



Fence or Hedge Agreement

If you choose to install a fence or hedge on or less than three feet from the property line you must provide a recorded neighbor agreement with your neighbors before the fence or hedge permit will be issued.

Per Zoning Ordinance 2007-287.

The fence agreement must be notarized, per Johnson County Recorder, prior to recording of agreement.

The city of Tiffin does provide an agreement template for the convenience of the residents.

- The template is organized in the format acceptable by the Recorder's Office.
- The resident requesting the conditions for the neighbor agreement is required to complete the agreement and have the neighbor/s signatures notarized.
- Upon obtaining notarized signatures the Requester must file with the Johnson County Recorder for recording of agreement which run with the land. There is a per page fee Johnson County charges for recording documents. Currently it is \$7/page. Please make sure you check with the county to ensure fees are accurate.

The City also provides free of charge to residents notary service at City Hall.

- The resident requesting the fence must complete all of the required information for the addresses and names of property owners.
- Requesting party may leave the form at City Hall and neighbors may schedule with the notary individually or collectively a convenient time to have their signature/s notarized.
- Only one of the homeowners on property records is required to sign the agreement. (For example if two individuals are listed on the ownership of property, only one is required to have signature notarized.)
- Iowa notary mandate requires that the notary witnesses the signature of the individuals signing the agreement.
- When the required signatures are obtained and notarized, City Hall will notify the Requester that the form is ready for pick-up.
- Requester may contact City Hall, inquiring of the status of the completion.

If you have questions on this process or would like to schedule time with the notary please call:
City Hall (319)545-2572 Monday-Friday 8:00AM-5:00PM

Prepared By: City of Tiffin, 300 Railroad Street, PO Box 259, Tiffin, IA 52340 319-545-2572

Return to: _____
Applicant Name & Applicant Mailing Address

FENCE OR HEDGE AGREEMENT

Date: _____

KNOW ALL PERSONS BY THESE PRESENTS:

in accordance to the Fence and Hedge Regulation, Section Five of the Zoning Ordinance Adopted November 14, 2007 by the City Council of Tiffin, Iowa, neighbors to my property have agreed to allow the construction of a fence or hedge, that is less than three feet from the property line of my property listed below. This fence agreement shall be binding on both or all parties, their heirs and assigns. This agreement shall run with the land. This agreement will be recorded with Johnson County Recorder and one copy submitted to the City of Tiffin, Tiffin, Iowa.

Address: _____
PRINT YOUR NAME ADDRESS CITY & STATE

Subdivision and Lot # _____

Neighbor/Neighbors: _____
PRINT NAME ADDRESS

Neighbor/Neighbors: _____
PRINT NAME ADDRESS

Neighbor/Neighbors: _____
PRINT NAME ADDRESS

The Fence or Hedge will be constructed of the following materials, Height of the Fence or Hedge, and location of said Fence or Hedge:
Describe here: _____ around rear yard in accordance to
Zoning Ordinance and Design Standards adopted 11/2007.

Notarized Statement

By: _____ Print Name: _____
Neighbor Signature

By: _____ Print Name: _____
Neighbor Signature

By: _____ Print Name: _____
Neighbor Signature

By: _____ Print Name: _____
Neighbor Signature

STATE OF IOWA)
COUNTY OF JOHNSON) ss:

On this _____ day of _____ 20_____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____, to personally known, who, being by me duly sworn, did say that they are neighbors, and that _____, acknowledged the execution of the instrument as their voluntary act.

Printed Name
Notary Public in and for the State of Iowa

STATE OF IOWA)
COUNTY OF JOHNSON) ss:

On this _____ day of _____ 20_____, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared _____, to personally known, who, being by me duly sworn, did say that they are neighbors, and that _____, acknowledged the execution of the instrument as their voluntary act.

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