



City of South St. Paul
 125 Third Avenue North
 South St. Paul, MN 55075
 Phone: (651) 554-3220
 Fax: (651) 554-3271

<i>For Office Use Only</i>	
Permit #:	_____
Permit Fee:	_____
Date Issued:	_____

ZONING PERMIT APPLICATION

A SITE PLAN MUST BE SUBMITTED WITH ALL ZONING PERMIT APPLICATIONS

JOB ADDRESS:	_____
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PROPERTY INFORMATION

Property Owner: _____		Telephone: () _____	
Address: _____	City: _____	State: _____	Zip: _____

CONTRACTOR INFORMATION

Contractor: _____		Telephone: () _____	
Address: _____	City: _____	State: _____	Zip: _____

TYPE OF PERMIT:	_____
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<input type="checkbox"/> Asphalt/Concrete	<input type="checkbox"/> Fence	<input type="checkbox"/> Shed Placement/Platform Deck
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PROJECT INFORMATION
<i>FILL OUT/CIRCLE/CHECK THE CORRESPONDING SECTION(S) BELOW</i>

FENCE (\$50.00)

I, the Applicant for this permit, understand that I am responsible for locating the property lines at the above listed property prior to installing any fencing. I plan to locate the property lines by doing the following:

- Locating my property corner markers Hiring a licensed surveyor to locate my property corner markers
- Obtaining a notarized letter from my neighbor(s) agreeing to the location of the common property line(s) and waiving the survey requirement. *If this option is selected, all letters must be submitted along with the fence permit application. If the fence will butt up to a public street or alley right-of-way or if the City owns the neighboring property, the City will not waive the survey requirement.*

Fence Material: _____	Fence Height: _____
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ASPHALT/CONCRETE (\$20.00 per \$1000)

Materials Being Used: Concrete	Asphalt
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Project Valuation/Cost: _____

This permit is for the following work: <input type="checkbox"/> Driveway/Parking Pad <input type="checkbox"/> Parking Lot <input type="checkbox"/> Patio <input type="checkbox"/> Other: _____	Type of work: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input type="checkbox"/> Replacement (as-is) <input type="checkbox"/> Replacement and expansion
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Is this project for a commercial property? Yes	No
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Will there be any re-grading at the site as part of this project? Yes	No
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Additional information regarding elevation, site grading, parking lot design, and parking lot striping may be required.

SHED OR DETACHED DECK PLACEMENT (\$20.00)

The proposed shed is 200 square feet in size or smaller Yes No

Sheds over 200 square feet in size require a building permit.

Length:	Width:	Height:
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Distance from side property line(s):	Distance from rear property line:
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This structure will be secured to the ground by:

- Posts connected into the ground
- Concrete slab/pins
- Other: _____

Siding Material:	Roofing Material:
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All exterior work covered by this permit must be completed within 180 days of permit issuance. An extension may be granted upon written request with justifiable cause demonstrated.

