



BOUNDARY/PARTITION FENCE PERMIT APPLICATION

704 Broadway | Alexandria, MN 56308
 Phone (320) 763-6678 | Fax (320) 763-3511
www.alexandriamn.city

| | | |
|------------------------------|--|--|
| Permit # _____ | Date Received ____/____/____ Date Issued ____/____/____ | PIN 63- _____-_____ Date Fee Paid _____ |
|------------------------------|--|--|

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|-------------------|--------|--------|---------------|
| APPLICANT NAME(S) | WORK # | CELL # | EMAIL ADDRESS |
|-------------------|--------|--------|---------------|

| | | | |
|-------------------|------|-------|-----|
| APPLICANT ADDRESS | CITY | STATE | ZIP |
|-------------------|------|-------|-----|

ADDRESS/SITE WHERE PROJECT IS LOCATED _____

APPLICANT OWNS THE PROPERTY AS: _____ FEE TITLE _____ CONTRACT FOR DEED

SAMPLE TYPES OF FENCES



TYPE OF MATERIAL FROM WHICH YOUR FENCE IS TO BE CONSTRUCTED:

CHAIN LINK
 WROUGHT IRON
 VINYL
 BOARD & PICKET
 OTHER, PLEASE SPECIFY _____

ENCLOSURES:

- CERTIFICATE OF SURVEY
 SITE PLAN SHOWING LOCATION OF FENCE

NOTE:

Survey & Inspections Required and Applicant Acknowledgement & Signature **(see over)**
 A valid **Certificate of Survey** is required. Attach the survey to this application.
 The property lines/corners matching the survey must be marked and accessible.

SEE OVER FOR ADDITIONAL INFORMATION

TYPES OF FENCING NOT REQUIRING A PERMIT

Ornamental and/or privacy fences (not designed or serving as a boundary or partition fence) and enclosing only a limited portion (25% or less) of a side yard, rear yard or front yard, are allowed without requiring a permit. Ornamental fences includes such things as split rail, picket, and brick wall fences, but not such things as chain link fences. The maximum allowed height for an ornamental brick wall is three (3) feet, for a split rail, picket or wrought iron fence four (4) feet, and for a privacy fence around a patio, hot tub, pool, etc., six (6) feet.

SURVEY & INSPECTIONS REQUIRED

All fence permit applications shall include a **Certificate of Survey** showing/labeling the following:

- Property address and/or legal description (if platted).
- Adjacent street(s) and street names.
- Property lines and property line dimensions.
- Existing objects and/or structures located near the proposed fence or property lines.

Before a site inspection is conducted by the designated City official, the following items shall be located on-site as shown on the **Certificate of Survey** (or on a site plan based on the **Certificate of Survey**) and clearly marked with paint, flags, stakes, and/or laths:

- Property corners.
- Boundary lines.
- Proposed fence location.

Two site inspections are required:

- 1st Inspection (Staking): Verification of property lines corners/lines and proposed fence location.
- 2nd Inspection (Final): Final review of project.

APPLICANT ACKNOWLEDGMENT & SIGNATURE

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work has commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regarding construction or the performance of construction.

SIGNATURE: _____ DATE _____

APPROVED BY: _____ DATE _____
ZONING ADMINISTRATOR