

**FENCE PERMIT**  
**ZONING CODE: 153.147**

**Application Checklist**

The following information will need to be submitted to initiate the fence permit review process:

- Completed fence permit application
- Application fee (\$50)
- Survey/Site Plan.
- Locate and temporarily stake relevant property boundaries
- Stake proposed location of fence in advance of City site inspection

## **FENCE PERMIT**

### **ZONING CODE: 153.147**

Property owners planning to install a new fence will need to first obtain a permit and Certificate of Compliance from the City. Existing fences that are substantially altered (relocated, change in height or change in materials, etc.) may also require a permit.

1. *Fence Application*. The following information will need to be submitted along with a fence permit/Certificate of Compliance application:
  - a. *Fence Details*. Applicants must indicate specific details including location, height and type of materials.

The following are allowable materials for residential fences:

- i. Treated wood, cedar, or redwood
  - ii. Simulated wood
  - iii. Decorative brick or stone
  - iv. Wrought iron or aluminum designed to simulate wrought iron
  - v. Coated or non-coated chain link
  - vi. Split rail; and
  - vii. Other materials as approved by the City. Alternative forms of fencing in commercial areas may be allowed when safety or security is an issue.
- b. *Fence Height Requirements* (as measured from the fence owner's yard grade to the top of the fence):
    - i. Fences greater than six (6) feet in height may require a building permit and must conform to all setback and yard regulations in the same manner as building walls, unless located in a commercial or industrial district and approved by a conditional use permit.
    - ii. Fences 5' – 6' in height may be placed anywhere on a lot but not in the required front yard setback.
    - iii. Fences 4' in height or less may be placed anywhere on a lot, provided they comply with traffic visibility and are not lakeshore lots where no fence may be constructed in the required shoreline setback.
  - c. *Survey/Site Plan*. Applicants must submit a property survey or site plan that shows where proposed fences will be located on the property. Submitted site plans must be scaled drawings. Proposed fences must be accurately shown on the survey/site plan where they are intended to be constructed.

- d. *Locate Property Corners.* Applicants will need to locate and expose the iron property corner markers (pins) prior to applying for fence permits. The city does not locate them for you. Metal detectors can be useful when locating iron property pins. Applicants may need to contact a land surveyor to re-establish or locate property pins if they cannot be located.
2. Fence location
    - a. Fences may be placed along a property line if there is no physical damage of any kind to the abutting property.
    - b. The installer of a fence on or within 3 feet of the property line must give consideration to the maintenance of the fence and yard. Unless given permission, the fence owner does the right to enter a neighbor's yard to conduct fence or landscaping maintenance.
    - c. Fences shall not restrict drainage or be placed in a public right-of-way.
  3. Fence appearance
    - a. The finished side of fences shall face the neighboring property.

### **City Review of Property**

A City inspector will physically review your proposed fence location as part of the application process. The inspector must be able to identify your exposed property pins before issuing a permit. City inspectors make every effort to review fence permit applications as quickly as possible. However, please be advised that reviews often take a few days and fence construction cannot start until a permit and Certificate of Compliance is issued.

### **Approved Permits Issued**

The fence permit/Certificate of Compliance application fee is \$50 and approved applications can be picked up from the Zoning Division at the City Center, 1408 Lake Street South. Office hours are Monday - Friday, 8:00 AM - 4:30 PM. City staff can be reached at (651) 464-3550 if you have any questions regarding fence regulations or the fence permit application process.



**CERTIFICATE OF COMPLIANCE APPLICATION:  
FENCE PERMIT  
CHAPTER 153.147**

**FEE: \$50.00**

<b>Property Information</b>	Property Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial
Property Address for Proposed Fence:	Applicant Phone #:
Applicant Name:	Are you the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No*
Mailing Address (if different than above):	City/State/Zip
* Property owner's name (if different than applicant):	* Property Owner's Address:

<b>Fence Details</b>
Fence Location: <input type="checkbox"/> Front Yard <input type="checkbox"/> Back Yard <input type="checkbox"/> Side Yard <input type="checkbox"/> Other _____
Fence Materials: <input type="checkbox"/> Chain Link <input type="checkbox"/> Solid Wood <input type="checkbox"/> Other _____
Height: <input type="checkbox"/> 4 Feet <input type="checkbox"/> 6 Feet <input type="checkbox"/> Other _____
Please provide additional details as needed:   

**IMPORTANT NOTICE:** Applicants must include a survey or site plan along with all fence permit applications. Submitted survey/site plans must show where the proposed fence is to be located. In connection with your request, your signature below constitutes permission for City of Forest Lake staff to enter upon your property, during normal business hours, for the purpose of evaluating your request.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date