



INSPECTION  
DEPARTMENT  
952-873-5655

**Requirements Check List**

- Completed Application
- Survey or Site Plan showing location of project

# ZONING PERMIT APPLICATION

DATE RECEIVED: \_\_\_\_\_

BUILDING PERMIT NUMBER: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_

PROPERTY OWNER: NAME (IF ADDRESS, CITY, STATE, ZIP CODE IS DIFFERENT THAN SITE ADDRESS PLEASE LIST)

\_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

P.I.N: \_\_\_\_\_

BUILDER: NAME, ADDRESS, CITY, STATE, ZIP CODE (IF PROPERTY OWNER IS BUILDER PLEASE LIST AS BUILDER)

\_\_\_\_\_

CONTRACTORS LICENSE #: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative is required and authorizes the City of Belle Plaine Zoning Administrator or designee and the City of Belle Plaine Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice.

I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions, and to abide by all of the ordinances of the City and the Laws of the State of Minnesota regarding actions taken pursuant to this permit. I agree to pay all plan review fees even if I choose not to proceed with the work.

Permit expires when building and work is not commenced within 180 days from the date of Permit issued, or if building and work suspended, abandoned or not inspected for 180 days.

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

**TYPE OF WORK TO BE COMPLETED AND REQUIRED PROJECT INFORMATION NEEDED:**

<input type="checkbox"/> <b>FENCE</b> <input type="checkbox"/> Required Survey or Site Plan <input type="checkbox"/> Height of Fence (= or <6') _____ <input type="checkbox"/> Material of Fence _____ <input type="checkbox"/> Near City/County Property? _____ <input type="checkbox"/> Signatures for 0' setback on back page	<input type="checkbox"/> <b>UTILITY SHED (= or &lt;120 sq. ft.)</b> <input type="checkbox"/> Required Survey or Site Plan <input type="checkbox"/> Size of Structure _____ <input type="checkbox"/> Rear/Side Yard Easement >5? _____ <input type="checkbox"/> 10' or > distance from Primary Structure?	<input type="checkbox"/> <b>CARPORT</b> <input type="checkbox"/> Required Survey or Site Plan <input type="checkbox"/> Size of Structure _____ <input type="checkbox"/> Location of Car Port – _____
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**OFFICE USE ONLY**

**FENCE SETBACKS**

ACTUAL: FRONT N/A REAR \_\_\_\_\_ SIDE \_\_\_\_\_ SIDE \_\_\_\_\_  
 REQUIRED: FRONT N/A REAR 0' or 2' SIDE 0' or 2' SIDE 0' or 2'

**UTILITY SHEDS AND CARPORT SETBACKS**

ZONING CLASS: \_\_\_\_\_

ACTUAL: FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE \_\_\_\_\_ SIDE \_\_\_\_\_  
 REQUIRED: FRONT \_\_\_\_\_ REAR 5' OR EASEMENT SIDE 5' OR 10' SIDE 5', 10' OR 20'

**FEES**

PERMIT FEE: \$ 50.00 TRANSACTION NUMBER: \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_  
 OTHER FEE: \$ \_\_\_\_\_ FORM OF PAYMENT: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_  
 TOTAL DUE: \$ 50.00

APPROVAL BY ZONING ADMINISTRATOR OR DESIGNEE: \_\_\_\_\_ DATE: \_\_\_\_\_



**PROPERTY OWNERS SIGNATURES ARE REQUIRED TO ALLOW  
A FENCE TO BE CONSTRUCTED ON THE PROPERTY LINE,  
EVEN WHEN CONTECTING TO AN EXISTING FENCE.**

I, \_\_\_\_\_, residing at the property address \_\_\_\_\_  
do give permission to \_\_\_\_\_ residing at the property address  
\_\_\_\_\_ to construct a fence on the adjoining property line.

\_\_\_\_\_  
Signature(s) of Property Owner(s) Date

I, \_\_\_\_\_, residing at the property address \_\_\_\_\_  
do give permission to \_\_\_\_\_ residing at the property address  
\_\_\_\_\_ to construct a fence on the adjoining property line.

\_\_\_\_\_  
Signature(s) of Property Owner(s) Date

I, \_\_\_\_\_, residing at the property address \_\_\_\_\_  
do give permission to \_\_\_\_\_ residing at the property address  
\_\_\_\_\_ to construct a fence on the adjoining property line.

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\_\_\_\_\_ to construct a fence on the adjoining property line.

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Signature(s) of Property Owner(s) Date