



**City of South St. Paul**  
 125 Third Avenue North  
 South St. Paul, MN 55075  
 Phone: (651) 554-3220  
 Fax: (651) 554-3271

<i>For Office Use Only</i>
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:**

Asphalt	Fence	Shed Placement
Concrete		

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

	<b>FENCE</b> (\$50.00; no MN Surcharge) Please submit this information when applying: 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 <b>NOTARIZED</b> consent from the adjacent property owner agreeing to the location of the common property line or a survey showing the location of the property Supports must be on the inside with finished side facing outward. <b>Residential: 3 ½ ft. (42") max. ht. in front yard if you cannot see through at least 50% of the material. 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>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.

Total Permit Fee \$ _____
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**INSPECTIONS REQUIRED - CALL (651) 554-3220 TO SCHEDULE AN INSPECTION (Please allow 48 hour advance notice)**

Asphalt Final	Concrete Forms	Concrete Final	Fence Final
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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



# 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.