

**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 structures up to 200 square feet (a building permit is required for over 200 SF).
- 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 30 inches or more 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).

[] **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 _____

Approved Denied

By the Zoning Administrator _____ on _____
Signature Date

On the following conditions(s) _____
