



**City of South St. Paul**  
 125 Third Avenue North  
 South St. Paul, MN 55075  
 Phone: (651) 554-3220  
 Fax: (651) 554-3211

*For Office Use Only*

**Permit No.**

**Date:**

# MISCELLANEOUS/ZONING PERMIT APPLICATION

<b>Job Address:</b>	
<b>Zoning District</b>	

**PROPERTY INFORMATION:**

Property Owner:		Telephone: (    )	
Address:	City:	State:	Zip:

**CONTRACTOR INFORMATION:**

Contractor:		Telephone: (    )	
Address:	City:	State:	Zip:

**TYPE OF PERMIT:**

<input type="checkbox"/>	Asphalt/Concrete	<input type="checkbox"/>	Fence	<input type="checkbox"/>	Shed Placement
<input type="checkbox"/>	Dumpster in the Street	<input type="checkbox"/>	Storage POD	<input type="checkbox"/>	

**\*A SITE PLAN IS REQUIRED FOR ALL ASPHALT, CONCRETE, FENCE and SHED PLACEMENT PERMITS\***

<b>FENCE</b> (\$30.00; no MN Surcharge) <b>Must be within property lines; supports on inside with finished side facing outward.</b> <b>Residential: 3 ½ ft. (42") max. height in front yard; 6 ft. (72") max. height in rear yard.</b>
Fence type/material: Height:
<b>TEMPORARY BUILDING/STORAGE POD</b> (\$20.00; No MN Surcharge) Allowed two (2) times per year. Permit is good for 14 days.
Start Date: _____ End Date: _____
Location: _____
<b>DUMPSTER IN THE STREET</b> (\$20.00; no MN Surcharge)
Start Date: _____ End Date: _____
<b>ASPHALT/CONCRETE</b> (\$20.00 per \$1000; No MN Surcharge)
Thickness of Material: _____ Valuation: _____
Gravel Base: _____
<b>SHED PLACEMENT</b> (\$20.00; No MN Surcharge)
See back for required additional information

All exterior work covered by this permit must be completed within 180 days of permit issuance. An extension may be granted by the Zoning Official upon written request with justifiable cause demonstrated.

Total Permit Fee \$ _____
---------------------------

**INSPECTIONS REQUIRED - CALL (651) 554-3220 TO SCHEDULE AN INSPECTION (Please allow 48 hour advance notice)**

<input type="checkbox"/>	Asphalt Final	<input type="checkbox"/>	Concrete Forms	<input type="checkbox"/>	Fence Final	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Concrete Final	<input type="checkbox"/>	Shed Final	<input type="checkbox"/>	

Owner/Contractor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Zoning Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Circle one:

**Dimensions of the shed structure:**

- Yes No The proposed accessory building will be less than 200 square feet in area. The proposed accessory building will be \_\_\_ feet wide by \_\_\_ feet deep for a total size of \_\_\_ square feet.
- Yes No The proposed accessory building will be less than 12 feet tall.
- Gable and gambrel roof structures are measured from the floor of the structure to the top point of the roof.

