



**Greater Bemidji Area  
Joint Planning Board  
Application for Fence Permit**

<b>OFFICE USE ONLY</b>	
Complete App. Rec'd	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

A verification or escrow fee of \$ \_\_\_\_\_ made payable to the **City of Bemidji** must accompany this application.

**APPLICANT DATA**

NAME OF APPLICANT:	_____	PHONE:	_____
MAILING ADDRESS:	_____		
SITE ADDRESS:	_____	PARCEL:	_____
EMAIL ADDRESS:	_____		
CONTRACTOR NAME:	_____	PHONE:	_____
Does your property contain low areas, wetlands, or areas with standing water? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, do you intend to drain, fill or otherwise alter this area for any reason?			
Explain _____			
_____			

**FENCE INFORMATION**

Fence Material:	Wood	_____	Vinyl	_____
	Chain Link (Non Coated)	_____	Iron	_____
	Chain Link (Vinyl Coated)	_____	Other (Explain)	_____
Height in front yard:	_____			
Height in Exterior Side Yard (Corner Lots Only):	_____			
Height in Side Yard:	_____			
Height in Rear Yard:	_____			
Are you submitting a survey with this application: <input type="checkbox"/> Yes <input type="checkbox"/> No				
If No, are you submitting an accurate site plan to scale that reflects found corner monuments (property pins) and property lines defined? <b>(REQUIRED FOR REVIEW)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
Is the finished side of the fence face (decorative side) towards adjoining properties/streets? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Will the fence be located on the property line?  Yes  No

If Yes, have you obtained written approval from neighboring property owners? **(REQUIRED)**,  Yes  No

If a corner lot, will fence be placed within site visibility triangle?  Yes  No

Are you replacing an existing fence?  Yes  No

**Submit a complete sketch of your property drawn to scale with this application showing the proposed fence in relation to all buildings, property lines, and street right-of-way(s).**

**ALL APPLICANTS MUST SIGN BELOW**

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: \_\_\_\_\_

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Complete Application  Yes  No

**COMPLETED FORMS CAN BE SUBMITTED AT 315 5<sup>TH</sup> STREET NW, SUITE #2, BEMIDJI, MN 56601**



# Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

315 5<sup>th</sup> St NW Suite 2, Bemidji, MN, 56601 • Office (218) 759-3579 • Fax (218) 759-3591

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## **FENCE PERMIT APPLICATION CHECKLIST**

### **1. \_\_\_ Complete Application**

- A. Fence Permit Application & fee received

### **2. \_\_\_ Complete site plan including:**

- A. Lot drawn to scale with dimensions & size
- B. Adjacent streets labeled and drawn on site plan
- C. All existing structure(s) and proposed fence drawn to scale with dimensions (foot print of building areas shown on site plan)
- D. Front, side, exterior side & rear yard set-backs identified
- E. All driveways, parking areas and improved surfaces drawn to scale
- F. All green space and landscaped areas identified
- G. All septic systems & wells (existing & proposed)
- H. All recorded easements
- I. Ordinary high-water mark (All lots within 1000 ft. of any lake).
- J. All adjacent bodies of water
- K. Changes in elevation from Ordinary High-Water Mark to opposite end of lot in 2 ft. increments (contour lines).

### **3. \_\_\_ Certificate of survey drawing and/or property survey**

(If fence is to be located within three (3') feet of property line, Applicant shall submit Certificate of Survey or locate property pins for Staff to verify. Property line must be staked on lot next to proposed fence and at all existing deficient set-backs. If no written agreement from neighbor has been obtained, and if the location of property lines has been established (either with a certificate of survey or the locating of property pins), best practice as recommended by JPB staff is to install the fence a minimum of 6 inches off of the property line.)

### **4. \_\_\_ Written approval from neighboring property owner(s)**

If fence is to be located on the property line, written approval from neighboring property owner is required.

## Sample Site Plan (See also **Checklist** on next page)

Indicate: Existing buildings with dimensions (solid line).  
Proposed fence with dimensions (solid line).  
Lot size and property lines (dashed line)  
Distance from road right of way and property lines to: Existing and proposed buildings  
and existing and proposed septic and water supply.

Also indicate: Distance between buildings.  
Distance from right-of-way and property of lines.  
Distance from septic to closest building intended for human occupancy.  
Distance from septic to well.  
Direction of ground slope in relation to well and septic.  
Underground and overhead utilities including water supply line.  
An arrow indicating north.  
Scale.

GIS Tools: The City of Bemidji online mapping system provides property data and measuring tools. Visit <http://arccgis.co.beltrami.mn.us/Bemidji/link/jsfe/index.aspx>

