



# FENCE PERMIT APPLICATION ADMINISTRATIVE ZONING PERMIT

File / Permit Number \_\_\_\_\_

CITY OF ELKO NEW MARKET • 601 MAIN STREET, ELKO NEW MARKET, MN 55020 • PO BOX 99 • PHONE: (952) 461-2777 • FAX: (952) 461-2782

| FENCE PERMIT REQUIRED                                       |          |  |
|---|----------|--|
| DESCRIPTION   | REQUIRED | NOTE   |
| 3 – 6 ft. in Height   | Yes      | Administrative Zoning Permit Required            |
| Over 6 ft. in Height  | Yes      | Building Permit Required                         |
| Under 3 ft. in Height                                       | No       |  |
| Fence Maintenance, Upkeep, Repair Work                      | No       |  |
| Underground Electric Pet Fencing                            | No       |  |
| Animal Enclosures up to 150 sq. ft. in Area                 | No       | 5 ft. Setback; Screening Required from Neighbors |
| Patio, Trash, Utility Screen Fencing up to 32 ft. in Length | No       | 5 ft. Setback                                    |
| Garden & Landscape Fencing up to 4 ft. in Height            | No       | 5 ft. Setback; Only in Garden & Landscape Areas  |
| Temporary Snow Fencing                                      | No       |  |
| Temporary Construction/Safety Fencing                       | No       |  |
| Temporary Soil Erosion Fencing                              | No       |  |
| Temporary Special Event Fencing (Non-Residential)           | No       |  |

| PROPERTY / CONTRACTOR INFORMATION (APPLICANT TO COMPLETE) |      |           |     |
|---|------|-----------|-----|
| PROJECT ADDRESS   |      | PARCEL ID |     |
| PROPERTY OWNER  |      | PHONE #   |     |
| ADDRESS   | CITY | STATE     | ZIP |
| APPLICANT   |      | PHONE #   |     |
| ADDRESS   | CITY | STATE     | ZIP |
| CONTRACTOR  |      | PHONE #   |     |
| ADDRESS   | CITY | STATE     | ZIP |

| FENCE TYPE (CHECK ALL THAT APPLY)                                 |  |                          |  |
|---|--|--------------------------|--|
| Land Use  | <input type="checkbox"/> Residential<br><input type="checkbox"/> Residential – Multi-Family<br><input type="checkbox"/> Commercial<br><input type="checkbox"/> Industrial<br><input type="checkbox"/> Public / Institution<br><input type="checkbox"/> Agriculture | Fence Type               | <input type="checkbox"/> Split-Rail (Vinyl) (Wood)<br><input type="checkbox"/> Chain-Link (Vinyl) (Galvanized)<br><input type="checkbox"/> Decorative / Ornamental<br><input type="checkbox"/> Privacy / Screening<br><input type="checkbox"/> Wire: # _____ (Gage)<br><input type="checkbox"/> Security (Barbed Wire) (Other) |
|   |  | Fence Material           | <input type="checkbox"/> Metal (Aluminum, Iron, Steel)<br><input type="checkbox"/> Wood (Moisture Rot Resistant)<br><input type="checkbox"/> Wood (Composite)<br><input type="checkbox"/> Vinyl / Plastic<br><input type="checkbox"/> Masonry<br><input type="checkbox"/> Other  |
| <input type="checkbox"/> New <input type="checkbox"/> Replacement |  | Fence Height _____ (ft.) | Linear Footage _____ (ft.)   |



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## SURVEY & INSPECTIONS REQUIRED

All fence permit applications shall include a certificate of survey and/or site map, drawn to scale, showing/labeling the following:

- Property address and/or legal description (if platted).
- Fronting street(s) and street names.
- Property lines and property line dimensions.
- Proposed fence type.
- Proposed location of the fence and distance from property lines.
- Existing objects and/or structures located near the proposed fence.

If a certificate of survey is not submitted, a licensed surveyor shall officially mark/expose the property corners/boundary lines and provide the City with written verification of that survey. Any property markers/monuments found missing or substandard shall be reset by a licensed surveyor. Before a site inspection is conducted by the designated City official, the following items shall be located on-site and clearly marked with paint, flags, stakes, and/or laths:

- Property corners.
- Boundary lines.
- Proposed fence location.

Two site inspections are required:

- 1<sup>st</sup> Inspection (Staking): Verification of property lines corners/lines and proposed fence location.
- 2<sup>nd</sup> Inspection (Final): Final review of project.

## ENCROACHMENT AGREEMENT REQUIRED

Private fences shall not extend into any public rights-of-way, easements, or onto public property except by means of an encroachment agreement approved by the City. The approval or denial of such an agreement shall be solely within the City's discretion. Said encroachment agreement shall also be recorded with the County Recorder's Office. Further, the City or any utility company having authority to use the rights-of-way or easements, shall not be liable for repair or replacement of fences in the event that they are moved, damaged, or destroyed by virtue of the lawful use of the easement.

## APPLICANT ACKNOWLEDGMENT & SIGNATURE

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regarding construction or the performance of construction.

|           |      |
|-----------|------|
| SIGNATURE | DATE |
|-----------|------|

### OFFICE USE ONLY

| CONTACTS   | FEES                            | RECEIPT   |
|--|---------------------------------|---|
| BUILDING OFFICIAL & INSPECTIONS (952) 461-4777<br>CITY HALL & PUBLIC WORKS DEPT (952) 461-2777 | PERMIT FEE \$ _____             | <input type="checkbox"/> CHECK<br><input type="checkbox"/> CASH<br><input type="checkbox"/> CREDIT CARD |
| APPROVAL   | ENCROACHMENT AGREEMENT \$ _____ | RECEIPT / CK. NO. _____   |
| _____<br>CITY OFFICIAL – APPROVAL  | _____                           | _____   |
| _____<br>ZONING ADMINISTRATOR – APPROVAL   | <b>TOTAL</b> \$ _____           | DATE ISSUED _____   |