



# Fence Permit Application

830 Whitewater Ave • St. Charles, MN 55972

507-932-3020 • 507-932-5301 (fax)

**2021**  
**FEE: \$25.00**

www.stcharlesmn.org

REV: 4/19

## APPLICANT INFORMATION

Applicant is: <input type="checkbox"/> Fence Contractor <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other				DATE
APPLICANT NAME		PHONE NUMBER		
APPLICANT ADDRESS		CITY	STATE	ZIP
NAME OF FENCE COMPANY			STATE LICENSE #	

## I WOULD LIKE MY APPROVED PERMIT...

☐ Emailed: \_\_\_\_\_ ☐ Mailed or ☐ Will Pick Up In Person

## PROPERTY INFORMATION

SITE ADDRESS	St. Charles, MN	Is this a new home? <input type="checkbox"/> Yes <input type="checkbox"/> No
NAME OF BUSINESS (if applicable):		

## TYPE OF PROPERTY:

<u>Residential</u>		<u>Non-Residential</u>	
<input type="checkbox"/> Single-Family	<input type="checkbox"/> Two-Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Institutional <input type="checkbox"/> Other: _____
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Church	<input type="checkbox"/> Public

### TYPE OF FENCE:

### MATERIAL OF FENCE:

### FENCE HEIGHT (including posts):

<input type="checkbox"/> Privacy	<input type="checkbox"/> Wood	<input type="checkbox"/> Metal/Chain Link	<input type="checkbox"/> Front Yard <input type="checkbox"/> 36" <input type="checkbox"/> 48"
<input type="checkbox"/> Pool Enclosure	<input type="checkbox"/> Iron	<input type="checkbox"/> Plastic	<input type="checkbox"/> Side Yard _____
<input type="checkbox"/> Decorative	<input type="checkbox"/> Split Rail	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Rear Yard _____
<input type="checkbox"/> Other: _____			<input type="checkbox"/> Lineal Feet of Fence _____

## PROJECT INFORMATION:

Have the corner monuments been found and the property lines defined? ☐ Yes ☐ No

Will finished side of the fence face towards adjoining properties/streets? ☐ Yes

Are you replacing an existing fence? ☐ Yes ☐ No

## ACKNOWLEDGMENT AND SIGNATURE

I hereby apply for a fence permit and acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of St. Charles and with the Minnesota Building Code.

APPLICANT'S SIGNATURE	DATE SIGNED
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## OFFICE USE ONLY

STAFF COMMENT:				PERMIT FEE: _____
DATE RECEIVED:	AUTHORIZATION TO ISSUE:	DATE OF ISSUE:	PERMIT #:	SURCHARGE: _____
ZONING DISTRICT:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied ADDRESS VERIFIED:	PROCESSED BY:	PERMIT SENT VIA:	OTHER: _____
	<input type="checkbox"/> YES <input type="checkbox"/> NO		SENT DATE:	TOTAL FEE: _____

**CALL GOPHER STATE ONE BEFORE YOU DIG!**  
**811 or (800) 252-1166**  
**IT'S THE LAW!**

## **CHECKLIST OF REQUIRED INFORMATION FOR FENCE PERMITS**

The items listed below constitute a complete application for a fence permit. **Incomplete applications and plans that are code deficient require more review time, may be returned for corrections and delay the issuance of permits**

- ☐ A signed and completed Fence Permit Application form.
- ☐ A property site plan that is to scale and includes locations of all buildings, lot lines, public right-of-ways and the fence.  
*You may use this site: <https://beacon.schneidercorp.com/Application.aspx?AppID=597&LayerID=9787&PageTypeID=1>*
- ☐ A certificate of survey may be required for all fences to be constructed up to or on the property line,  
**UNLESS** corner stakes are located. **\*\*Please see attached Zoning Ordinance 152.41(f)\*\***

NOTE 1: Some properties in the city are governed by homeowner associations/covenants/bylaws that require certain property improvements. Please check to see whether this may apply to you.

## **CITY OF ST. CHARLES**

### **Zoning Information for Fence Permit**

Contact Gopher State One Call at 1-800-252-1166 for location of utilities prior to construction.

Zoning Ordinance #152.41(F). Fences in Residential (R-1) Locations of the City of St. Charles:

1. No fence, wall, shrub planting or accessory structure shall be erected within a public easement and/or right-of-way.
2. The finished side shall face the abutting property or street right-of-way.
3. Fences shall not be constructed of chicken wire, welded wire, barbed wire, pallets, snow fence, branches, animal gates, farm fence materials or materials originally intended for other purposes, unless approved by the Zoning Administrator.
4. A Certificate of Survey may be required if property lines cannot be located as the city does not have licensed surveyors on staff to perform this service. If the zoning administrator in his or her sole judgement and discretion, notifies the property owner/applicant that a survey is required, no permit will be issued until a survey is provided to the City by the owner/applicant as signed by a licensed surveyor and that such survey is at the property owner's/applicant's sole cost and expense. Further, it is the responsibility of the property owner/applicant to contact the surveyor and arrange the survey.
5. All fences shall have at least one external access gate.

Fences, walls or accessory structures in side and rear yard:

1. In any residential district, no fence, wall or accessory structure, other than a retaining wall, shall be over 6 feet in height along the side or rear lot line; and
2. The side lot line will be considered that area of a lot which extends along the side line of the lot from the rear property line to a point 25 feet from the front property line.

Fences in front yards must comply with the following:

1. In any residential district, no fence, wall, accessory structure or shrub planting shall be over 36 inches in height within 20 feet of any street corner, except for trees with branches and foliage removed at a height of eight (8) feet above the ground, so as to interfere with traffic visibility across the corner; and
2. No fence, wall, accessory structure or shrub planting shall be over 36 inches in height with an opacity over 50 percent but may be 48 inches in height with an opacity under 50 percent (e.g. wrought iron, chain link, split rail, vinyl, or board) within 25 feet of the front property line.

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