

**ZONING PERMIT
APPLICATION**

125 Pinecone Road North
SARTELL, MN 56377
PHONE: 320-253-2171
FAX: 320-253-3337



This permit applies to the following type of projects:

- Fences
- Retaining walls (retaining walls over 4 feet in height require a building permit).
- One story detached accessory buildings between 101-200 square feet (a building permit is required for over 200 SF). *Accessory buildings 100 SF or less are exempt from permit requirements but must still meet setback requirements and be anchored.*
- Residential decks that are not attached to a structure and less than 30 inches above grade (A building permit is required for all decks attached to a structure or more than 30 inches above grade).
- Patios
- Parking pads. Parking pads cannot be within drainage and utility easements so typically must be at least 6 feet from the property line.

DATE RECEIVED _____ PERMIT # _____

FEE - \$40.00 (paid at time of approval. Check or cash accepted)
See site plan requirement of second page. This will be required to process your application.

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OWNER/APPLICANT _____

PHONE _____ FAX _____ EMAIL _____

PROJECT ADDRESS _____

ADDRESS PIN NUMBER _____

CONTRACTOR/INSTALLER _____ **PHONE** _____

CHECK TYPE OF PROJECT AND ANSWER QUESTIONS

[] **Fence:** Indicate the type, height, and size of fence boards.

[] **Retaining Wall:** Indicate material, height and size. _____

[] **Accessory Structures i.e. sheds and playhouses:** Indicate the size, height, and construction materials (materials and colors must match the house and shed must be anchored).

[] **Deck:** Indicate the size, type, and height above grade. _____

[] **Patio:** Indicate the material and size. _____

[] **Parking Pad:** (must be constructed of concrete, asphalt, pavers, gravel, stone, brick pavers or porous pavers)
Indicate the material and size.

APPLICATION FOR ZONING PERMIT APPROVAL

The application and applicable fee payment along with an 8.5"x11" copy of a site plan (a drawing of your property, house and/other structures, in addition to the project plan showing setbacks from property lines and other structures) shall be submitted.

Residents are responsible for finding property irons (markers) that are buried in the ground at the corners of their property. Failure to find the property irons and have visible for the city inspector will result in a re-inspection fee.

PROCEDURE

The Zoning Administrator will review your application for approval. Please allow 1-2 business days for permit review. At which time you will be contacted on the status of your application.

It is recommended that you read the requirements for specific projects prior to submitting an application. Informational handouts are located at Sartell City Hall at the front desk or can be located on the city's website at www.sartellmn.com or by contacting the Zoning Administrator at (320) 258-7316.

This application must be signed by the owner or applicant (if different from owner).

I, the undersigned, have read and understand the above.

Signature of Owner/Applicant

Date

Signature of Contractor/Installer (if acting as the applicant)

Date

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NOTICE:

Please be aware that as a condition of granting a permit, the Zoning Administrator will require an inspection of the premises.

OFFICE USE ONLY	
Fee Required _____	Inspection Required _____
Fee Paid _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
By the Zoning Administrator _____	on _____
Signature	Date
On the following conditions(s) _____	

