



# ADMINISTRATIVE FENCE PERMIT APPLICATION

13400 90<sup>TH</sup> STREET NE, OTSEGO, MN 55330

763-441-4414

Permit Fee

Date Rec'd

## SUBMITTAL REQUIREMENTS

City Engineer approval required for all fences.

1. A complete Fence Permit Application
2. A Certificate of Survey of the property or an accurate, scaled drawing of the property indicating the location of the house, garage, accessory buildings, other improvements, and the proposed fence location, denoting the "Front", "Side", "Rear" yards, all in relation to the legal property lines.
3. A drawing or picture of the proposed fence including materials and proposed height of the fence.
4. Locate the corner monuments or have a surveyor define the lot lines. Survey pins may be found just below the grass utilizing a metal detector.
5. The 'face' of the fence must be toward the neighbors/public street; the fence posts should be on the inside.
6. You can submit this permit in person, by mail or e-mail to: **cityhall@otsego.mn.gov**

## PROPERTY OWNER INFORMATION

Property Owner Name \_\_\_\_\_  
 Address (job site) \_\_\_\_\_  
 City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

## APPLICANT INFORMATION (if different than property owner)

Contractor Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Email \_\_\_\_\_ Phone \_\_\_\_\_

## FENCE INFORMATION

Payment is required at the time of application.

**Height:**  Feet    **Setbacks in Feet:** Front  Side  Side  Rear

**Type:**     Boundary     Privacy     Pool     Kennel     Decorative  
 Picket     Screening (subdivisions, businesses, institutions)     Security (industries, institutions)     Other \_\_\_\_\_

**Materials:**     Chain Link     PVC/Plastic     Vinyl     Composite Wood  
 Cedar/Natural Wood     Iron/Steel     Aluminum     Other \_\_\_\_\_

Fence Permit Fee: \$50 or \$100 with an Easement Agreement (if required by the City Engineer).

I acknowledge that the above information is correct and that I will ensure that the fence is constructed and installed in accordance with the approved plans attached herewith as well as the regulations set forth in the City of Otsego's City Code and Zoning Ordinance.

Signature \_\_\_\_\_     Applicant is contractor     Applicant is property owner  
 Date \_\_\_\_\_

## For City Use Only

Permit is  APPROVED  DENIED subject to the following:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_