**MISCELLANEOUS/ZONING PERMIT APPLICATION**

**Job Address:**

**Zoning District**

**PROPERTY INFORMATION:**

<table>
<thead>
<tr>
<th>Property Owner:</th>
<th>Telephone: ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City: State: Zip:</td>
</tr>
</tbody>
</table>

**CONTRACTOR INFORMATION:**

<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Telephone: ( )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City: State: Zip:</td>
</tr>
</tbody>
</table>

**TYPE OF PERMIT:**

<table>
<thead>
<tr>
<th>Asphalt</th>
<th>Fence</th>
<th>Concrete</th>
<th>Shed Placement</th>
</tr>
</thead>
</table>

*A SITE PLAN IS REQUIRED FOR ALL ASPHALT, CONCRETE, FENCE and SHED PLACEMENT PERMITS*

**FENCE** ($30.00; no MN Surcharge) *Please submit this information when applying:*

Property owners shall be responsible for verifying their property lines. If property lines cannot be located, the property owner shall provide the City with either a signed consent from the adjacent property owner agreeing to the location or a survey showing the location of the property lines. Supports must be on the inside with finished side facing outward.

Residential: 3 ½ ft. (42”) max. ht. in front yard if you cannot see through at least 50% of the material.

4 ft. (48”) max. ht. if you can see through at least 50% of the material. 6 ft. (72”) max. ht. in rear yard.

Fence type/material:
Height:

**ASPHALT/CONCRETE** ($20.00 per $1000; No MN Surcharge)  
Valuation:

Thickness of Material:  
Gravel Base:

**SHED PLACEMENT/PLATFORM DECK** ($20.00; No MN Surcharge)  
See back for required additional information

All exterior work covered by this permit must be completed within 180 days of permit issuance. An extension may be granted upon written request with justifiable cause demonstrated.

**INSPECTIONS REQUIRED** - CALL (651) 554-3220 TO SCHEDULE AN INSPECTION (Please allow 48 hour advance notice)

<table>
<thead>
<tr>
<th>Asphalt Final</th>
<th>Concrete Forms</th>
<th>Concrete Final</th>
<th>Fence Final</th>
</tr>
</thead>
</table>

Owner/Contractor Signature: ___________________________ Date: ____________

Zoning Official Signature: ___________________________ Date: ____________

Form updated: September 4, 2020
Circle one:

Dimensions of the shed structure or platform deck:

Yes  No  The proposed accessory building will be less than 200 square feet in area. The proposed accessory building will be ___ feet wide by ___ feet deep for a total size of ____ square ft.

Yes  No  The proposed accessory building will be less than 12 feet tall.

- Gable and gambrel roof structures are measured from the floor of the structure to the top point of the roof.

Location of the shed structure or platform deck:

Yes  No  I have located my property lines. My property is ____ feet wide by ____ feet deep.

Yes  No  The proposed accessory building is located in the rear 1/3 of my property?

- If located in the rear 1/3 of the property then the accessory building must be located at least 3 feet from side and rear property lines.
- My proposed structure is ____ feet from the side lot line and ____ feet from the rear lot line.

Yes  No  The proposed accessory building is located in the front 2/3 of my property?

- If located in the front 2/3 of the property then the accessory building must be located at least 5 feet from side property lines. No accessory buildings are permitted in a front yard. My proposed structure is ____ feet from the side lot line and ____ feet from the rear lot line.

Yes  No  Drainage from the structure will be directed into my yard or directly to the street or alley. Drainage cannot be directed onto neighboring properties.

Yes  No  The accessory building will be secured to the ground by:

- _____Posts connected into the ground
- _____Concrete slab / pin

Look / Materials of the shed structure:

Yes  No  I understand that the accessory building must be constructed of exterior grade building materials that are permitted in my zoning district.

Exterior Walls:

- _____ Brick  _____ vinyl siding  _____ fiber cement siding
- _____ Wood / Engineered Wood  _____ metal siding

Roof:

- _____ Standing seam metal  _____ architectural shingle  _____ rolled roof
Example Site Plan

- Front Yard – No sheds or accessory buildings allowed in front of the residence.
- Side Yards and Rear Yard – Sheds allowed but must meet setbacks and City standards.

Maximum Lot Coverage:

- Lots that are <5000 sq. ft.: 35%
- Lots that are >5000 sq. ft.: 30%
How to Find your Property Markers

An existing fence or structure cannot be used to verify property lines

Property markers, or boundary monuments, are metal pins placed at every corner of the property, including any angle or change of direction of the boundary line. Each pin is shown on the survey of each property. Property markers are required to verify property lines when obtaining permits for certain projects such as fences, sheds, and additions when construction is close to required setbacks or the line itself. Knowing where the property markers are can also avoid legal and neighborhood disputes. Property lines, or boundary lines, are the defined points where one person’s land ends and the neighboring land begins.

Step 1
Call Gopher State One at 651-454-0002 to locate utilities to ensure you can dig for the markers safely. They will need a 48 hour notice. This is a free service.

Step 2
Obtain your lot size on the Dakota County website at www.co.dakota.mn.us. Go to “Home and Property” and click on “Online Property Records”. Then look for the link to “Go to Property Information Search”. Type in your address and you will see the dimensions of your lot on a map.

Step 3
Working from your lot dimensions, use a metal detector to locate the metal pins in the corners of your property. Markers are typically 6-10 inches below the surface and may have a colored cap with numbers on the top. Property markers are generally 30 feet from the center line of the street and 4 feet from the edge of your alley.

Step 4
Put a marker of some type on the uncovered pin. This will need to remain visible until an inspection is done. Do not remove your property pins.

If you are unable to find your markers, and/or need to have any property markers installed, contact a licensed Professional Land Surveyor.
Fence Standards for Interior Lots and Corner Lots

**Interior Lots**

- Front yard fences must be at least one foot away from front property line when the property abuts a street.

- 3.5-foot maximum height if the fence is not 50% see-through (i.e. wood privacy fence). 4-foot maximum height if the fence is 50% or more see-through (i.e. chain link, picket, wrought iron).

- 6-Foot maximum height

Questions? Please contact the Community Development Department at (651) 554-3270
Clear View Triangle. No fencing can be placed in the clear view triangle of an intersection.

3.5-foot maximum height if the fence is not 50% see-through (i.e. wood privacy fence). 4-foot maximum height if the fence is 50% or more see-through (i.e. chain link, picket, wrought iron).

6-Foot maximum height

This guide does not show all possible fence and property orientations. Please contact the Community Development Department if you have questions about the appropriate fencing for your property. Staff can be reached at (651) 554-3270.