



CITY OF BUFFALO, MINNESOTA

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APPLICATION FOR BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY CITY OF BUFFALO, MINNESOTA

website: www.ci.buffalo.mn.us FAX: 763-682-6376

Permit # _____

Contractor's _____

License # _____

1. _____ 2. _____
Site Address Today's Date

3. Legal Description
PROPERTY ID NUMBER 103 - - Zoning Dist. _____
Lot _____ Block _____ Subdivision _____

4. _____
Owner (Name) (Address) (Phone)

a. EMAIL ADDRESS: _____

5. _____
Architect/ (Name) (Address) (Phone)

6. _____
Contractor (Name) (Address) (Phone)

7. Type of Work _____
New Const. _____ Alterations _____ Addition _____ Finish Bsmnt _____
Porch _____ Deck _____ Garage _____ Reside _____ Reroof _____ Fence _____

8. Will you be digging in the Public Right-Of-Way? *Yes _____ No _____
(* If Yes, then fill out an Excavation permit application. Call 763-682-1181)

9. _____ 10. _____ 11. \$ _____
Size of Structure No. of Stories Estimated Const.
(height) (width) (depth) Valuation

12. Expires 180 days 13. _____ Sq.ft. 14. _____
Completion Date Property Area Proposed Elevation in Relation
to Curb or Waterway

15. _____ ft. 16. _____ ft. 17. _____ R.Side _____ L.Side
Front Yard Rear Yard Side Yards
Setback Setback Setbacks

18. _____ Sq.ft. 19. Yes or No 20. Provide copy of Mechancial
Building Area Fire sprinklers required Bond from the MN Bldg Code &
(Circle one) Standards Division for HVAC Work.
(Include all Mechanical Equipment on Plans)

Special Conditions:

CALL GOPHER STATE ONE 1-800-252-1166 or 651-454-0002 FOR LOCATES.
CAUTION: PROPERTY OWNERS ARE RESPONSIBLE FOR CONFIRMING DEPTH AND
LOCATION OF ALL WATER AND SEWER SERVICES. THE CITY OF BUFFALO WILL
NOT BE RESPONSIBLE FOR MISPLACED LINES.

I hereby acknowledge that I have read this application and state that the information
Is correct and agree to comply with the City of Buffalo ordinances and the State of
Minnesota laws regulating building construction.

Signature of Applicant Date Approval by Building Official Date

PID File's Copy Building Inspector's Copy
06-06-08

Table with 2 columns: Fee Name, Amount. Includes Permit Fee, Plan Review Fee, Site Inspection, Fireplace, Fireplace Surcharge, Investigation Fee, Surcharge Fee, Water Fee, Sewer Fee, Water Meter, WAC, SAC, Plumbing, Plumbing Surcharge, Fixtures, Mechanical, Mechanical Surcharge, Recycling, Park Dedication, Contractor's License Fee, Sales Tax, Secondary Service, Electric Access Charge, Assessor's Review Fee, Recording Fee, Neighbor/Easement Agmt.

Total Fees _____

Code Analysis
Type of Const. _____
Use of Bldg. _____
Occupancy Group _____
Occupancy Load _____

CUP or Variance Granted -
Date _____

Special Approvals
Zoning _____
Finance _____
Engineering _____
Other _____

Property Line Fence Installation Questionnaire
(0 ft to 2 ft from property line)
(Application)
ROUGH DRAFT COPY

1. Day of application. _____

2. Name & Address of applicant(s) (Owner's of Property). _____

3. Name & Address of neighbor(s) Property Owners #1. _____

4. Name & Address of neighbor(s) Property Owners #2. _____

5. Name & Address of neighbor(s) Property Owners #3. _____

6. PID Number & Legal Description where the fence is to be placed.
(Applicant Property Owners)

7. Describe which property lines the fence will be on or within 2 feet of.

8. Owner(s) who are initiating the installation _____
And give description of fence: _____

9. Name all parties sharing in the cost of fence installation and the
percentage each is paying. _____

CITY OF BUFFALO
212 CENTRAL AVE
BUFFALO MN 55313

Fences, Swimming Pools, and Landscaping

Buffalo

CITY OF BUFFALO, MINNESOTA

City of Buffalo

212 Central Avenue

Buffalo, MN 55313

Phone: 763-682-1181

Fax: 763-682-6376

TDD: 763-682-6158

E-mail:

GeneralCityPostOffice@ci.buffalo.mn.us

Website: www.ci.buffalo.mn.us

Metro West Inspections

Phone: 763-479-1720

GENERAL INFORMATION

Residents in Buffalo who desire to install fencing should read this information before purchasing your materials. A permit application and other information are also available at the City Center. A building permit may be required for a swimming pool, please refer to *Swimming Pool Protection* found in this brochure.

This brochure may help guide you in your decision to install a fence, swimming pool, or develop a landscaping-planting plan. Copies of the City Code relating to these areas are also available, as well as permit applications forms. You may contact the City by phone at (763) 682-1181, TDD (763) 682-6158, or through the internet, the address is: GeneralCityPostOffice@ci.buffalo.mn.us, or in writing to: City of Buffalo, 212 Central Avenue, Buffalo, MN, 55313.

FENCES

PERMITS

A fence permit should be completed before a fence is installed. **The fee is \$15.50 for the fence permit, and if agreements are recorded, other charges will apply.**

LOT LINE QUESTIONS

Often property owners know where lot lines are. If you are unsure of your lot lines, it may be necessary for you to obtain a survey. A location of buildings and other structures on your lot and where you propose to place a fence must be shown. The site plan is to be submitted with your application.