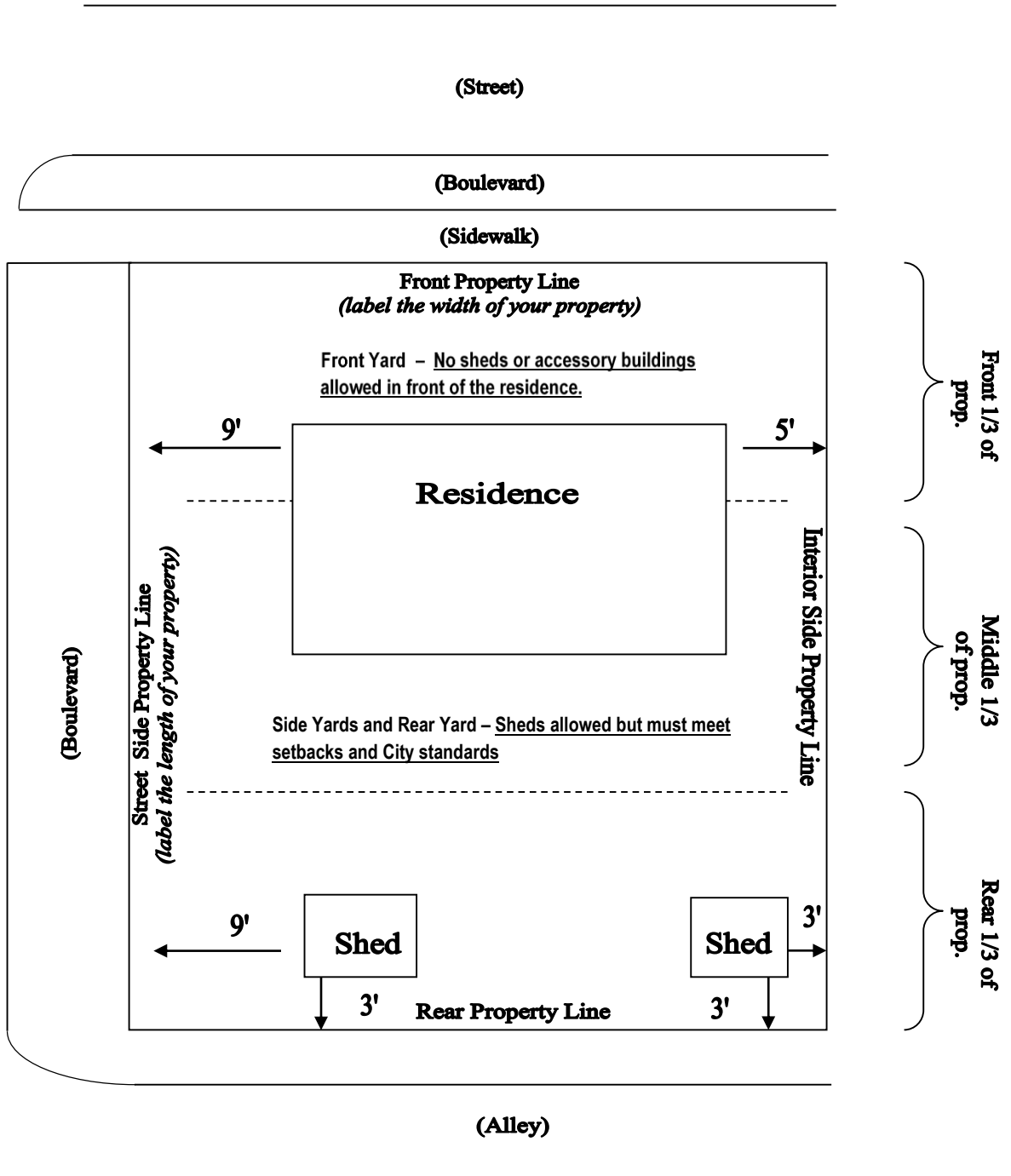
The undersigned hereby makes application for a permit for the work specified herein, agreeing to do all the work in strict accordance with South St. Paul City Ordinances, applicable codes, and rulings of the Zoning Administrator/ Building Official; and, hereby declares that this application has been reviewed and all facts are true and correct

Owner/Contractor Signature: _____ Date: _____

Zoning Department Approval: _____ Date: _____

Comments: _____

Example Site Plan



← N

(Label north on your plan)

Maximum Lot Coverage:

Lots that are <5000 sq. ft.: 35%

Lots that are >5000 sq. ft.: 30%

How to Find your Property Markers

An existing fence or structure cannot be used to verify property lines

Property markers, or boundary monuments, are metal pins placed at every corner of the property, including any angle or change of direction of the boundary line. Each pin is shown on the survey of each property. Property markers are required to verify property lines when obtaining permits for certain projects such as fences, sheds, and additions when construction is close to required setbacks or the line itself. Knowing where the property markers are can also avoid legal and neighborhood disputes. Property lines, or boundary lines, are the defined points where one person's land ends and the neighboring land begins.

Step 1

Call Gopher State One at 651-454-0002 to locate utilities to ensure you can dig for the markers safely. They will need a 48 hour notice. This is a free service.

Step 2

Obtain your lot size on the Dakota County website at www.co.dakota.mn.us. Go to "Home and Property" and click on "Online Property Records". Then look for the link to "Go to Property Information Search". Type in your address and you will see the dimensions of your lot on a map.

Step 3

Working from your lot dimensions, use a metal detector to locate the metal pins in the corners of your property. Markers are typically 6-10 inches below the surface and may have a colored cap with numbers on the top. Property markers are generally 30 feet from the center line of the street and 4 feet from the edge of your alley.

Step 4

Put a marker of some type on the uncovered pin. This will need to remain visible until an inspection is done. Do not remove your property pins.

If you are unable to find your markers, and/or need to have any property markers installed, contact a licensed Professional Land Surveyor.