



City of Belle Plaine

Steps to obtain a Fence Permit (Zoning Review)

1. Complete the Fence permit application, which is available at www.belleplainemn.gov. Application fee - \$50 fee.
1. 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 using a metal detector or by hiring a surveyor. City Hall has a metal detector that you may check out during business hours. Contact city hall for details.
2. 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.
3. 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.
4. Indicate on the site survey location of proposed fence (draw on survey). Return marked up copy with application.
5. Return completed application, drawing with proposed fence location (use the site survey), and fees to City Hall for review. Return packet via email at permitting@belleplainemn.gov, drop box, or mail.
6. Mark proposed location of fence on the property – before pre-construction inspection.
7. Schedule the pre-construction inspection by calling 952-873-5553. The property owner or a representative must be present at the inspection. At the inspection, the property pins must be exposed, location of fence marked, and a printed copy of the permit packet available to the Building Official.
8. Call Gopher One State 811 before digging.
9. After installation, call City Hall (952-873-5553) to schedule the final inspection.

Site Survey Quick Look:

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