone at 416-392-4352.

Public Record Notice

In accordance with the City of Toronto Municipal Code, Chapter 447 Fences, par.447-5C.(7) the name and address of the property owner will be publicly available.