



ZONING PERMIT APPLICATION

212 Central Avenue, Buffalo MN 55313
Phone 763-682-1181 | Fax 763-682-6376
www.ci.buffalo.mn.us

Permit # _____

Site Address _____ PID 103-_____

Property Owner _____ Phone _____

Applicant Email _____

Contractor _____ Phone _____

Contractor Address _____ City/State _____ Zip _____

Est. Construction Cost: \$_____

Type of Project (check one):

Fence - Type _____

Size of structure: ____height
(Feet)

Setbacks: _____front _____back
(Feet) _____right _____left

Permit Fee: \$15

Preparation Fee (if applicable): \$30

Recording Fee (if applicable): \$46

TOTAL FEES: \$_____

Every fence must be constructed so the finished side of the fence faces your neighbor's property. The structural side of your fence must face your property.

See Supplement "Building A Fence" for additional information about your project.

Small Accessory Structure / Storage Shed

Size of structure (Feet):

_____height x _____width x _____length
120' sq. min - 200' sq. max

Setbacks: _____front _____back
(Feet) _____right _____left

Permit Fee: _____ \$75

TOTAL FEES: _____ \$75

See Supplement "Building and Installing a Storage Shed" for additional information about your project.

For an accessory structure or garage 200'-1200' sq., a Building Permit must be applied for. Anything larger than 1200' sq. requires an application for a Conditional Use Permit. Please refer to the "Detached Residential Garages and Accessory Structures" handout regarding these types of projects.

Inspector's Notes

1. Property corners (property irons) must be marked prior to construction and remain marked for the final inspection.
2. Call Metro West Inspections at 763-479-1720 to schedule a final inspection after fence/shed is complete.

Applicant and property owner fully understand and agree to the regulations pertaining to this permit.

Applicant's Signature: _____ Application Date: _____

CITY APPROVAL: P&Z _____ Date: _____

BUILDING A FENCE

This handout is for informational purposes and approval for each application is required.

Unique circumstances may apply to individual lots.

Permit applications are reviewed by the Zoning Administrator and the Building Official.

IS A PERMIT REQUIRED?

Yes. Before you put up your fence, you must obtain a fence permit. A permit application is available at the city website, or at the city center. Here's what you'll need:

- A survey or site plan showing the proposed location of your fence.
- Plans that show the design of your fence.
- \$15 for the permit and if agreements are recorded, other charges will apply.



WHERE CAN THE FENCE BE LOCATED?

Nothing is more important than location when building a fence. An improperly located fence can result in friction between neighbors, ordinance violations, lawsuits or even the need to move your fence. To avoid these costly and frustrating problems, your fence must be located entirely inside your property line.

PLACING THE FENCE ON PROPERTY OR WITHIN EASEMENT LINES

Certain setbacks from property lines are required for installing fences and hedges. The minimum setback for fences is two feet from property lines. Exceptions to this rule will apply if a written agreement is entered into between you and the adjoining property owners. The written agreement "The Installation and Maintenance Agreement" is a legal document conducted by City staff and can be received up to 1 business day after the Zoning Permit application is paid for and submitted. This agreement must be signed by all owners of property line boundaries in the presence of a Notary Public. This agreement will cover items such as responsibility for installation, routine maintenance, and damage to the fence and removal. This document is recorded at the Wright County Recorder's Office.

Fees for the agreement are as follows:

\$46.00	Recording Fee
\$30.00	Preparation Fee

If the fence is placed within a drainage or utility easement a "Fence Installation and Easement Agreement" is required. Typically properties have boundary easements of five or ten feet. If you decide you want to place a fence in the easement area, there is a slight risk of the fence being removed for utility easement maintenance purposes. From time to time an easement may be entered upon by utility workers, and property owners will be responsible for moving a fence that may be installed over an easement. Fees for this agreement are as the same Recording and Preparation Fees as listed above.

ANY FENCE THAT ABUTS A STREET

Privacy fences abutting a public street require a setback of twenty feet and abutting an alley require a 5-foot setback. Fences 48" high or shorter with a 75% open-weave may be allowed inside this setback area.

HOW HIGH OF A FENCE CAN I BUILD?

The maximum allowed fence height is affected by your lot's location, where the fence is located on your lot, and by visibility triangles (refer to illustration below).

Rear Yard. Fences on interior lots can be no more than six feet high in the side or rear yard.

Front Yard. Fences in the front yard cannot be more than 48" in height and must be open weaved (75% open, chain link, for example). Split rail fence may be placed in front and rear yards but should not exceed the height maximums allowed. For this purpose, the front yard is usually the first 30 feet from the front property line.

Corner lots. No fence or screen shall be permitted within the triangular area defined as beginning at the intersection of the projected curb line of two intersecting streets, thence thirty (30) feet from the point of beginning on the other curb line, thence to the point of beginning on the other curb.

Determining what is the front yard on a corner lot takes special care because the front yard is not always where the home's front door is located. On a corner lot, the front yard is the yard with the shortest dimension against the public right-of-way (the yard with the shortest curb length). Through lots can have two front yards. Check with the Zoning Administrator for help in determining visibility triangles and front yard.



CAN A FENCE BE TALLER THAN 6 FEET?

Residential fences are usually between 4 to 6 feet in height. A rear lot line fence may be higher than six feet, and can be as high as 8 feet with an approved conditional use permit, but only if the fence is set 10 feet back from the rear property line.

WHAT MATERIALS CAN I USE?

Fences must be constructed of durable materials such as wood, rigid vinyl, or chain link. Every fence must be constructed so the finished side of the fence faces your neighbors' property. The structural side of your fence must face your property.

Pool Fences

A fence surrounding a swimming pool must be constructed to keep children from entering the pool Enclosure unless an ASTM certified safety cover is installed. Pool fences and gates must be at least four feet high. There can be no openings greater than four inches either through or under the fence or gate. Pool fences must be constructed without handholds or footholds. Gates must be self-closing and self-catching.

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CITY OF BUFFALO, MINNESOTA