



## Zoning Permit Information

**Zoning permits are required to install a fence or accessory structure (200 sq. ft. or less) on your property.**

### **What do I need to submit with the Zoning Permit?**

An application fee of \$50 and a site survey, or scaled drawing of the property, showing the proposed location of the fence or accessory structure should be submitted with the Permit application. If you do not have a site survey you will need to be able to locate your property pins.

### **What is an Easement Encroachment Permit?**

An easement is a legal non-possessory right to use private property; typically granted to the city or another government entity or utility company, for access to utilities, or for the protection of environmental areas. Many properties in Belle Plaine have some type of recorded easement on them. If this is the case with your property, you will need to submit an Easement Encroachment Permit application for review. The fee for this Permit is \$25 and requires separate approval by the Community Development and Public Works Departments to ensure the easements will not be compromised; as not all easements can be encroached upon.

### **What inspections do I need?**

When all necessary permits have been reviewed and issued, you will be asked to schedule two inspections with the City Building Official; 1) a **pre-construction inspection prior to installation**, showing the property pins to ensure proper placement of the fence or accessory structure, and 2) a **final inspection once the fence or accessory structure has been installed**. Inspections should be scheduled at least 24 hours in advance by calling 952-873-5553.



## FENCE

### *City Code Section 1107.02*

Fences up to six feet high may be placed in the side and rear yard up to two feet from the property line, unless permission from adjoining property owners is obtained to place the fence on the property line. Fences up to four feet high, with at least 50% "open-space" may be placed in the front yard; up to two feet from the property line. If the proposed fence location is identified within an easement, an Easement Encroachment Permit shall be obtained in addition to a Zoning Permit.

- Must be installed 2 feet or greater from the property line, unless the abutting property owner provides written approval for the fence to be installed on the shared property line.
- Cannot be greater than 6 feet in height.
- No fence will be permitted less than 2 feet from a 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.

## **Accessory Structures (200 sq. ft. or less)**

### *City Code Sections 1107.12 & 1105*

- If larger than 200 square feet a building permit must be obtained.
- Shall not be located less than 10 feet from any other structure on the property.
- Height may not exceed 15 feet, measured from the floor to the ridge.
- All overhead doors shall not exceed 8 feet in height.
- May not be located within a City easement. If installed on a concrete slab, the shed cannot be within an easement. If installed on skids, the shed may be installed within the easement provided there are no services within the easement and an Easement and Bluff Encroachment Agreement with the City has been approved by the Public Works Superintendent.

*Updated 8/2015*