



City of Belle Plaine
 218 N. Meridian Street
 P.O. Box 129
 Belle Plaine, MN 56011

Community Development Department
Phone: 952-873-5553
Email Permits to:
 permitting@belleplainemn.gov

FENCE PERMIT APPLICATION (Zoning Review)	Permit # : _____
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SITE ADDRESS: _____	P.I.N.: _____
OWNER NAME: (and Address if different than Site Address)	Phone: _____ Email: _____

<input type="checkbox"/> CONTRACTOR or <input type="checkbox"/> HOMEOWNER COMPANY NAME: _____ ADDRESS: _____	Contractor License: _____ Phone: _____ Email: _____
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Height (6' max): _____ Material: _____ Abutting public right-of-way (street, highway) **Y** **N**
 Fence to be placed on or within 2' of property line: **Y** **N**
Signatures of adjoining property owners are **REQUIRED to construct a fence **ON** or **WITHIN 2'** of an adjoining property line.*
 Fence to be placed within City Drainage and Utility Easement (see site survey): **Y** **N**
*If yes, an Easement & Bluff Encroachment Agreement is **REQUIRED**.*

Application must include: <input type="checkbox"/> Completed application <input type="checkbox"/> Site survey with location of fence <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: <input type="checkbox"/> Locate and mark property pins <input type="checkbox"/> Mark location of proposed fence <input type="checkbox"/> Determine if fence 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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*Signature(s) of adjoining property owner(s) on reverse side.

Zoning Permit:

Adjoining Property Line Fence Agreement

This agreement has been entered into the following property owners for the construction of a fence **ON or WITHIN 2'** of an adjoining property line.

Address of Subject Property:

Property Owner:

Signature of Property Owner:

Date:

Address of Adjoining Property 1:

Property Owner:

Signature of Property Owner:

Date:

Address of Adjoining Property 2:

Property Owner:

Signature of Property Owner:

Date:

Address of Adjoining Property 3:

Property Owner:

Signature of Property Owner:

Date:

Address of Adjoining Property 4:

Property Owner:

Signature of Property Owner:

Date:

If needed, submit any additional properties on an independent sheet of paper.