CITY OF TONKA BAY
4901 Manitou Road
Tonka Bay MN 55331
Phone: 952-474-7994
www.cityoftonkabay.net

FENCE PERMIT APPLICATION

APPLICATION DATE		PERMIT NO.	
SITE ADDRESS			
PID NUMBER			
INFORMATION REQUIRED ON PROPERTY OWNER			
NAME			
ADDRESS			
CITY/STATE/ZIP			
PHONE NUMBER			
INFORMATION REQUIRED ON BUILDER/CONTRACTOR			
NAME			
ADDRESS			
CITY/STATE/ZIP			
PHONE NUMBER		LICENSE NO.	

NUMBER TO CALL WHEN PERMIT IS READY: _____

PLEASE PROVIDE THE FOLLOWING INFORMATION

_____ 1. Completed application form and property owner approval (if required).
_____ 2. Three copies of a current REGISTERED land survey showing fence location **(surveys must be attached to application and show the proposed fence location)**.
_____ 3. Property pins must be located and flagged.

INFORMATION ON FENCE	
VALUE OF COMPLETED WORK	
STARTING DATE	
COMPLETION DATE	
DESCRIPTION OF PROJECT (Include height of fence and kind of materials):	

QUESTIONS: BUILDING INSPECTOR - METRO WEST INSPECTIONS – (763) 479-1720 OR
LINDY CRAWFORD - ZONING ADMINISTRATOR – (952) 474-7994

_____
Signature of Applicant

FEES:(office use)

Permit Fee $100.00_____ City Official's Initials_____
Penalty _____

TOTAL $100.00_____

Effective 1/1/13

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CITY OF TONKA BAY
CONSTRUCTION PROJECT REQUIREMENTS

The following conditions shall be met throughout the building project. It will be the responsibility of the project manager, building superintendent and/or property owner to inform all parties involved of the following requirements:

1. Construction hours are as follows (with no exceptions):

Monday through Friday	7:00 a.m. – 8:00 p.m.
Saturday and Sunday	10:00 a.m. – 5:00 p.m.

2. Parking shall be restricted to one side of the street. If the street width is such that parking on one side still restricts traffic, contact City Hall at (952) 474-7994 for alternate parking sites.

3. Dumpsters, building materials, rock, etc. shall be located on the building site. All other locations involving placement of these materials within City right-of-way requires prior approval from the Public Works Superintendent (952) 474-2947.

4. Adequate toilet facilities must be on site. See City Code Section 300.04 for standards.

5. The city street shall be cleared at the end of each workday or sooner if so needed. If the street is not cleaned within a 24-hour period, the City will authorize Public Works to clean the street. All related costs will be billed to the property owner.

6. Any excavation within the city right-of-way requires a street excavation permit.

7. Seasonal Load Restrictions: Load limits for all streets in Tonka Bay are 4-tons per axle weight once posted. Please note that some streets may be posted year-round for 4-tons per axle weight. The City of Tonka Bay follows the Minnesota Department of Transportation's schedule for posting and removal of load restriction limits. Tonka Bay does not issue overweight permits during this period. It is the responsibility of the contractor to monitor the load restriction limits as posted by Mn/DOT. The Mn/DOT load restriction 24-hour telephone hotline is 1-800-723-6543 or (651) 406-4701 in the Minneapolis/St. Paul Metro area.

If you have any questions regarding these requirements, please contact Robin Bowman at (952) 474-2947.

Date: _____ Signature:_____

CITY OF TONKA BAY
SURVEY EXEMPTION POLICY

Adopted 9/25/07

Objective:

It is the objective of this policy to establish criteria defining the circumstances in which a survey (or surveys) will be required as a condition of a building permit. The City recognizes that each required survey adds additional cost for residents, and that staff should strive to only require information necessary to ensure compliance with City Code.

Proposed Construction:

By code, every application for a building permit shall be accompanied by an up-to-date certified site survey with the following exceptions:

- Interior remodels
- Re-roofs
- Re-siding

The following two conditional exceptions will also be made:

- General maintenance projects (defined as the repair or replacement of an existing structure where no expansion is proposed) can be excluded from the updated survey requirement provided an old survey showing the structure being replaced/repaired is provided. A scaled site plan for general maintenance projects may be permissible if approved by the zoning administrator provided the site plan can verify conformance to code requirements.
- Permits for fences can also be issued provided the fence location is hand drawn to-scale on an old survey that identifies the lot lines and the location of the primary structure. A scaled site plan will not be accepted for fence permits.

