



Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

# Fence Permit Application

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

## Applicant Information

Owner \_\_\_\_\_ Contractor \_\_\_\_\_

Name/Company: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Fence: \_\_\_\_\_ Corner Lot:  Yes  No

Fence Height: \_\_\_\_\_ **NOTICE:** You must submit a site plan showing fence location.

**Residential Properties:** Fences greater than 6.5 feet in height require a conditional use permit.

**Commercial/Industrial Properties:** Fences greater than 8 feet in height require a conditional use permit. Fences over 7 feet require a building permit.

## Notes to Applicant

- This permit shall be null and void if authorized work is not started within 180 days or if work is suspended/abandoned for 180 days or more after work has started.
- Comply with City Code 111.02 prohibitions and limitations of construction on City or Shakopee Public Utilities easements.
- Permit review normally requires five working days from receipt of the **COMPLETE** application **AND** required information. Upon receipt of the payment, the permit will be issued.

I hereby acknowledge the following:

- I have reviewed and understand the requirements of Shakopee City Code 111.02 regarding the installation of fences and City Code 90.16 relating to easement encroachments, as found on page 2 of this application.
- I will install my permitted fence entirely on my property and in accordance with the ordinance and supplemental conditions. The fence will not encroach onto adjacent properties or easements that are prohibited per code and adopted City policy.
- When installing any part of this permitted fence into an easement, the City of Shakopee or any entity permitted to use the easement, shall be held harmless for any breakage or disrepair to the fence that might occur when work is performed in the easement. In addition, the City of Shakopee is not responsible or liable for the reinstallation of any fence removed.

The undersigned hereby represents upon all of the penalties of the law, for the purpose of including the City of Shakopee to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Shakopee and the State of Minnesota.

\_\_\_\_\_  
Applicant's Signature (if not owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

## Submittal Checklist

- \_\_\_ Completed Application
- \_\_\_ One copy of a site plan showing fence location
- \_\_\_ Permit Fee of \$40

## Fencing Information

All fences, with the exception of garden fences shall require a fence permit. A "fence" shall be defined as any permanent partition, structure or gate erected as a dividing marker, barrier or enclosure encircling either wholly or any portion of any area. A "garden fence" shall be defined as a fence that is no more than 3 feet in height, may be easily removed and is used to protect gardens from animals. Fences greater than 6.5 feet in height in residential zones and 8 feet in commercial/industrial zones also require a conditional use permit.

Information regarding the proposed fence height, design and materials along with a certificate of survey that shows the proposed fence location must be submitted with the fence permit application. Application must be signed by the property owner.

Sections 111.02 and 90.16 of the Shakopee City Code and the Easement Fencing and Landscaping Policy establish the following criteria for the construction of fences 6.5 feet in height and under:

- Fences **may be allowed** in drainage and utility easements that do not contain public utilities, so long as they do not impede drainage.
- Fences **shall not be allowed** within drainage and utility easements that contain public utilities.
- Fences **shall not be allowed** within drainage and utility easements that serve as inspection and maintenance access points for City personnel.
- Fences **may be allowed** in drainage and utility easements adjacent to storm water basins. However, they shall not be allowed below the 100-year high water level.
- Fences **shall not be allowed** in trail easements, conservation easements or on park land.
- Fences **shall not be allowed** in sight triangle areas defined by City Code.
- Fences **shall not be allowed** in the front yard setback. In the case of double frontage lots, fences may be allowed in the setback on the street frontage from which access is not obtained.
- Fences up to 3 feet in height may be allowed in the front yard setback, so long as they are not within any city easements.
- All fences adjacent to a public alley shall be setback 3 feet from the property line.
- No part of the fence is to be located closer than 5 feet from the edge of a walk or trail, or outer edge of any yard catch basin located on or adjacent to the property. No part of the fence is to be located closer than 3 feet from any fire hydrant or on City Of Shakopee property.
- All fences shall be constructed of materials that are deemed nonhazardous by the building official and of materials of an appearance not deemed detrimental to the property values of the area by the City planner.

NOTICE: City staff may require that any fence or garden fence in an easement held by the City be removed at the owner's expense even if written permission has been obtained. Please be sure to contact **Gopher State One at (651) 454-0002** prior to digging.

## Additional requirements for fences over 6.5 feet in height

Fences greater than 6.5 feet in height require a site plan with the location of the fence noted on the survey. Also, include a detailed section drawing of the fence. A footing inspection is required after all postholes are dug and before posts are installed. All survey pins are to be shown and visible to the inspector at the time of the footing inspection. A minimum 42" frost footings are required.

For additional information on these requirements, visit the city website to obtain a copy of the Easement Fencing and Landscaping Policy or contact the Public Works Department at (952) 233-9550.

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### CITY OF SHAKOPEE USE – PERMIT APPROVED BY:

\_\_\_\_\_  
Planning Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Department

\_\_\_\_\_  
Date

Notes:

Payment received in the form of:

Check # \_\_\_\_\_

Cash