



City of Belle Plaine  
 218 N. Meridian Street  
 P.O. Box 129  
 Belle Plaine, MN 56011

Community Development Department  
 Phone: 952-873-5553  
 Fax: 952-873-5509  
 www.belleplainemn.com

<b>ZONING PERMIT APPLICATION</b>	Zoning Permit: _____
----------------------------------	----------------------

<b>SITE ADDRESS:</b>	<b>P.I.N.:</b>
<b>OWNER NAME:</b> (and Address if different than Site Address)	<b>Phone:</b>
	<b>Email:</b>

<b>CONTRACTOR NAME/ADDRESS:</b> <input type="checkbox"/> Home Owner	Contractor License: _____
	Contractor Phone: _____

<b>PERMIT TYPE</b>	<i>(Check and complete)</i>			
<input type="checkbox"/> <b>Fence:</b>	Fence Height (6' max):	Abutting public right-of-way: <b>Y</b> <b>N</b>		
	Finish Materials:			
	*Fence to be placed on or within 2' of property line:	<b>Y</b> <b>N</b>	<i>*Signatures of adjoining property owners are <b>REQUIRED</b> to construct a fence <b>ON</b> or <b>WITHIN 2'</b> of an adjoining property line.</i>	
	*Fence to be placed within City Easement:	<b>Y</b> <b>N</b>	<i>*If yes, an Easement &amp; Bluff Encroachment application is <b>REQUIRED</b> to construct a fence.</i>	
<input type="checkbox"/> <b>Utility Shed:</b>	Finish Materials:	Rear/ Side Yard Easement > 5': <b>Y</b> <b>N</b>		
	Shed Height (15' max):	Distance from Primary Structure:		
	Size (200 sq ft max): $\frac{\quad}{L} \times \frac{\quad}{W}$	Setback from property line: <b>Rear</b> _____ <b>Side</b> _____		
	*Shed to be placed within City Easement:	<b>Y</b> <b>N</b>	<i>*If yes, an Easement &amp; Bluff Encroachment application is <b>REQUIRED</b> to construct a shed.</i>	
<input type="checkbox"/> <b>Carpport:</b>	Finish Materials:	Carpport Height (15' max):		
	Size:	Setback from property line: <b>Rear</b> _____ <b>Side</b> _____		

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. 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.  
 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.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

<input type="checkbox"/> Site Survey/plan attached	<b>Date Received:</b> _____	
<input type="checkbox"/> Property pins have been Located	Permit fee: \$ _____	<b>Form of Payment:</b> _____
<input type="checkbox"/> Signatures for 0' Setback(s)	Other: \$ _____	<b>Date Issued:</b> _____
<input type="checkbox"/> Easement & Bluff Encroachment Application	<b>Transaction Number:</b> _____	
<b>Total Due:</b> \$ _____	<b>Issued By:</b> _____	

<b>Building Official or Designee:</b> _____	<b>Date:</b> _____
<b>Zoning Administrator or Designee:</b> _____	<b>Date:</b> _____

\*Signature(s) of adjoining property owner(s) may be applied on reverse side.

# Adjoining Property Line Fence Agreement

This agreement has been entered into the following property owners for the construction of a fence **ON or WITHIN 2'** of an adjoining property line.

<b>Address of Subject Property:</b>	
Property Owner:	
<b>Signature of Property Owner:</b>	<b>Date:</b>
<b>Address of Adjoining Property 1:</b>	
Property Owner:	
<b>Signature of Property Owner:</b>	<b>Date:</b>
<b>Address of Adjoining Property 2:</b>	
Property Owner:	
<b>Signature of Property Owner:</b>	<b>Date:</b>
<b>Address of Adjoining Property 3:</b>	
Property Owner:	
<b>Signature of Property Owner:</b>	<b>Date:</b>
<b>Address of Adjoining Property 4:</b>	
Property Owner:	
<b>Signature of Property Owner:</b>	<b>Date:</b>
<i>If needed, submit any additional properties on an independent sheet of paper.</i>	

**Submission of Zoning Permit application must include:**

- Property survey or site plan depicting location of structure (city may provide survey if on file).

**Fence Code Requirements**

- Fence may not be installed on or within 2' from the property line, unless the abutting property owner provides written approval.
- Fence cannot be greater than 6' in height.
- May not be located beyond the frontline of house.
- No fence will be permitted 2' or less from property line abutting public right-of-way.
- No barbed ends shall be exposed at the top of the fence.
- The finished side (*showing no structural support*) of a fence shall face the abutting property.
- No fence shall obstruct the flow of drainage.

**Utility Shed Code Requirements**

- (200 sq. ft. or less)
- Shall not be located less than 10' from any other structure on property.
  - Height shall not exceed 15'.
  - All overhead doors shall be less than 8' in height.
  - May not be located within an easement, unless an easement encroachment permit has been approved.

