

City of Belle Plaine

Steps to obtain a Fence Permit (Zoning Review)

1. Complete the Fence permit application, which 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. Locate pins by hiring a surveyor, or using a metal detector. City Hall has a metal detector that you may check out for the day. Please contact Cynthia Smith Strack for details - cynthias@ci.belleplaine.mn.us
3. Determine if the proposed fence will be constructed 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. (Application included with the Fence / Zoning packet).
4. If the proposed fence is to be constructed two feet or less from the property line, on the property line, or adjoining an adjacent property owner's fence, written permission must be obtained from all adjacent property owners – page 2 of application.
5. Indicate on the site survey location of proposed fence (draw on survey). Must return marked up copy with application.
6. Return completed applications, drawing with proposed fence location, and fees to City Hall for review. Drop box, mail, or by email lblue@ci.belleplaine.mn.us ; jtiegs@ci.belleplaine.mn.us
7. Mark proposed location of fence on the property.
8. 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, fence marked on property, and a printed copy of the permit packet available to Building Official.
9. Call Gopher One State before digging.
10. 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.