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23340 Cree Street NW  
St. Francis, MN 55070  
P: 763-753-2630 F: 763-753-9881  
Email: [city@stfrancismn.org](mailto:city@stfrancismn.org)

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# **PERMIT INFORMATION REQUIRED TO CONSTRUCT A FENCE**

Fences and walls are considered structures and require a building permit and shall meet the Uniform Building Code requirements. If you have questions as to whether your project requires a permit, please contact the Building Inspector at 763-479-1720.

## **PROCEDURE**

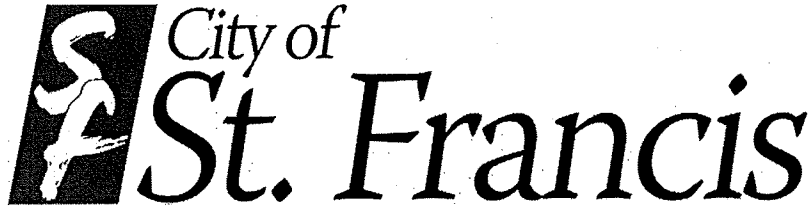
1. All of the following information must be submitted to the City or the building permit application will not be accepted:
  - Completed building permit application with property identification number and legal description and signature.
  - Submit two (2) copies of survey or site plan drawn to scale 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 of fence and height of fence
    6. Easements
    7. Existing driveways and sidewalks.
  - Information on type of fence material and height.
2. Application is then submitted to and reviewed by the Zoning Administrator to verify it meets all applicable requirements.
3. Application is reviewed by the Building Inspector to verify compliance with all building codes. Additional instructions and requirements may be added to plan.

4. If approved, the permit can be issued and you will be contacted by the City to pick up the completed permit and paperwork. Do not begin work until you have picked up and paid for your permit.
5. Display permit in front of structure so that it can be viewed from the front of property.
6. The inspection record card and survey shall be kept on the property for the final inspection.
7. All inspections can be coordinated directly with Metro West Inspections at 793-479-1720. Allow 24-48 hours for all inspections.

**GENERAL REQUIREMENTS:**

1. Owner must accurately know where all property lines are located or a survey will be required. 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.
2. Fences can be installed up to the property line. However, we suggest that you remain one to two feet off the property line to allow room for maintenance of yard and fence.
3. 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.
4. 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.
5. The decorative side of the fence should face outside.
6. Fence located in front yard cannot exceed 4 feet in height from existing grade.
7. Fence in rear and side yards cannot exceed 6 feet in height from existing grade.
8. No fence, hedge or wall shall cause a visual obstruction of traffic.
9. 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. Spas and hot tubs equipped with a listed safety cover are exempt from this requirement. Contact the building inspector for specific code requirements.
10. Property owners should verify that the fence conforms to the restrictive covenants of the development/neighborhood.
11. 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**



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Application No. \_\_\_\_\_

## CERTIFICATE OF COMPLIANCE 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: \_\_\_\_\_

Applicant (if different from owner):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of neighbors bordering the Applicant's property for fence permits 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 neighbor constructing the fence.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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: \_\_\_\_\_

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FOR ST. FRANCIS OFFICE USE ONLY

Waive Building Permit: Yes No Bldg. Inspector initials: \_\_\_\_\_

Zoning Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Final Inspection Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## CHAPTER 20

### FENCING / SCREENING / LANDSCAPING

#### SECTION:

- 10-20-1: Purpose
- 10-20-2: Fences
- 10-20-3: General Landscaping and Maintenance
- 10-20-4: Required Landscaping
- 10-20-5: Required Landscape Screening
- 10-20-6: Screening of Mechanical Equipment

**10-20-1: PURPOSE:** The purpose of this chapter is to establish standards for the installation of fencing, screening, and landscaping as may be required by other chapters of this Ordinance and to protect the general health, safety, and welfare of the City.

**10-20-2: FENCES:** Fences shall be permitted in all yards subject to the following:

- A. **General Standards:** All fences shall be located on private property, not within the public right-of-way, and outside of wetland buffers.
- B. **Permit Required:** It is unlawful for any person to construct or cause to be constructed any fence without first making an application for and securing a fence permit.
- C. **Locations:** All boundary line fences shall be located entirely upon the private property of the person constructing or causing the construction of such fence. The building official may require any applicant for a fence permit to establish the boundary of a person's property by a survey thereof to be made by a registered land surveyor. The location of the fence is subject to the following:
  - 1. Fences may be placed along the property line provided no physical damage of any kind results to the abutting property and permission is granted in writing from the abutting property owner and submitted with the application.
  - 2. In the urban residential districts, fences on or within two (2) feet of the property line shall require a certificate of compliance stating that the property owner constructing the fence shall maintain both sides of said fence, unless a written agreement has been entered into with the abutting property owner(s) and is on file with the City.

3. All posts or similar supporting instruments used in the construction of fences shall be faced inward toward the property being fenced.
4. All fences shall not obstruct natural drainage.

**D. District Standards:**

1. In the RR, R-1, R-2, R-3, and R-4 Districts, fencing shall be restricted to a height of six (6) feet for side and rear yards and a height of four (4) feet within the front yard setback. All fences shall be residential in nature such as chain link, wrought iron, vinyl, split-rail, or board and picket. Barbed wire, electric, and other agricultural fences may be used in the RR district in conjunction with a legally permitted use in Section 8.06 (Animals and Fowl, Keeping, Transporting, Treatment, Housing) of the City Code.
2. In the A-1, A-2, and A-3 Districts, all fencing for non-agricultural purposes shall be no taller than six feet in height.
3. In the B-1 and B-2 Districts, fencing is not allowed between the principal structure and any public right-of-way. Fences shall be no taller than six (6) feet in height.
4. In the B-2, I-2, and I-3 Districts, fences shall be no taller than eight (8) feet in height. Fences between six (6) and eight (8) feet shall not be placed in the front yard.
5. Fences up to sixteen (16) feet in height may be allowed in any district provided the fence is used as an enclosure for a tennis or sport facility.
6. Erosion control fences are permitted in all districts in conjunction with a permitted activity.
7. It is unlawful for any person to erect or maintain a barbed wire fence upon his property, which fence is less than six (6) feet above the ground and within three (3) feet of a sidewalk or public right-of-way except in those areas in which the owners are permitted to keep, stable or board animals under the provisions of the City Code.

**10-20-3: GENERAL LANDSCAPING AND MAINTENANCE:**

- A. All exposed ground areas, including street boulevards, and areas not devoted to off-street parking, drives, sidewalks, patios or other such improvements shall be landscaped with grass, shrubs, trees or other ornamental landscape materials within one year following the date on which the certificate of occupancy is issued.