

Fence & Retaining Wall (Guidelines)

For full details on all fencing requirements and regulations please refer to City Code 900.07.

Building Permit Application

- ../ Retaining Walls - Building permits are required for retaining walls that are greater than 4 feet in height measured from the bottom of the footing to the top of the wall. *(Retaining walls over 4 feet require engineered design or to be designed by a licensed engineer.)*
- ../ Fences - A building permit is required for all fences except those around dog kennels not exceeding 50 sq. ft. in size, fences around garbage cans, and garden fences. *(For fencing requirements around swimming pools, please refer to the swim pool fence handout.)*
- ../ Building Permit Applications must include the following:
 - 1) *Drawing of Property & Setbacks* - Two (2) copies of a Certificate of Survey, drawn to scale indicating the lot dimensions, the location and ground coverage area of existing structure(s), and the location and area of the proposed structure. Indicate the setbacks from property lines. A Certificate of Survey for the property may be on file at City Hall. If a survey is not available, you may submit a drawing of the property or request an aerial photo from staff
 - 2) *Drawing of Structure* - Submit two (2) copies of plans showing proposed designs and materials. Plans shall be drawn to scale and shall include the following information:
 - a) Type of materials to be used (retaining walls - treated timbers, keystones, etc. and fences - treated wood, cedar, rod iron, etc.) and the method of installation (for fences this will be "contractor" or "self" for applicant install).
 - b) A cross section and an elevation drawing for retaining walls.

Location of Retaining Walls & Fences

For specific zoning requirements, please contact the Planning and Zoning Department at City Hall or by calling 952-442-2184.

Drainage & Utility Easements

- ../ Drainage & utility easements should not be altered. Prior to construction of any retaining wall or fence, or the alteration of any grade the applicant or contractor shall be required to contact Gopher State One Call (at 1-800-252-1166) to request the location of utilities & easements on the property.
- ../ Placement of retaining walls and fences in drainage and/or utility easements is done at the property owner's own risk. If the public utility has the need to utilize the easement in the future, the property owner shall be responsible for the removal of such retaining wall or fence and shall also be responsible for any restoration work as a result.

Inspection Required

Inspections are done through Metro West Inspection Department. You may schedule an inspection for your building permit by calling (763) 479-1720, between 8:00 a.m. and 4:30 p.m. Monday thru Friday.

- ../ Retaining walls - The best time for the inspection of a retaining wall is when half of the retaining wall construction is completed.
- ../ Fences - A final inspection is required after the fence has been completely installed.

**The State of Minnesota requires that all residential building contractors, remodelers and roofers obtain a state license unless they qualify for a specific exemption from the licensing requirements. Any person claiming an exemption must provide a copy of a Certificate of Exemption from the Department of Labor & Industry to the City before a permit can be issued.*

** To determine whether a particular contractor is required to be licensed or to check on the licensing status of individual contractors, please call the Minnesota Department of Labor & Industry at 651-284-5065 or tollfree 1-800-342-5354.*

Updated Last 09/04/12

G. Species

1. All trees used in site developments shall be indigenous to the appropriate hardiness zone and physical characteristics of the site.
2. All deciduous trees proposed to satisfy the minimum requirements of this policy shall be long lived hardwood species.
3. The complement of trees fulfilling the requirements of this policy shall be not less than 25% deciduous and not less than 33% coniferous.

H. Prohibited Species.

The following species shall not count towards meeting the requirements of this Ordinance:

<u>Genus</u>	Species	Common Name
Ginkgo	Biloba	Ginkgo
Acer	Megundo	Boxelder
Populus	Deltoides	Eastern Cottonwood
Populus	Nigra Italica	Lombardy Poplar

Subd. 3 Fencing

A. Definition: For purposes of this subdivision, a fence is defined as any lineal structure, including walls, hedges, or similar barriers, used to prevent access by persons or animals or prevent visual or sound transference.

