

City of Belle Plaine

Steps to obtain a Shed Permit (Zoning Review)

Below is a synopsis of the steps to obtain the permit –

1. Complete Shed permit application, application is available at www.belleplainemn.com/permits-licenses-forms. Application fee - \$50 fee.
2. Locate and expose the property pins to determine the property boundaries. City Hall may have a site survey on file that will help you determine where the property pins are located – call City Hall 952-873-5553. Locate pins by using a metal detector or by hiring a surveyor. City Hall has a metal detector that you may check out for the day. Contact Cynthia Smith Strack for details - cynthias@ci.belleplaine.mn.us
3. Determine if the proposed shed will be placed in the City utility and drainage easement (see site survey) if so, an Easement and Bluff Encroachment agreement with the City must be obtained - \$25 fee and approved by the Public Works Superintendent. If on a concrete slab, it will not be allowed in the easement area. If on skids, and will not affect drainage or hinder hidden infrastructure, permit may be granted. (Application included with the Shed / Zoning packet).
4. The shed must be placed greater than two feet from the property line.
5. Shed must be placed 10 feet or greater from any structure, including fences.
6. Indicate on the site survey location of proposed shed (draw on survey).
7. Return completed application(s), drawing with proposed location of shed, and fees to City Hall for review. Submit by mail, email lblue@ci.belleplaine.mn.us ; jtiegs@ci.belleplaine.mn.us or the drop box in front of City Hall.
8. Find and expose property pins.
9. Schedule the pre-construction inspection (952-873-5553) with the Building Official. The property owner or representative must be present at the inspection. At the inspection, the property pins must be exposed, shed location marked out on property, and a printed copy of the permit packet available for the Building Official to review.
10. Call Gopher One State before digging.
11. After installation, call City Hall (952-873-5553) to schedule the final inspection.

Site Survey Quick Look:

- The solid line indicates the property boundaries.
- The filled in circles indicate property pins/markers.
- The dashed lines indicate the drainage and utility easement.
- Lot dimensions are indicated outside of the property boundary lines.
- The easement area is between the property line and the dashed line.
- The utility easement dimensions are indicated between the dashed line and solid lines. Most often they are 5 feet and/or 10 feet.



Shed (Zoning) Permit Requirements

Sheds / accessory structures 200 square feet

Submission of Shed Permit application must include:

- **Property survey or site plan depicting lot dimensions, property pins, and location of shed** (The City may provide survey if on file).
- Completed Zoning (Shed) Permit application.
- Easement and Bluff Encroachment Agreement, if applicable.
- Permit fee.

Shed / Accessory Structure Code Requirements (City Code Sections [1104.12](#) & [1105](#))

- Must locate property and expose pins / property lines. (The City may provide survey if on file).
- Structure must be 200 square feet or less.
- Shall not be located less than 10 feet from any other structure (includes fences) on 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.
- Two inspections required before work commences
 - Preconstruction inspection
 - Final Inspection after shed placement



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
 Inspections: 952-873-5553

<h1 style="margin: 0;">SHED PERMIT APPLICATION</h1> <p style="margin: 0;">For structures 200 sq. ft. or less</p>	Permit # : _____
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SITE ADDRESS:	P.I.N.:
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OWNER NAME: <small>(and Address if different than Site Address)</small>	Phone: Email:
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<input type="checkbox"/> CONTRACTOR or <input type="checkbox"/> HOMEOWNER COMPANY NAME: ADDRESS:	Contractor License: Phone: Email:
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Height (15' max): Dimensions (200 sq. ft. max.): (L) ___ x (W) ___ Rear / Side Yard Easement > 5' Y N Setback from property line: Rear: _____ Side: _____ Shed to be placed within City Drainage and Utility Easement (see site survey): Y N <small>If yes, an Easement & Bluff Encroachment Agreement is REQUIRED and must be on skids – no permanent foundation.</small>	Finish Materials: Distance from primary structure: <small>Must be 10' from any structure (including fences)</small>
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| Application must include: <ul style="list-style-type: none"> <input type="checkbox"/> Completed application <input type="checkbox"/> Site survey with location of shed <input type="checkbox"/> Easement Encroachment Bluff Agreement
<i>(if applicable)</i> <input type="checkbox"/> Permit fee (\$50) <input type="checkbox"/> Easement Encroachment Agreement fee (\$25)
<i>(if applicable)</i> | Steps to acquire permit: <ul style="list-style-type: none"> <input type="checkbox"/> Locate and expose property pins <input type="checkbox"/> Mark proposed location of shed <input type="checkbox"/> Determine if shed will be in City Utility Easement <input type="checkbox"/> Submit application and appropriate fees <input type="checkbox"/> Call for pre-construction inspection <input type="checkbox"/> Commence work <input type="checkbox"/> Call for final inspection |
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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	Date Received: _____
<input type="checkbox"/> Property pins have been Located	Permit fee: \$ _____ Form of Payment: _____
<input type="checkbox"/> Signatures for 0' Setback(s)	Other: \$ _____ Date Issued: _____
<input type="checkbox"/> Easement & Bluff Encroachment Agreement	Transaction Number: _____
Total Due: \$ _____	Issued By: _____

