



FENCE / RETAINING WALL PERMIT APPLICATION

1685 CROSSTOWN BOULEVARD NW, ANDOVER, MINNESOTA 55304

(763) 755-5100 • FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

Project Address:					
Owner		Telephone		E-Mail Address	
Contractor		Telephone		E-Mail Address	
Mail Address					
Contact Person			Telephone		Mobile Telephone
Property Type <small>(CHECK ONE)</small>	<input type="checkbox"/> Single Family Residential	<input type="checkbox"/> Two-Family Residential	<input type="checkbox"/> Multifamily Residential	<input type="checkbox"/> Townhome	<input type="checkbox"/> Agricultural
	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Public / Gov't	<input type="checkbox"/> OTHER
Permit Type <small>(CHECK ONE)</small>	FENCE <input type="checkbox"/> See back of this form for maximum allowable fence heights.		RETAINING WALL		
			<input type="checkbox"/> Up to 4'- 0" tall	<input type="checkbox"/> Taller than 4' - 0" <i>(Building Permit Required)</i>	

Using a dark highlighter, draw the proposed fence/retaining wall location on a certificate of survey for the property. **Please include the height and type of fence.** If you don't have a survey, the City may email or provide a copy to you. If there is no survey for the property, an aerial photo or a sketch below will suffice.
(For additional information please see the reverse side of this form.)

Signature & Acknowledgement of Contractor or Owner Authorized Agent	Date
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Signature & Acknowledgement of Owner (If Owner is Builder)	Date
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BELOW - FOR CITY USE ONLY	
<input type="checkbox"/> \$35.00 Permit Fee Received <input type="checkbox"/> Building Permit Required	NOTES FOR INSTALLATION:
Engineering / Building Dept Approval for Issuance Date:	

FENCE AND RETAINING WALL RULES AND SPECIFICATIONS

FENCE AND RETAINING WALL PERMITS

1. A zoning permit is required for construction of fences and retaining walls that are located on, in, or near any property line, drainage and utility easements, waterways or wetlands.
2. A building permit is required for retaining walls exceeding 4' - 0" in height. Professional engineering may be required.

FENCE AND RETAINING WALL LOCATIONS

It is the responsibility of the property owner to determine the location of property lines. Fences and retaining walls may be located in any private yard or along a side or rear property line, except fences and retaining walls must not be located in:

- Public right-of-way.
- Drainage areas, ponds, or wetlands, and vehicle access easements to such areas; however, on 2.5 acre lots and larger, the City may permit fencing in such areas so long as it does not restrict surface water flow.
- Across property lines, but in some cases may be placed on property lines and must be located entirely on the private property of the individual constructing the fence.
- Drainage and utility easements where underground public utilities are installed or those needed for access; however, fences and retaining walls may be constructed in other easements if they do not interfere with existing utilities. *(The existence and location of private utilities must be determined by contacting Gopher State One Call – dial 811.)*
- Sight Triangle. Refer to “Boulevard Guidelines” handout for details.
- Utility access areas to boxes, fire hydrants or other above ground utilities.

Any fence placed in violation of this section shall be the liability of the property owner who constructed it. The City, or any other agency having authority to work in a right-of-way or easement area, shall not be liable for removal, repair or replacement of such fences in the event they are moved, damaged, or destroyed by virtue of the lawful use of that area. Any damage caused by the illegal placement of a fence shall be the responsibility of the property owner who constructed it.

FENCE HEIGHTS

URBAN LOTS *(In the R-4 Residential Zoning Districts):*

- Six feet (6') maximum height in the rear and side yards up to the front façade of the principal structure.
- Four feet (4') maximum height closer to the front property line than the principal structure.

RURAL LOTS *(In the R-1 Single-Family Rural Residential and R-2 Single-Family Estate Zoning Districts):*

- Ornamental Fences may be up to six feet (6') maximum height in all yards. Fences must not encroach into the Sight Triangle.

CORNER LOTS *(Both Urban and Rural):* contact City staff for assistance on allowable heights.

CONSTRUCTION & MAINTENANCE

- Every fence or retaining wall must be constructed and maintained structurally sound and maintained in good aesthetic condition.
- Fence posts, supports, and framework shall be installed on the inside of the fence.
- No plywood boards, canvas, plastic sheeting or metal sheeting may be used for fence construction. No fence may have boards, planks, or panels larger than twelve (12) inches in width.
- Chain-link fences shall be constructed with the barbed end at the bottom of the fence.
- Silt fences are only allowed on construction sites.
- Snow fences are only allowed between November 1st and April 15th.
- All fences must be maintained in good repair. Wood fences must be naturally decay resistive or must be protected by paint or wood preservative treatment. If twenty-five percent (25%) of the surface deteriorated, the exterior surface must be refinished.

BARBED WIRE AND ELECTRIC FENCES - A security arm for barbed wire to a maximum of eight feet (8') may be permitted by Conditional Use Permit in industrial or business districts, or in any district when used exclusively for enclosing utility and substation sites. Barbed wire and electrical fences may be permitted on residential lots of two and one half (2.5) acres or greater and shall be exclusively for the use of containing farm animals, or pleasure/recreational animals, as defined in City Code. Agricultural fences for the sole purpose of containing farm animals may not be subject to all requirements.