



**ADMINISTRATIVE PERMIT  
FENCING**

Permit Number \_\_\_\_\_  
Permit Issued /Denied\_\_\_  
Basic Fee \_\_\_\_\_

Purpose of Request \_\_\_\_\_  
\_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning District \_\_\_\_\_

Applicant: \_\_\_\_\_  
(If other than owner)

Address: \_\_\_\_\_ Phone Number \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Following items are required to be submitted in order to acquire a fence administrative permit:

1. Site Survey/location of use
2. StartDate.                      Completion Date: \_\_\_\_\_
3. Fence Height:                      Fence Material: \_\_\_\_\_

Signature \_\_\_\_\_

A fence that is maintenance free can be placed on the property line. A fence that requires maintenance must be a minimum of 2 feet off the property line. No fences shall be placed on or extend into public right s-of-way or onto public property.

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**A. APPLICATION**

This Agreement shall apply to that portion of a property line fence located: (Describe which property lines the fence will be on or within 2 feet of)

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**B. INSTALLATION**

1. The Owner(s) shall construct and install a (Give description of fence to be placed)
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2. The construction and installation cost of the property line fence shall be shared between (Name all parties sharing in cost of fence installation and the percentage each is paying)
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**C. MAINTENANCE**

Both sides of the fence shall be maintained in a like fashion and shall be in "GOOD REPAIR".

1. Any natural disaster damage repair to the fence shall be shared equally by the (Name all parties sharing in repair cost) and done within two weeks from date of damage
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2. Damage to the fence by either party, their family, their guests or persons in their employ shall be the responsibility of the respective owner and shall be repaired within two weeks from the time of damage.

3. Re-staining or retreatment of the fence shall be done every five years and costs shall be equally shared by (Name of all parties sharing in cost)
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By mutual consent, (Owners) re-staining or retreatment may be delayed.

**D. REMOVAL**

The fence may be removed at any time by mutual consent of (name all applicable)

**Parties:** \_\_\_\_\_

**E. If the fence is located over a utility easement, it will be the sole responsibility of the owners to move or to replace the fence or any part thereof, should it be necessary for the City for any reason to maintain utilities within the easement. It will not be the responsibility of the City to notify the owner if it must remove a fence to enter upon easement for repair, maintenance, or for any reason. It is the responsibility of the property owner to call in a locate through Gopher State One Call at 1-800-252-1166. It is the responsibility of the property owner to find your property lines and property pins. City staff do not perform these services.**

**ASSIGNMENT**

This agreement shall be binding upon the parties, their heirs, successors, or assigns, as the case may be.