Building Official or Designee: _____	Date: _____
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Zoning Administrator or Designee: _____	Date: _____
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 P.O. Box 129
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Encroachment Permit: _____

EASEMENT AND BLUFF ENCROACHMENT PERMIT

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

STRUCTURE	<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:
 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

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

Reviewed by Community Development Director	<input type="checkbox"/> Approved Initials _____	<input type="checkbox"/> Denied Initials _____	Date:
Reviewed by Public Works Superintendent	<input type="checkbox"/> Approved Initials _____	<input type="checkbox"/> Denied Initials _____	Date:

Reviewed by City Engineer	<input type="checkbox"/> Approved Initials _____	<input type="checkbox"/> Denied Initials _____	Date:
Reviewed by Scott County WMO	<input type="checkbox"/> Approved Initials _____	<input type="checkbox"/> Denied Initials _____	Date:

City of Belle Plaine
Easement and Bluff Encroachment Agreement

Please check which structure applies:

Accessory Structure Retaining Wall Fence 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

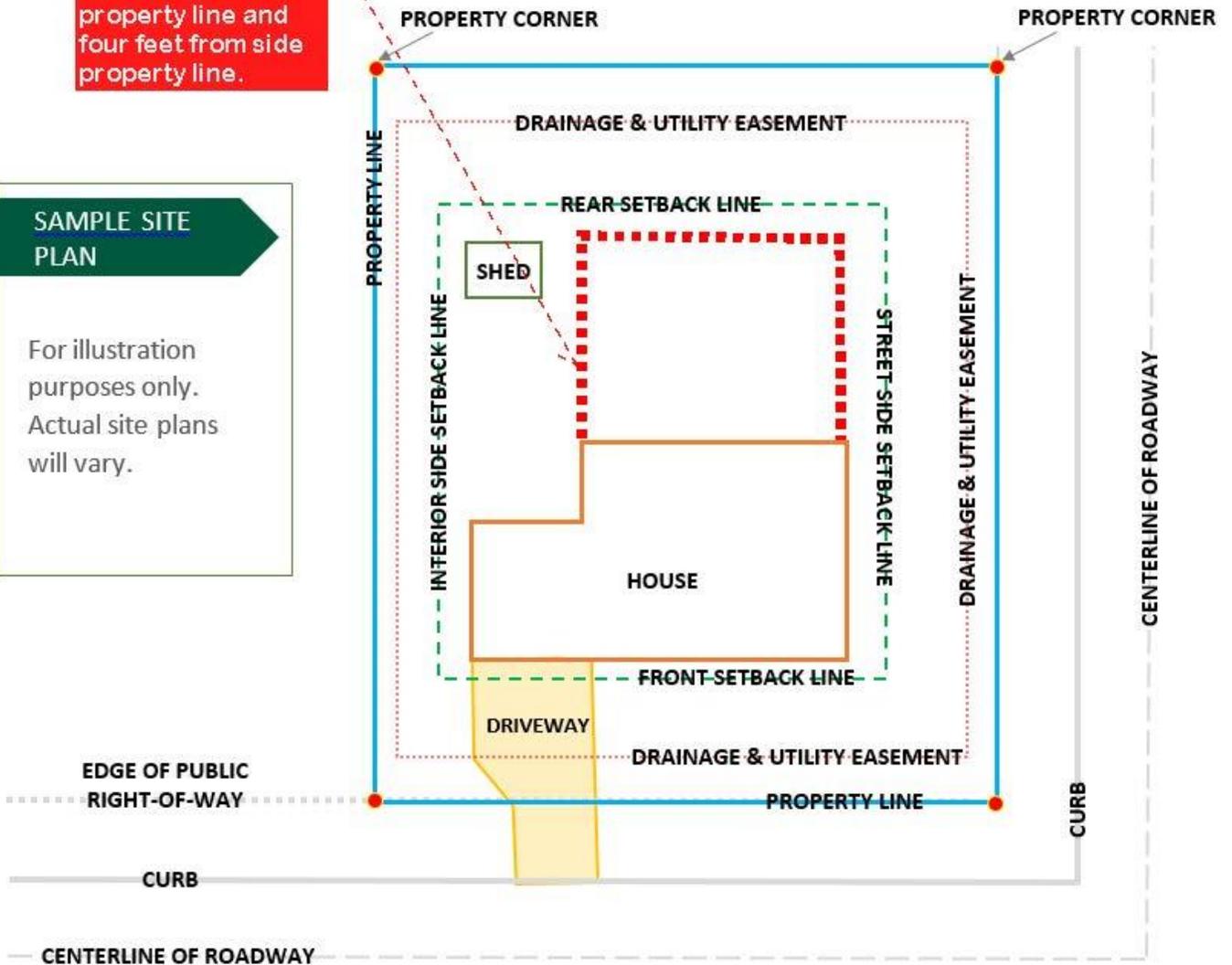
Date

Sample Site Plan

Proposed 50' X 75' X 50' 48' chain link fence setback five feet from rear property line and four feet from side property line.

