



## Zoning Permit for Fences and Sheds Requirements

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- \_\_\_\_\_ 1) A completed and signed Land Use Application Form.
- \_\_\_\_\_ 2) A non-refundable fee.
- \_\_\_\_\_ 3) The zoning permit is required for the following:
  - a) Fence (Max. height 4 ft. in front yard; max 6 ft. side/rear yards) (Post and rails must face inside).
  - b) Shed (120 sq. ft. or less – if over 120 sq. ft. see building permit requirements).
- \_\_\_\_\_ 4) A written description of the proposal, including material description
- \_\_\_\_\_ 5) One (1) set of plans must be submitted, including:
  - a) Scaled site plan drawing showing the following: property lines, all existing structures, proposed improvements as related to property line setbacks, and proposed colors and materials. A Certified Survey of property by registered surveyor may be required if deemed necessary.
- \_\_\_\_\_ 6) The City shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant concerning any information declared necessary to establish performance conditions.

The Zoning Permit for Fences and Sheds request will be approved by the Zoning Department and signed copy needs to be received before any type of work can begin.

This handout is intended to provide a *summary* of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Baxter City Code for a complete, detailed listing of requirements. Zoning Permit for Fences and Sheds procedures can be found in Section 10-4-4 and 10-5-11 (Accessory Structures) of the Zoning Ordinance. If you have any questions about these requirements, please contact City Hall to speak with the Zoning Administrator.