B. Building Permit Required

1. No fence, except temporary fencing, shall be constructed without a building permit. The application shall be accompanied by a plot plan clearly describing the type, location and method of anchoring the fence.
2. Boundary line fences shall be located entirely upon the private property of the party constructing the fence unless the owner of the property of the adjoining property agrees, in writing, that such fence may be erected on the division line of the respective properties. The persons, firms, or corporations constructing or causing the construction of such fence shall be responsible for maintaining that part of their property between fence and property line. City staff will require any applicant for a fence permit to

Section 900.07

establish the boundary lines of his property by a survey thereof to be made by any registered land surveyor or by showing the stake markers of the surveyed lot.

C. Fencing in All Districts Shall Conform to the Following:

1. Fences in all districts shall be maintained so that the exposed outer surface shall be uniformly painted or stained in a neat and aesthetically pleasing condition.
2. No fence shall be permitted on a public right-of-way or boulevard area without special permission from the City Council.
3. No fence shall be erected on a corner lot that will obstruct or impede the clear view of an intersection by approaching traffic.
4. All snow-stop fencing may be used from November 1 to April 1. No permit shall be required for temporary fencing.
5. Any fence which is dangerous to the public safety or general welfare and health is a public nuisance and the City may commence proceedings for the abatement thereof. Electric fences may not be used as boundary fences and such material as hog wire fencing, barbed wire fencing, or snow fencing will not be allowed as permanent fencing.
6. The side of the fence considered to be the face (finished side as opposed to structural supports) shall face abutting property. Abutting property owners will be notified by constructor of fence five (5) calendar days before the building permit is issued.

D. Fencing in Residential and Agricultural Districts (R-1, R-2, R-3, R-4, R-5, PD, and AG)

1. A fence may be located along the rear lot line to a maximum height of six (6) feet and to a maximum of six (6) feet along the side lot lines up to the point where it is parallel with the front edge of the house. From this point forward to the right-of-way the height of the fence shall not exceed three (3) feet. Any fence that crosses the width of the front yard shall not exceed three (3) feet in height. A variance is needed for fences exceeding the above mentioned heights.
2. Fences around dog kennels not exceeding fifty (50) square feet in size, fences around garbage cans, and garden fences will not require fence permits but shall adhere to the other regulations of this subdivision.

Section 900.07

- E. Fencing in Business, Industrial, Public and Fairgrounds Districts (B-1, B-2, B-3, B-4, I-1, I-2, P and F-1)
1. Fences may be located along a lot line to a height of eight (8) feet. Fences over eight (8) feet in height shall require a variance.
- F. Fencing for Swimming Pools (All Districts).
1. A swimming pool shall be completely enclosed with fencing from four (4) to six (6) feet in height to prevent uncontrolled access from adjacent streets and properties. A building permit issued in compliance with Subdivision B above shall be obtained before any fence is constructed.
 2. Notwithstanding anything to the contrary in Section ■ above, no fencing is required for an above ground pool that has both a capacity of less than 5,000 gallons of water and a water depth of less than twenty-four (24) inches.
 3. If the wall of an above ground swimming pool is four (4) feet or higher, no additional four (4) foot fence is needed if the ladder is removable. If the wall of an above ground swimming pool is less than four (4) feet in height, a railing may be installed on top of the swimming pool wall to create a height of four (4) feet or greater and no additional fencing will be required if the ladder is removable. Provided all other applicable building pennits are obtained, no separate building permit for fencing is required for pool walls or railing placed on top of pool walls.
 4. No swimming pool shall be installed until all applicable building, mechanical and electrical permits are first obtained.

Building Permit Request Form

Date:

Site Address:

PID:

Building Permit Routed to Metro West:	Building Permit #
<input type="text"/>	<input type="text"/>



City of Waconia
 201 South Vine Street
 Waconia, MN 55387
 Phone: 952-442-2184
 Fax: 952-442-2135
 www.waconia.org

Noise Ordinance In Effect: Monday - Friday
 before 7:00 a.m. and after 10:00 p.m.
 Saturdays/Holidays before 9:00 a.m. and after 10:00 p.m.
 Sundays before 10:00 a.m. and after 10:00 p.m.

