



320-845-4244
PO Box 370
Albany, Minnesota 56307

FENCE OR WALL APPLICATION

APPLICANT: PROPERTY OWNER CONTRACTOR

PROPERTY OWNER NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

PHONE NUMBER: _____

EMAIL: _____

CONTRACTOR: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

BEFORE SIGNING THIS APPLICATION, PLEASE READ THE ATTACHED INFORMATION REGARDING FENCE INSTALLATION!

PROJECT INFORMATION

FENCE MATERIAL: WOOD VINYL/PLASTIC METAL/ALUMINUM STONE/BRICK

FENCE LOCATION ADDRESS: _____

FENCE (17' OR GREATER IN LENGTH): _____ LENGTH _____ HEIGHT

SUBMITTAL INSTRUCTIONS – ALL OR PART OF THE FOLLOWING INFORMATION IS REQUIRED WITH APPLICATION.

1. **NO WORK IS TO BE PERFORMED PRIOR TO PERMIT APPROVAL.**
2. A ***Site Plan drawn*** to scale showing actual size and shape of parcel and proposed project dimensions.
3. Applications for permits **must** comply with the requirements of City of Albany Zoning Ordinance 80, Section 80.11 for sign permit applications.
4. Locations for all structures and their square footages
5. Public right-of-ways, sidewalks, driveways, parking, easements, etc.
6. Permit fee of \$30.00 paid to City of Albany

I hereby certify, with my signature, that all data on my application, plans and specifications, are true and correct. I assume responsibility for executing this request within Albany City Ordinances. Application for a zoning permit shall be considered permission on the part of the applicant to allow inspection of the property by officials.

AUTHORIZED SIGNATURE OF OWNER(S)

ZONING OFFICIAL

FOR OFFICE USE ONLY

DATE FILED: _____

ZONING CLASSIFICATION:

- C1
 C2
 C3
 M1
 M2
 PUB
 R1
 PUD
 R1PUD
 R2
 R3
 R4

PID #: _____

\$30.00 PERMIT FEE RECEIVED: YES NO

SITE SKETCH PAGE WITH APPLICABLE SETBACKS IDENTIFIED

I hereby certify I am the owner of the property specified within the application materials or the authorized agent for this application and I have read the application and state all information is true and correct to the best of my knowledge. I agree all work performed will be in accordance with the approved plans, drawings, specifications, and conditions, and to abide by the ordinances of the City of Albany regarding actions taken pursuant to this application.

Signature:

Date:

INFORMATION REGARDING FENCE INSTALLATION

Any fence erected on or within ten feet (10') of a property line shall be constructed so that the side of the fence considered to have the most esthetically pleasing appearance, or which appears to be the most finished, shall be directed toward the adjacent property. The side of the fence from which supporting posts are least visible shall be deemed to be the finished side.

It is recommended that fences be constructed at least **2 feet** off your property line. Fences may be placed on property lines, but the purpose of this minimal setback is to allow room for property/fence owners to maintain both sides of their fence without entering the neighboring property. If you choose to construct your fence on the property line, you are doing so at your own risk.

Most properties contain easements along the property lines. The easement dimensions at these areas vary, but they are there to provide utility companies a location for the necessary utilities for your property. Please note that if you construct a fence in the easement area as recorded on the official plat and utility access is required, your fence or other vegetative screening may be removed and, if you desire, will then need to be replaced at your expense. The easement information may be obtained from the City of Albany or Stearns County Recorder's Office.

See Ordinance 80.12 for all fence regulations.

ORDINANCE 80 – ZONING ORDINANCE

Section 80.12 FENCES, LANDSCAPING AND SCREENING

Subd. 1: General Regulations. Fences and landscaping installed in the City shall comply with the following general requirements:

- a) Prior to constructing or reconstructing a fence or wall (sixteen feet (16') or greater in total length) within the City, the person or entity owning the property on which the wall or fence is to be constructed or reconstructed shall first secure a zoning permit from the Zoning Administrator. A site plan depicting the location of the proposed fence shall be submitted with the application. In addition, a permit fee, in an amount set by resolution of the City Council, shall be paid at the time the application for a permit is submitted;
- b) No fences shall be erected and no landscaping, except the overstory of trees with branches no lower than ten feet (10') above curb grade, shall be installed or allowed to grow on a corner lot in the Clear View Area as depicted in Section 80.05, Subd. 6;
- c) No barbed wire or electric fences may be erected within the City; except that barbed wire fencing may be used in an industrial or highway commercial zone if the barbed wire portion of the fence is no greater than two feet (2') in height and is located on the top of a chain link fence which is at least six feet (6') in height;
- d) A fence shall be constructed of decorative stone, brick, treated wood, cedar or redwood, simulated wood, durable vinyl or other durable or composite plastic materials, ornamental non-corrosive aluminum, iron, or coated or non-coated chain link or split rail;
- e) Any fence erected on or within ten feet (10') of a property line shall be constructed so that the side of the fence considered to have the most esthetically pleasing appearance, or which appears to be the most finished, shall be directed toward the adjacent property. The side of the fence from which supporting posts are least visible shall be deemed to be the finished side;
- f) No zoning permit shall be required for fences sixteen feet (16') or less in total length.