PLACING FENCE ON PROPERTY LINES (Agreements with Adjoining Property Owners OR MEETING SETBACKS)

Certain setbacks from property lines are required for installing fences and hedges. The minimum setback for fences is two feet from property lines. Exceptions to this rule will apply if a written agreement is entered into between you and the adjoining property owners. The written agreement is on a prescribed form available when you pick up application materials. It is called the "Fence Installation and Maintenance Agreement." The forms must be signed by all owners of property line boundaries.

The agreement covers items such as responsibility for installation, routine maintenance, and damage to the fence, and removal. This agreement protects you and your neighbors if property is sold since it is recorded at the Wright County Recorder's Office. **The recording fee is \$46.00 and an additional fee of \$15.00 for the city to type up the neighbor agreement.**

If the fence is placed within a drainage or utility easement a "Fence Installation and Easement Agreement" is required. Typically properties have boundary easements of five or ten feet. If you decide you want to place a fence in the easement area, there is a slight risk of the fence being removed for utility easement maintenance purposes. From time to time an easement may be entered upon by utility workers, and property owners will be responsible for moving a fence that may be installed over an easement. **This agreement requires \$46.00 for the recording fee and an additional fee of \$15.00 for the city to type up the city easement agreement.**

FENCE MATERIAL, HEIGHT AND SETBACK REQUIREMENTS

Fences placed in rear yards and side yards may be solid, while fences within the front 30 feet of yards must be open weaved (75% open, chain link, for example). The height maximum for rear yards and side yards is six feet and fences placed in the front yard must be no higher than 42 inches. Split rail fences may be placed in front and rear yards but should not exceed the height maximums allowed. A rear lot line fence may be higher than six feet, and can be as high as 8 feet, but only if the fence is set 10 feet back from the rear property line.

SWIMMING POOL PROTECTION

Swimming pools constructed below ground level require building permits as well as above ground pools with a capacity of 5,000 gallons (or more) and/or two or more feet in depth. Setback 5 feet from rear & side property lines and out of any easement areas.

For pools requiring a building permit; fencing, screening or other protective enclosure will also be required. Fences must be at least four feet in height and shall not be more than four inches from the ground. All fence openings and points of entry shall be equipped with gates or doors with safeguards to prevent children from gaining uncontrolled access.

LANDSCAPING

Trees selected should be suitable for Minnesota climate and solid. Plantings should be no closer than three feet from property lines or fences. Trees and shrubs planted near overhead power lines should be a variety that grows no more than 20 feet in height.

Some properties have utility transformer boxes near boulevards or in the easements along property boundaries. Landscaping may be done to help hide the boxes, however, the doors to the boxes should be accessible to utility workers. Please avoid planting shrubs in the area where the doors are located. You may wish to have City staff look at your plan before landscaping around the transformer boxes. We will advise you if the plantings may cause a conflict with access. Typically, no plantings or obstructions should be placed within two feet of sides or ten feet of the doors of the utility boxes.

Subd. 6. Fences. Fences shall be permitted in all yards subject to the following:

A. Permit Required. It is unlawful for any person, except on a farm and related to farming, to hereafter construct or cause to be constructed or erected within the City, any fence without first making an application for and securing a building permit.

B. Locations. All fences shall be located entirely upon the private property of the person constructing, or causing the construction, of such fence and shall be set back two (2) feet from all lot lines unless the owner of the property adjoining agrees, in writing, that such fence may be erected on the division line of the respective properties. The Building Official may require the owner of the property upon which a fence now exists, or may require any applicant for a fence permit to establish the boundary lines of his property by a survey thereof to be made by any registered land surveyor.

C. Construction and Maintenance. Every fence shall be constructed in a substantial, Workman-like manner and of substantial material reasonably suited for the purpose for which the fence is proposed to be used. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance, public or private. Any such fence, which is, or has become dangerous to the public safety, health or welfare, is a public nuisance, and the Zoning Administrator shall commence proper proceedings for the abatement thereof. Link fences, wherever permitted shall be constructed in such a manner that no barbed end shall be at the top. Electric fences shall be permitted in the "A-P" and "R-A" district when related to farming and on farms in other districts when related to farming, but not a boundary fences. Barbed wire fences shall only be permitted on farms except as hereinafter provided.

D. Solid walls eight (8) feet in height may be constructed and maintained only in the buildable area of a lot only by a conditional use permit.

E. On corner lots, no fence or screen shall be permitted within the triangular area defined as beginning at the intersection of the projected curb line of two intersecting streets, thence thirty (30) feet from the point of beginning on the other curb line, thence to the point of beginning, unless the fence or screening is at least seventy-five (75%) percent open.

F. Residential Fencing and Screening.

1. Except as provided herein, fences shall be at least five percent (5%) open for passage of air and light.
2. Except as provided herein, fences outside the buildable area of a lot may not exceed six (6) feet in height.
3. Except as provided herein, fences within the buildable area of a lot or in the case of the rear lot line at least ten (10) feet from the rear lot line, may not exceed eight (8) feet in height.
4. Fences extending across front yards shall not exceed forty-two (42) inches in height and shall be at least seventy-five percent (75%) open space for passage of air and light, except that fences which abut public rights-of-way which are designated and constructed as alleys shall not exceed six (6) feet in height, shall be at least five percent (5%) open for passage of air and light, and shall be set back from the alley right-of-way a minimum of five (5) feet. All such fences shall conform to Subdivision 8 of this Section.