Owner Information

Name:

Address:

City: State: Zip:

Phone:

Builder Information

Name:

Address:

City: State: Zip:

Phone:

Contact Information

Name:

Email:

Phone: Fax:

Contractor's License #:

Type of Work

Commercial Residential

Est. Valuation of Work: Square Feet:

Detailed description of work to be performed:

- Accessory Structure
- Addition
- Commercial Reroof
- Commercial Reside
- Deck
- Fence Height:
- Finish Basement
- Garage/Shed
- New Construction
- Pool
- Remodel
- Retaining Wall Height:
- Stucco/Stucco Demo
- Other:

Signature of this application by the legal property owner or a licensed contractor, as the owner's representative, is required and authorizes the City Zoning Administrator or designee and the City Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions and to abide by all ordinances of the City and the laws of the State of Minnesota regarding actions taken pursuant to this permit. **I agree to pay all plan review fees even if I choose not to proceed with the work.** Permit expires when work is not commenced within 180 days from date of permit, or if work is suspended, abandoned, or not inspected for 180 days. Work beyond the scope of this permit, or work without a permit or inspection will be subject to a penalty.

Applicant Signature: Date:

Printed Name: Signature is of: Owner Architect Lic. Bldg. Contr. Other:

Office Use Only Below This Line

Occupancy Type:	<input type="text"/>	Construction Type:	<input type="text"/>	Code:	<input type="text"/>	Building Sprinkled?
Valuation of Permit:	<input type="text"/>					<input type="checkbox"/> Yes <input type="checkbox"/> No

City Fees		Special Conditions of Permit:	
Permit Fee:	<input type="text"/>	Storm Water Connection:	<input type="text"/>
Plan Review Fee:	<input type="text"/>	SAC Charge:	<input type="text"/>
State Surcharge:	<input type="text"/>	Sewer Permit:	<input type="text"/>
Site Inspection Fee:	<input type="text"/>	Sewer Hook-Up:	<input type="text"/>
S.E.C. Fee:	<input type="text"/>	Water Hook-Up:	<input type="text"/>
Penalty/Other Fees:	<input type="text"/>	Sewer Trunk:	<input type="text"/>
Copy Charge (\$0.25 per 8.5 x 11 page):	<input type="text"/>	Water Trunk:	<input type="text"/>
Sub-Total	<input type="text"/>	Water Permit:	<input type="text"/>
Plumbing Fee:	<input type="text"/>	Storm Water Trunk:	<input type="text"/>
Mechanical Fee:	<input type="text"/>		
Total Due:	<input type="text"/>		

Building Approval By: Date: Time:

City Approval By: Date:

Paid:	<input type="text"/>
Date:	<input type="text"/>
Receipt:	<input type="text"/>
By:	<input type="text"/>

Fence &/or Retaining Wall Building Permit Supplement Form

Site Address: _____

Applicant Name and Phone Number: _____

Property Owner Notification

(All Applicants Must Sign)

We the undersigned have notified all property owners of the proposed abutting fence and/or retaining wall at least five (5) calendar days before this permit will be issued. We have read and understood the following:

- 1) It is the responsibility of the applicant to establish the boundary lines of their property by a survey made by any registered land surveyor or by showing the stake markers of the surveyed lot at the final inspection. *City Code 900.07 Subd. 3*
- 2) It is the responsibility of the applicant to maintain both sides of the fence and/or retaining wall so as not to become an eyesore (ie. weeds, paint, rotting boards, structural supports, etc.)
- 3) For fences, the side to be considered the face (finished side as opposed to structural supports) shall face abutting property.
- 4) Clear space around hydrants: A ten (10) foot clear space shall be maintained around the circumference of fire hydrants except as otherwise required or approved *City Code 710.02 Subd. 15*
- 5) We have called Gopher One to mark the utility lines.
- 6) We understand that placement of fences and/or retaining walls in drainage and/or utility easements is being done at our own risk. If the public utility has the need to utilize the easement in the future, the property owner shall be responsible for the fence and/or retaining wall removal and/or restoration.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

*******Property Line Authorization for Fence or Retaining Wall *******

We the undersigned have discussed the proposed fence/retaining wall to be located on our common property line with the applicant and have no objections to the construction of said fence/retaining wall. We have seen and reviewed the plans of the proposed location and materials. Please note that all objections must be made in writing to the Planning Department.

Signature _____ Address _____ Date _____

Signature _____ Address _____ Date _____

Signature _____ Address _____ Date _____

Signature _____ Address _____ Date _____