SAMPLE SITE PLAN

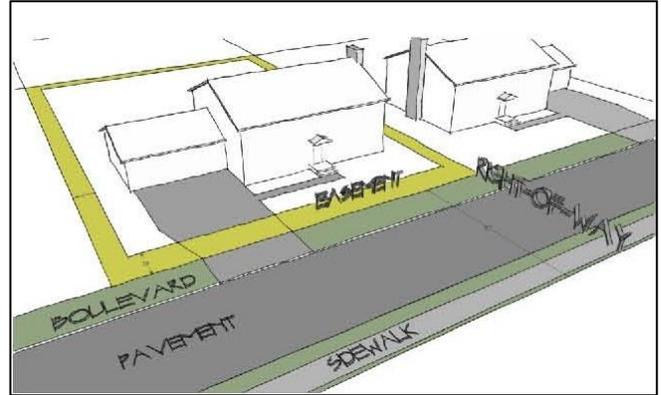
For illustration purposes only. Actual site plans will vary.



Easement and Bluff Encroachment Informational Handout

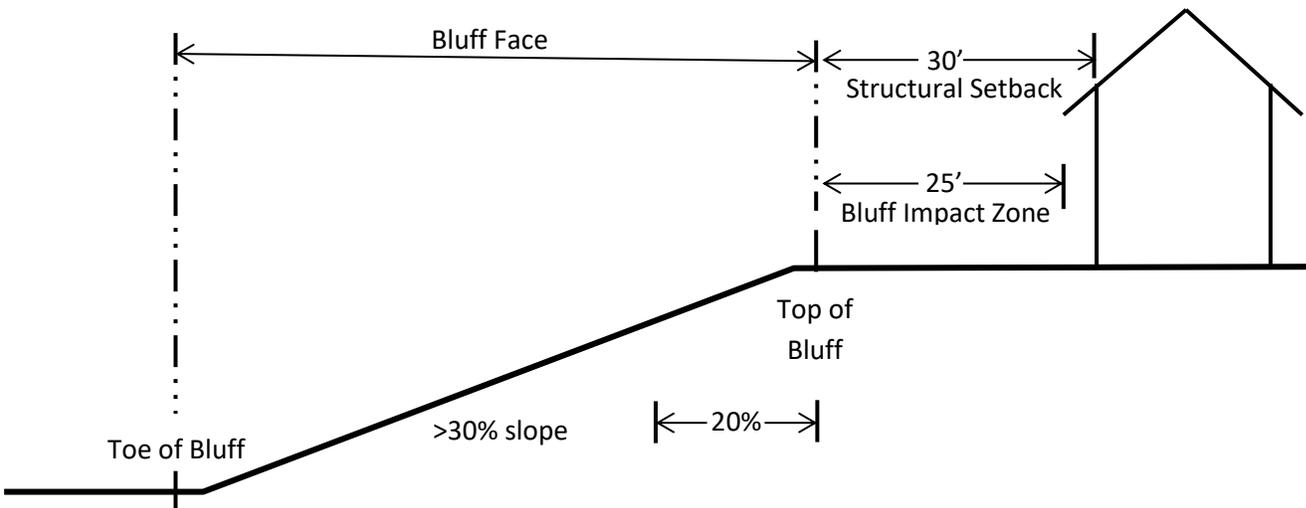
Easement Information

An **easement** is a grant by a property owner for the use of a strip of land and for the purpose of constructing and maintaining drives, roadways, walkways, bicycle trails, utilities, including, but not limited to wetlands, ponding areas, sanitary sewers, water mains, electric lines, telephone lines, storm water drainage ways, gas lines, pipelines, and cable television lines.



Bluff Information

- A **bluff** is a topographic feature such as a hill, cliff, or embankment in which the average grade of any portion of the slope is 30 percent or greater and there is at least a 25-foot rise in elevation.
- The **bluff** impact zone is a 25-foot zone from the top of a bluff.
- The **bluff face** is the land lying between the top of the bluff and the toe of the bluff.



- The **toe of the bluff** is the lower point of a bluff where there is, as visually observed, a clearly identifiable break in slope. If no break is apparent, the toe of the bluff shall be the lower point of a fifty (50) foot segment that exceeds twenty (20) percent slope. The **top of the bluff** is the point on a bluff where there is, as visually observed, a clearly identifiable break in slope, from steeper to gentler slope above. If no break in slope is apparent, the top of the bluff shall be determined as the highest end of a fifty (50) foot segment that exceeds twenty (20) percent slope.

Easement and Bluff Encroachment Requirements

The erection and/or placement of any structure in an easement or bluff setback require an **Easement and Bluff Encroachment Agreement** 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 Agreement must be signed by the property owner and approved by the City prior to the zoning/building permit being issued.

The following structures may be allowed in easements and the bluff setback with approval of an Easement and Bluff Encroachment Agreement provided they could be easily moved or removed as determined by city staff:

- 1. Accessory structures 120 square feet or less (without permanent foundations)***
- 2. Retaining walls for landscaping (provided drainage patterns are not affected).***
- 3. Fences (provided drainage patterns are not affected).***
- 4. Above ground, non-permanent swimming pools.***

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.