



**City of South St. Paul**  
 125 Third Avenue North  
 South St. Paul, MN 55075  
 Phone: (651) 554-3220  
 Fax: (651) 554-3201

*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) Please submit this information when applying: <b>Property owners shall be responsible for verifying their property lines. If property irons cannot be located, the property owner shall provide the City with either a signed consent from the adjacent property owner agreeing to the location or a survey showing the location of the property lines.</b> <b>Supports must be on the inside with finished side facing outward.</b> <b>Residential: 3 ½ ft. (42") max. ht. in front yard if you cannot see through at least 50% of the material.</b> <b>4 ft. (48") max. ht. if you can see through at least 50% of the material. 6 ft. (72") max. ht. in rear yard.</b> Fence type/material: Height:
<b>TEMPORARY BUILDING/STORAGE POD</b> (\$20.00; No MN Surcharge) Start Date: _____ Allowed two (2) times per year. Permit is good for 14 days. End Date: _____
<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) Valuation: _____ Thickness of Material: _____ Gravel Base: _____
<b>SHED PLACEMENT/PLATFORM DECK</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 upon written request with justifiable cause demonstrated.

<b>Total Permit Fee \$_____</b>
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**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 or platform deck:**

- 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.

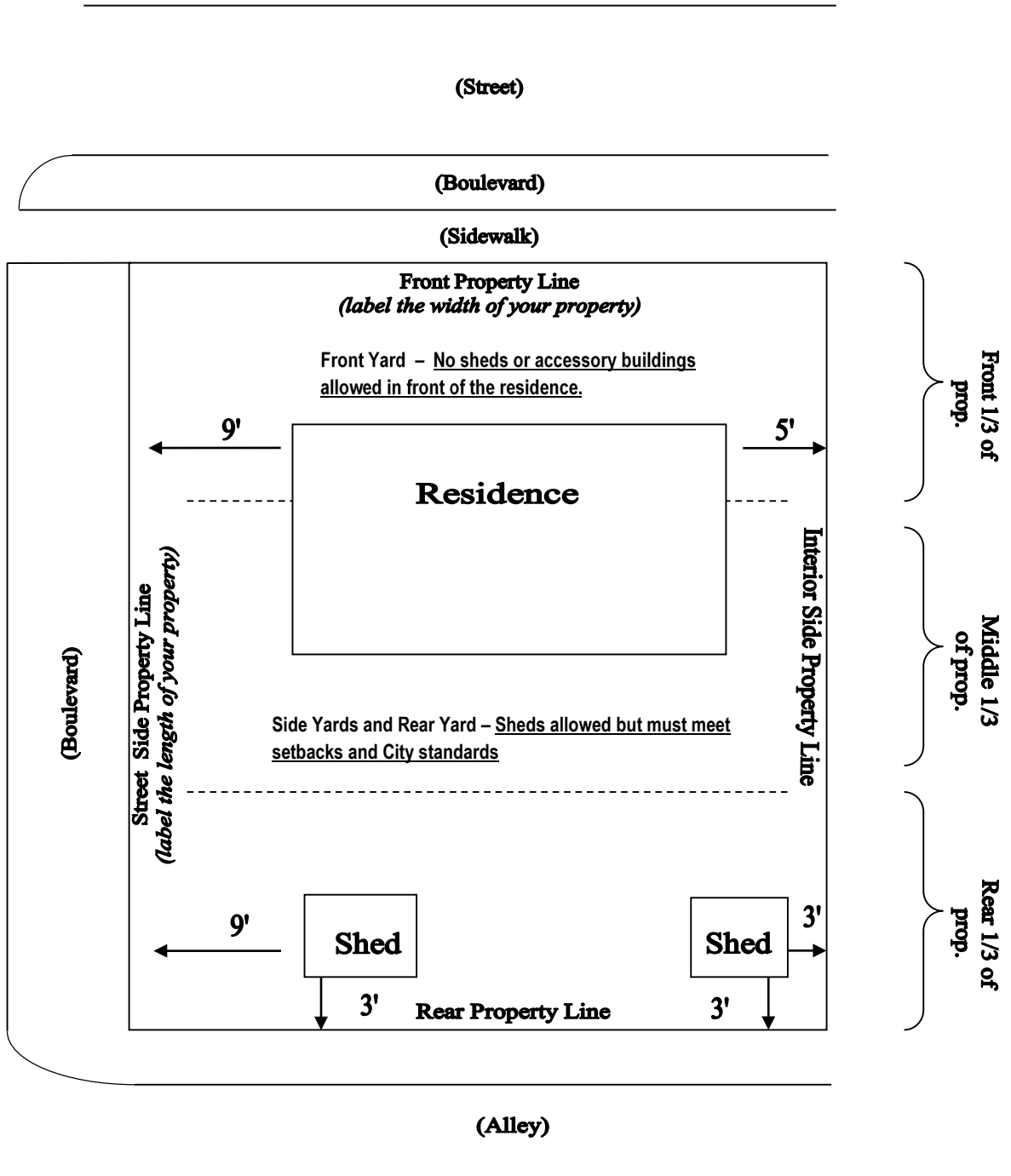
**Location of the shed structure or platform deck:**

- 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.

