



CITY OF SHAKOPEE
129 SOUTH HOLMES STREET • SHAKOPEE • MN • 55379
Phone (952) 233-9300 • Fax (952) 233-3801
www.ci.shakopee.mn.us

Fence Permit Application

Site Address: _____

Applicant: _____ Check One: Property Owner Contractor

Address: _____

City _____ State _____ Zip _____

Day Phone (_____) _____ Cell Phone (_____) _____

TYPE OF FENCE: _____ CORNER LOT? ___ YES ___ NO

(Please submit (1) one copy of a site plan showing the fence location)

(Fences over six (6.5) feet in height require a Conditional Use Permit)

ACKNOWLEDGEMENT OF OWNER

I hereby acknowledge the following:

- a) I have reviewed and understand the requirements of Shakopee Ordinance Section 4.03 regarding the installation of fences and Shakopee Ordinance Section 7.18 relating to easement encroachments.
- b) I will install my permitted fence entirely on my property and in accordance with the ordinance and supplemental conditions. The fence will not encroach onto adjacent properties or easements that are prohibited per code and adopted City policy.
- c) When installing any part of this permitted fence into an easement, the City of Shakopee or any entity permitted to use the easement, shall be held harmless for any breakage or disrepair to the fence that might occur when work is performed in the easement. In addition, the City of Shakopee is not responsible or liable for the reinstallation of any fence removed.

Signature of Applicant (if not owner) Date _____

Signature of Owner Date _____

6.5 ft. or less: \$25.00 PERMIT FEE

PERMIT # _____

Office Use Only:

Payment received in the form of: ___ Check (# _____) ___ Cash / Legal Description: _____

Community Development Approval By: _____ Date: _____

Engineering Department Approval By: _____ Date: _____

(Owner's Copy)

CITY OF SHAKOPEE FENCING HANDOUT

All fences, with the exception of garden fences shall require a fence permit. A “fence” shall be defined as any permanent partition, structure or gate erected as a dividing marker, barrier or enclosure encircling either wholly or any portion of any area. A “garden fence” shall be defined as a fence that is no more than three (3) feet in height, that may be easily removed and that is used to protect gardens from animals. Fences greater than six (6.5) feet in height shall also require a Conditional Use Permit (CUP).

Information regarding the proposed fence height, design, and materials along with a certificate of survey which shows the proposed fence location, must be submitted with the fence permit application. **Application must be signed by the property owner.**

Sections 4.03 and 7.18 of the Shakopee City Code and the *Easement Fencing and Landscaping Policy* establishes the following criteria for the construction of fences six (6) feet in height and under:

1. Fences may be allowed in drainage and utility easements that do not contain public utilities, so long as they do not impede drainage.
2. Fences shall **not be allowed** within drainage and utility easements that contain public utilities.
3. Fences shall **not be allowed** within drainage and utility easements that serve as inspection and maintenance access points for City personnel.
4. Fences may be allowed in drainage and utility easements adjacent to storm water basins. However, they shall **not be allowed below the 100-year high water level.**
5. Fences shall **not be allowed** in trail easements, conservation easements or on park land.
6. Fences shall **not be allowed** in sight triangle areas defined by City Code.
7. Fences shall **not be allowed** in the front yard setback. In the case of double frontage lots, fences may be allowed in the setback on the street frontage from which access is not obtained.
8. Fences up to three (3) feet in height may be allowed in the front yard setback.
9. All fences adjacent to a public alley shall be **setback three (3) feet** from the property line.
10. No part of the fence is to be located closer than five feet from the edge of a walk or trail, or outer edge of any yard catch basin located on or adjacent to the property. No part of the fence is to be located closer than three feet from any Fire Hydrant, or on City Of Shakopee Property.
11. All fences shall be constructed of materials that are deemed nonhazardous by the Building Official and of materials of an appearance not deemed detrimental to the property values of the area by the City Planner.

Please note City staff may require that any fence or garden fence in an easement held by the City be removed at the owner’s expense even if written permission has been obtained.

Please be sure to contact Gopher State One at (651) 454-0002 prior to digging.

For additional information on these requirements, please visit the City’s website to obtain a copy of the City’s *Easement Fencing and Landscaping Policy* or contact Jim Henderson in the Public Works Department at (952) 233-9368 or jhenderson@ci.shakopee.mn.us.

Fences over Six (6.5) Feet:

Fences greater than 6.5 feet in height require a certificate of survey with the location of the fence noted on the survey. Also, include a detailed section drawing of the fence. A footing inspection is required after all postholes are dug and before posts are installed. All survey pins are to be shown and visible to the inspector at the time of the footing inspection. A minimum 42” frost footings are required.