**Carport Code Requirements**

- Must have a paved surface if being used for vehicle parking.
- Only carports without poured footings may be permitted. Those with poured footings must apply for a building permit.
- All carports are considered accessory structures and shall meet the accessory structure requirements of the appropriate zoning district.
  - *Note:* no accessory structure is allowed in front yard of any zoning district
- Height shall not exceed 15'.
- Any carport exceeding 900 sq. ft. shall require a Conditional Use Permit.



City of Belle Plaine  
 218 N. Meridian Street  
 P.O. Box 129  
 Belle Plaine, MN 56011

Community Development Department  
 Phone: 952-873-5553  
 Fax: 952-873-5509  
 www.belleplainemn.com

Encroachment Permit: \_\_\_\_\_

# EASEMENT AND BLUFF ENCROACHMENT PERMIT

<b>SITE ADDRESS:</b>	<b>P.I.N.:</b>
<b>OWNER NAME:</b> (and Address if different than Site Address)	<b>Phone:</b>
	<b>Email:</b>

<b>STRUCTURE</b>	<input type="checkbox"/> Accessory structure 200 square feet or less ( <i>without permanent foundation</i> )
	<input type="checkbox"/> Retaining wall for landscaping ( <i>provided drainage patterns are not affected</i> )
	<input type="checkbox"/> Fence ( <i>provided drainage patterns are not affected</i> )
	<input type="checkbox"/> Above ground, non-permanent swimming pool

**Purpose of encroachment agreement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBMISSION OF APPLICATION MUST INCLUDE:**

Attached site plan (to scale) depicting present and proposed improvements including proposed structure setbacks.

Signed Encroachment Agreement by property owner.

I **certify** that I am the applicant named herein; that I have familiarized myself with the rules and regulations with respect to preparing and filing this application that the foregoing statements and answers herein contained and the information on the attached maps or site plans and any other documents submitted herewith are in all respects true and accurate to the best of my knowledge and behalf.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## OFFICE USE ONLY

<b>Zoning District:</b>	<b>Application Fee: \$25.00</b>	<b>Form of Payment:</b>
<input type="checkbox"/> Site Plan	<b>Other Fee: \$</b>	<b>Date:</b>
<input type="checkbox"/> Agreement		<b>Transaction Number:</b>
	<b>Total: \$</b>	<b>Collected By:</b>

<b>Reviewed by Community Development Director</b>	<input type="checkbox"/> Approved Initials _____	<input type="checkbox"/> Denied Initials _____	<b>Date:</b>
<b>Reviewed by Public Works Superintendent</b>	<input type="checkbox"/> Approved Initials _____	<input type="checkbox"/> Denied Initials _____	<b>Date:</b>
<b>Reviewed by City Engineer</b>	<input type="checkbox"/> Approved Initials _____	<input type="checkbox"/> Denied Initials _____	<b>Date:</b>
<b>Reviewed by Scott County WMO</b>	<input type="checkbox"/> Approved Initials _____	<input type="checkbox"/> Denied Initials _____	<b>Date:</b>

**City of Belle Plaine**  
**Easement and Bluff Encroachment Agreement**

Please check which structure applies:

- |  |   |
|--|---|
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Fence               | <input type="checkbox"/> Swimming Pool  |

We/I, \_\_\_\_\_ and \_\_\_\_\_,

(single person(s) or husband and wife) property owner(s) of a parcel of property legally described as:

(address): \_\_\_\_\_

and known as

(address): \_\_\_\_\_

hereby acknowledges on this \_\_\_\_ day of \_\_\_\_\_, in the year of \_\_\_\_ that (I or we) are aware of the following described requirements of the City of Belle Plaine in regard to structures and other encroachments:

The erection and/or placement of any structure in an Easement or bluff setback require an Easement and Bluff Encroachment Permit submitted to the City, along with the building/zoning permit. City staff will consider factors such as the type and use of the easement, location and stability of the bluff, erosion and sediment control, resulting drainage patterns, and the type and use of the proposed structure when making a decision. An Easement and Bluff Encroachment Permit must be signed by the property owner and approved by the City prior to the zoning/building permit being issued.

If, for any reason, the City or other authorized agency needs to perform work in an easement, the property owner must remove, at their expense, any structure or landscaping located within the easement within 30 days of being notified. If the items are not removed by the property owner within the time specified in the notice, or if an emergency situation exists, representatives of the City may remove these items and may charge the property owner for any removal and restoration expenses incurred. If the removal and restoration expenses remain unpaid, the City Council may assess the property.

If private utilities such as cable, gas, electric or telephone are located within the public easement, the City will notify the affected utility company of the structure proposed to be located in the easement prior to the City issuing a permit.

The City or any other authorized agency is not liable for repair or replacement of any structure or landscaping in the event it is moved, damaged or destroyed by virtue of the lawful use of the easement and bluff setback.

All permits received for encroachment of the bluff setback will be sent to Scott County WMO for review prior to approval of the request. Any land disturbing activities must receive approval from the Scott County WMO.

Any approved easement and bluff encroachment permit for construction within an easement or bluff setback does not absolve a property owner of the above responsibilities and shall not be construed as an approval to violate any codes or ordinances of the City of Belle Plaine.

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date