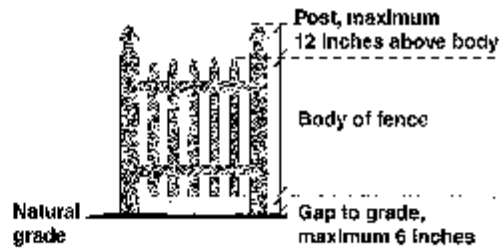
## **Step 4**

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.

## Measuring fence height

The body of the fence determines the fence height. A maximum of six inches is allowed above the natural grade (e.g. for drainage purposes). Fence posts may extend a maximum of 12 inches above the body of the fence. If the fence height has been elevated through the use of a retaining wall, the creation of a berm or another method for the primary purpose of increasing the elevation of the fence, the fence height is measured from the ground elevation prior to the grade modification.



## Opacity

Fence opacity is the degree to which views are blocked.

When a fence adjacent to a street is over three feet in height and does not meet the required setback for a principal structure in the zoning district, fence opacity is limited to 50 percent or less, subject to the exceptions below. See right for examples. For opacity limitations, an alley is not considered a street.

### Exceptions

The following fences are exempt from opacity limitations:

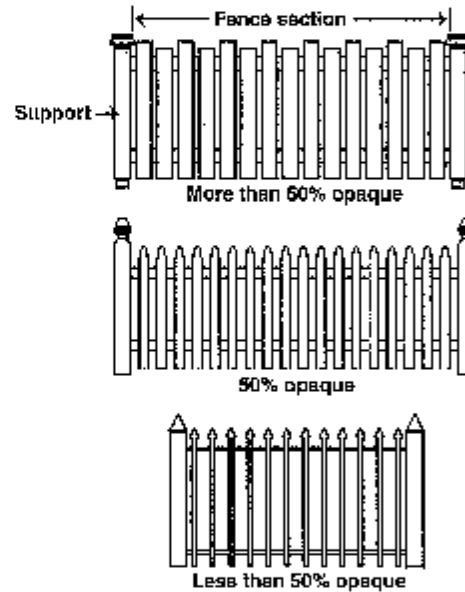
1. A fence in a yard adjacent to an arterial street as designated by the *Comprehensive Plan*, provided a 15-foot clear view triangle is maintained. See page 3 for clear view triangles and page 4 for arterial streets.
2. Screening fences required by the *City Code*, including commercial properties. See Section 21.301.08 (g)(4).
2. Screening fences required by a condition of approval for a development application.
4. Fences in the rear yard of a through lot when adjacent lots are also through lots. See through lot example on page 1.
5. Fences in the rear yard of a corner lot when the fence is no closer to the street than an existing principal structure or garage.
6. Vegetation growing adjacent to or on a fence will not be considered in determining compliance with the opacity requirements for fences.

## Approved materials

Fences must be constructed of wood, metal, bricks, masonry, plastic or other materials designed for permanent outdoor fencing. Wood fences must be constructed of cedar, redwood, or other decay resistant wood. Chain link fencing finer than 14-gauge in diameter is prohibited. (Note: 12-gauge is finer and 10-gauge wire is thicker than 14-gauge.) Fences must not be constructed from razor wire, snow fencing, plywood, or materials originally intended for other purposes. Above ground electric fencing is not permitted. Barbed wire is permitted only on top of fences in nonresidential districts, a minimum of six feet above the natural grade.

### Fence Opacity

Opacity (the degree to which light or views are blocked) is measured perpendicular to the fence for each fence section between supports.



### Exception

Temporary fences made of chicken wire in residential districts are permitted for residential garden uses only.

## Installation, posts and supporting members

All fence elements must be permanently installed and constructed in a workmanlike manner to secure the fence in a vertically level position. Fences must be installed so that posts and lateral supports are not on the side of the fence facing an adjacent property or public right-of-way, unless exposed on both sides.