

PERMIT INFORMATION REQUIRED TO CONSTRUCT A FENCE

Fences and retaining walls require a city zoning permit. A site plan is required showing the location of the fence or retaining wall as well as all structures and property lines.

PROCEDURE

1. All of the following information must be submitted to the City or the permit application will not be processed:
 - Completed permit application with property address and signature.
 - A copy of the survey or site plan drawn to scale showing location of fence with ALL of the following information.
 1. Dimensions of lot of parcel
 2. North Arrow
 3. Property address
 4. Location and dimensions of existing structures on lot or parcel
 5. Location and height of fence
 6. Easements
 7. Existing driveways and sidewalks.
 - Information on type of fence material and height.
2. Application is submitted and reviewed by staff to verify it meets all applicable requirements.
3. If approved, the permit can be issued and you will be contacted by the City. Do not begin work until you have picked up and paid for your permit.
4. Display blue permit card so that it can be viewed from the front of property.
5. The approved permit and site plan shall be kept on the property for the final inspection.
6. All inspections can be coordinated directly by calling 763-235-2300 or 763-235-2317. Allow 24-48 hours for all inspections.

GENERAL REQUIREMENTS:

1. Remote meter reader is to be located outside of fenced area. This is a black circular device used by staff to record water usage. If the fence installation will enclose this device (usually located by the electric service entrance), it must be relocated to be accessible without entering the fenced area. Wire used shall be color coded, 3 conductor, and solid copper AWG size 18. A licensed plumber may be readily qualified to complete this task, however, homeowners or a handyman service is also able to do the work with the above specifications in mind. Please contact Public Works at 763-233-5200 to schedule an inspection of the meter location and function after it is complete.
2. Owner must accurately know where all property lines are located or identify them with clearly visible markers. Please note that the curb is not your property line and that there is most likely a boulevard area between the street and the front property line.
3. Fences installed a minimum of 2' from the property line can be done so without neighbors' notification. Fences can be installed up to the property line with written approval from the neighboring property owner; this is to ensure a mutual agreement regarding lawn and fence maintenance.
4. Applicants understand and agree that any part of the fence on the applicant's property and within the public easement is the responsibility of the owners.
5. The applicant also agrees to hold the City harmless for any damage that is caused by the City or utility providers for repairs/installations of utilities lines within the easement.
6. The decorative side of the fence must face outside.
7. Fences located in front yard cannot exceed 4 feet in height from existing grade.
8. Fences in rear and side yards cannot exceed 6 feet in height from existing grade.
9. No fence, hedge or wall shall cause a visual obstruction of traffic.
10. Fences are required for pools that contain water over 24 inches deep. This includes in-ground, above-ground and on-ground swimming pools and fixed-in-wading pools. Pools, spas and hot tubs equipped with a listed safety cover may be exempt from this requirement. Contact the Building Inspector for specific code requirements.
11. Property owners should verify that the fence conforms to the restrictive covenants of the development/neighborhood.
12. The following fence materials are prohibited:
 - Chicken wire
 - Barbed wire, woven or welded wire straight wire
 - Plastic webbing and netting
 - Snow fences
 - Makeshift, flimsy materials such as paper, twine, rope, and the like

PLEASE CALL THE CITY OF ST. FRANCIS AT 763-753-2630 IF YOU HAVE ANY QUESTIONS



23340 Cree Street NW

St. Francis, MN 55070

P: 763-235-2300 F: 763-753-9881

Email: aanderson@stfrancismn.org

Permit No. _____

Fence Permit Application

NOTE: This is not an interactive document. In order for the Certificate of Compliance to be reviewed by staff you must complete the following application and mail or drop off the request to the City Office. In most cases, the application will be reviewed in 5 business days.

ALL PORTIONS OF THE FORM MUST BE COMPLETED IN ORDER FOR YOUR APPLICATION TO BE PROCESSED.

Make checks payable: City of St. Francis Fee: \$40.00

Legal Description and parcel Identification Number: _____

Number of Acres: _____

Project Address: _____

Owner's Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Applicant (if different from owner):

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Description of Request: _____

Signature of neighbor's bordering the Applicants property for fence permit only:

I agree to maintain my property from property line. I agree to allow my neighbor, _____, to construct a fence within two (2) feet of the property line and in the case that the fence is constructed on the property line I agree to maintain my yard up to the side of the fence facing my property. If my neighbor installs a fence directly adjacent to my existing fence, I agree to share maintenance responsibilities in between our fences with my neighbors constructing the fence.

Name: _____ Address: _____ Signature: _____

Name: _____ Address: _____ Signature: _____

Name: _____ Address: _____ Signature: _____

A site plan, drawn to scale shall be required for all certificates of compliance applications. Failure to submit a site plan will result in an incomplete application. The site plan should include building site, setbacks, location of any water bodies which include; all ponds, creeks, wetlands, and lakes, access to the site, location of septic systems and wells and all structures located within property.

I understand that I am responsible for and hereby agree to pay all expenses incurred by the City of St. Francis with regards to this application. This shall include all administrative costs, engineering and legal fees, and other professional consultant fees that the city may incur. These expenses shall be paid by me, the Applicant, before any City approval is given. I agree that the City may withhold the issuance of any permits or licenses which I seek (including building permits) if I am delinquent in the payment of any City costs or fees.

Signature of Owner: _____ Signature of Applicant: _____

Printed Name: _____ Printed Name: _____

Date: _____ Date: _____

FOR ST. FRANCIS OFFICE USE ONLY

Waive Building Permit: Yes No Bldg. Inspector initials: _____

Zoning Administrator Approval: _____ Date: _____

Building Official Approval: _____ Date: _____