Subd. 2: Residential Districts. Fences and landscaping installed in the City in residential districts shall comply with the following:

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- a) Fences and hedges in the side yard or rear yard shall not exceed six feet (6') in height;
- b) Fences and hedges shall be set back twenty feet (20') from the curb in front yards and twenty feet (20') from the curb in side yards on corner lots and shall be outside of the clear view area as defined in Section 80.05, Subd. 6. Fences and hedges in front yards shall not exceed three and one half feet (3½') in height;
- c) Fences in City parks are exempt from the requirements of this subdivision and shall meet the clear view area as defined in Section 80.05, Subd. 6;
- d) No zoning permit shall be required for screening of mechanical equipment or trash enclosures.

Subd. 3: Non-Residential Districts. Fences and landscaping in non-residential districts shall comply with the following:

- a) Fences in the side or rear yard shall not exceed eight feet (8') in height, except when the side or rear yard abuts a residential district. Boundary fences shall be limited to six feet (6') in height;
- b) Fences in the front yard shall not exceed six feet (6') in height and shall be outside of the clear view area as defined in Section 80.05, Subd. 6;
- c) No zoning permit shall be required for screening of mechanical equipment or trash enclosures.

Subd. 4: Fence Maintenance. Every fence and retaining wall shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance. Any such fence, which is, or has become dangerous to the public safety, health, or welfare, is a public nuisance, and the Zoning Administrator shall commence proper proceedings for the abatement thereof. Any fence is a public nuisance if it does not comply with the following requirements:

- a) The fence shall be firmly fastened and anchored in order that it is not leaning or otherwise in a state of collapse;
- b) The fence shall be free from deterioration, loose or rotting pieces, or holes, breaks, or gaps not otherwise intended in the original design of the fence;
- c) The fence shall be free from any defects or condition which makes the fence hazardous;
- d) No fence section shall have peeling, cracked, chipped or otherwise deteriorated surface finish, including but not limited to paint or other protective covering or

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treatment, on more than twenty percent (20%) of any one (1) linear ten (10) foot section of the fence.

Subd. 5: Landscaping Standards. A primary purpose of this Subdivision is to establish minimum performance requirements and provide proper attention to site development and landscaping in the City.

- a) Maintenance Standards: The maintenance of certain standards is essential to ensure compatible relationships between land uses within a community. All uses, allowed as either permitted or conditional uses within the City's various zoning districts, shall conform to the following general provisions and performance standards.

Subd. 6: Minimum Standards.

- a) C-2 District: At least ten percent (10%) of the land area shall be landscaped with grass, approved ground cover, shrubbery and trees;
- b) M-1 and M-2 Districts: At least ten percent (10%) of the land area within industrial lots which are located around the perimeter of industrial areas and viewable from major arterial roadway corridors shall be landscaped with grass, approved ground cover, shrubbery and trees. At least five percent (5%) of the land area within industrial lots located in the interior of industrial areas shall be landscaped;
- c) Residential Districts: For all Residential Districts, all exposed ground area surrounding the principal building and accessory buildings which are not driveways, sidewalks or patios shall be landscaped with grass, shrubs, trees or ornamental landscape material;
- d) Grass and Ground Cover: Open Areas: All open areas of a site not occupied by building, parking, walkways, other permitted structures or storage shall be landscaped with grass or approved ground cover. Ground cover shall be planted in such a manner as to present a finished appearance and reasonably complete coverage within twelve (12) months after planting with proper erosion control during plant establishment period. Undisturbed Areas: Exception to this is undisturbed areas containing natural vegetation, which can be maintained free of foreign and noxious materials.

Subd. 7: Screening Standards. Screening required by this Ordinance shall reduce and restrict, but need not totally block visibility of the objects being screened throughout the year and may consist of any of the following or of a combination thereof:

- a) Vegetation meeting the following size requirements at planting:
 1. Shrub materials at least three feet (3') in height;