

**ZONING PERMIT
APPLICATION**

125 Pine Cone Road North
PO Box 140
SARTELL, MN 56377
PHONE: 320-258-7316
FAX: 320-253-3337
Email: therese@sartellmn.com



This permit applies to the following type of projects:

- Fences
- One story detached accessory structures up to 120 square feet (a building permit is required for over 120 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 application)
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 (total privacy panels are allowed as long as they are not solid meaning they must have separate fence boards with a maximum width of 6 inches).

[] **Accessory Structures i.e. sheds and playhouses:** Indicate the size, height, and construction materials (must match the principle structure)

[] **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.

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 or email: therese@sartellmn.com.

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) _____	