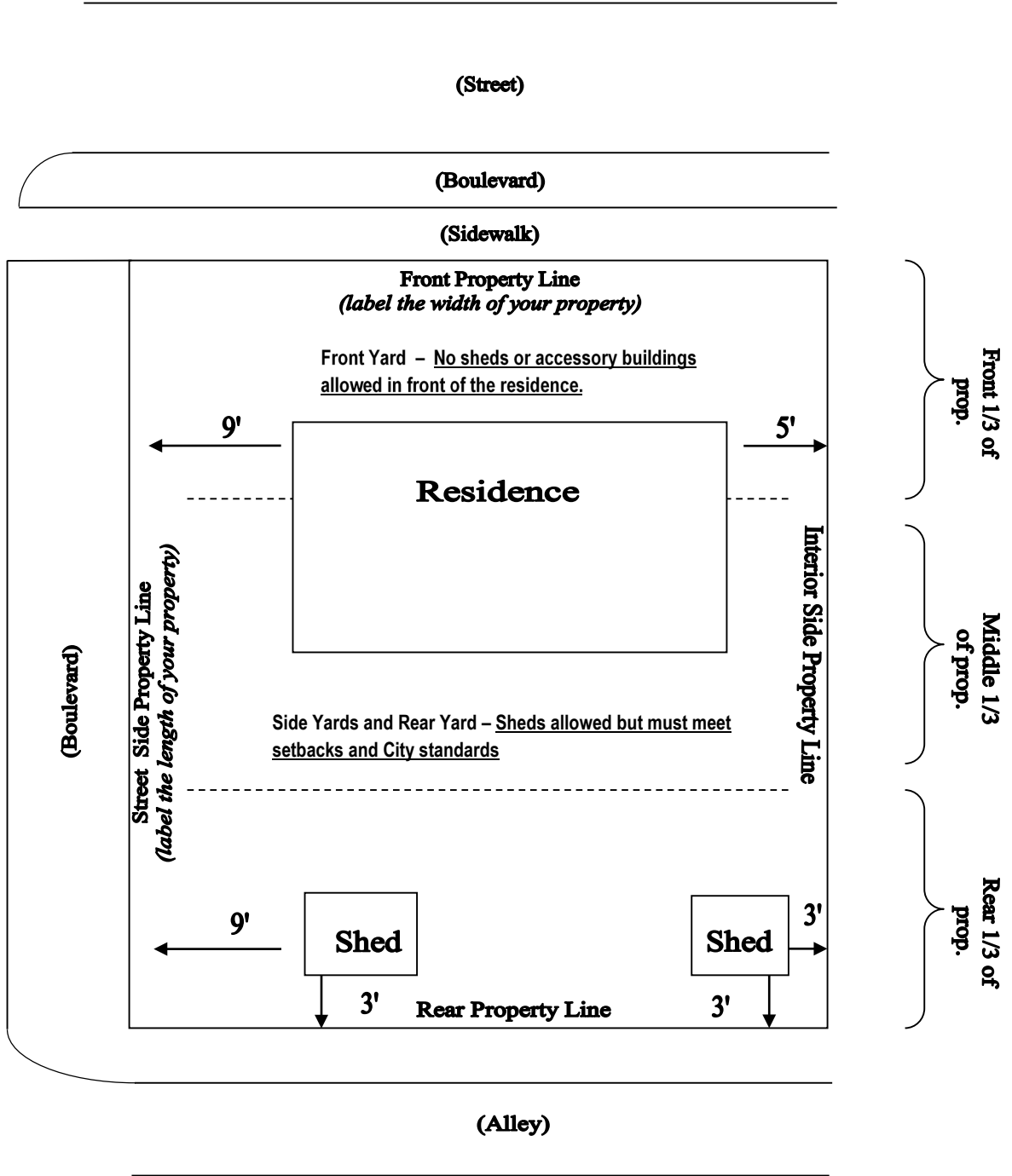
**Location of the shed structure:**

- Yes No I have located my property lines. My property is \_\_\_ feet wide by \_\_\_ feet deep.
- Yes No The proposed accessory building is located in the rear 1/3 of my property?
- If located in the rear 1/3 of the property then the accessory building must be located at least 3 feet from side and rear property lines.
  - My proposed structure is \_\_\_ feet from the side lot line and \_\_\_ feet from the rear lot line.
- Yes No The proposed accessory building is located in the front 2/3 of my property?
- If located in the front 2/3 of the property then the accessory building must be located at least 5 feet from side property lines. No accessory buildings are permitted in a front yard. My proposed structure is \_\_\_ feet from the side lot line and \_\_\_ feet from the rear lot line.
- Yes No Drainage from the structure will be directed into my yard or directly to the street or alley. Drainage cannot be directed onto neighboring properties.
- Yes No The accessory building will be secured to the ground by:
- \_\_\_\_\_ Posts connected into the ground
  - \_\_\_\_\_ Concrete slab / pin

**Look / Materials of the shed structure:**

- Yes No I understand that the accessory building must be constructed of exterior grade building materials that are permitted in my zoning district.
- Exterior Walls:
- \_\_\_\_\_ Brick      \_\_\_\_\_ vinyl siding      \_\_\_\_\_ fiber cement siding
- \_\_\_\_\_ Wood / Engineered Wood      \_\_\_\_\_ metal siding
- Roof:
- \_\_\_\_\_ Standing seam metal      \_\_\_\_\_ architectural shingle      \_\_\_\_\_ rolled roof

# Example Site Plan



← N

(Label north on your plan)

**Maximum Lot Coverage:**

- Lots that are <5000 sq. ft.: 35%
- Lots that are >5000 sq. ft.: 30%

# How to Find your Property Markers

An existing fence or structure cannot be used to verify property lines

Property markers, or boundary monuments, are metal pins placed at every corner of the property, including any angle or change of direction of the boundary line. Each pin is shown on the survey of each property. Property markers are required to verify property lines when obtaining permits for certain projects such as fences, sheds, and additions when construction is close to required setbacks or the line itself. Knowing where the property markers are can also avoid legal and neighborhood disputes. Property lines, or boundary lines, are the defined points where one person's land ends and the neighboring land begins.

## **Step 1**

Call Gopher State One at 651-454-0002 to locate utilities to ensure you can dig for the markers safely. They will need a 48 hour notice. This is a free service.

## **Step 2**

Obtain your lot size on the Dakota County website at [www.co.dakota.mn.us](http://www.co.dakota.mn.us). Go to "Home and Property" and click on "Online Property Records". Then look for the link to "Go to Property Information Search". Type in your address and you will see the dimensions of your lot on a map.

## **Step 3**

Working from your lot dimensions, use a metal detector to locate the metal pins in the corners of your property. Markers are typically 6-10 inches below the surface and may have a colored cap with numbers on the top. Property markers are generally 30 feet from the center line of the street and 4 feet from the edge of your alley.

## **Step 4**

Put a marker of some type on the uncovered pin. This will need to remain visible until an inspection is done. Do not remove your property pins.

If you are unable to find your markers, and/or need to have any property markers installed, contact a licensed Professional Land Surveyor.