Foundation Survey Criteria:

Applications for new structures will be required to provide an as-built **foundation** survey if one of the following criteria apply:

- The proposed new construction will be within five (5) or less feet of any applicable structural setback requirement;
- The proposed new construction will be within ten (10) or less feet of any existing/proposed well or septic system;
- The proposed new accessory structure or addition will be within five (5) or less feet of any private or public sewer line;
- The proposed new construction is required to be reviewed for its lowest floor opening;

As-Built Survey Criteria:

Applications for new structures will be required to provide an as-built survey if one of the following criteria apply:

- The new construction includes proposed contours that will significantly alter the drainage patterns on the property such that adjacent properties or structures on the subject property are threatened;
- The new construction will be within ten (10) or less feet of any lot line;
- The new construction is proposed to be within two (2) or less feet of the maximum height requirement.
- The proposed new construction is being built in conjunction with a variance or conditional use permit subject to specific grading or screening requirements.

Modification of Policy:

This policy may be amended from time-to-time by the City Council.

CITY OF TONKA BAY
FENCE HEIGHT
PERMISSION FORM

Resident Requesting Fence Permit:

Name_____
Street Address_____
Telephone_____

Date_____

Dear Neighbors:

I am applying for a building permit for a fence that will be six feet in height.

Tonka Bay City Code requires that neighbors on any side of my property where I desire to install a fence six feet high grant their permission. Please do so by filling in the information below.

Name_____
Street Address_____
Telephone_____

Signature_____

Name_____
Street Address_____
Telephone_____

Signature_____

Name_____
Street Address_____
Telephone_____

Signature_____

SECTION 1011 – GENERAL DEVELOPMENT AND PERFORMANCE STANDARDS

1011.05 FENCING/SCREENING.

Subd. 1. Fence Regulations.

a. No person shall hereafter construct or cause to be constructed or erected within the City of Tonka Bay, any fence without first making an application for and securing a building permit.

b. Each application for a permit under this section shall be submitted to the Zoning Administrator on forms provided by the City. Each such application shall include a site plan drawn to scale showing the location of house(s), garage(s), and other improvements on the lot and the location of the fencing to be erected, altered or relocated. A certificate of survey shall be required for all fences.

c. All fences within the City shall be subject to the following general provisions:

1. No fences shall be placed on or extend into the public rights-of-way.

2. All fences shall be located entirely upon the property of the person constructing or causing the construction of such fence.

3. That side of any fence considered to be its "face" (i.e., the finished side having no structural supports) shall face abutting property.

4. Both sides of any fence shall be maintained in a condition of reasonable repair and appearance by its owner and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance, public or private.

5. Barbed wire fences are only allowed in the City by conditional use permit.

6. No person shall construct or maintain or allow to be constructed or maintained anywhere within the City any fence or metal construction which is charged by or connected with an electrical system.

7. No physical damage of any kind shall occur to abutting property.

8. All man-made fences located in front of the rear building line shall consist of materials comparable in grade and quality to the following: decorative masonry, wrought iron or wood, provided the surfaces are finished for exterior use, or wood of proven durability is used, such as cedar or redwood.

9. For the purpose of fence regulations, in the case of a corner lot, both yards abutting a street shall be considered a front yard.

d. Specific Fence Standards. The height of fence or walls measured from the ground level to the top of the fence or wall, shall be restricted according to the location as follows:

1. Fences or walls located on or adjacent to any property line bordering a public road or street shall not exceed six (6) feet in height. However, in no case shall any shrub, hedge or fence bordering upon any street or sidewalk be constructed or allowed to grow to a height which could obstruct safe driving visibility at intersections.
2. Fences or walls on or adjacent to the shoreline of any navigable lake, channel or

stream shall not exceed three (3) feet in height. Fences or walls on or along that portion of a lot line from navigable lake, channel or stream to the rear side of the average building construction line shall not exceed three (3) feet in height.

3. Fences or walls on or adjacent to a common property line between two adjoining lots or parcels not owned by the same person, firm or corporation shall not exceed three (3) feet in height, or four (4) feet if not more than fifty (50) percent solid material, unless agreed in writing by the owners of said adjoining lots or parcels. In which case, fences or walls not exceeding six (6) feet in height shall be permitted except as prohibited in sub-paragraphs 2. and 4. hereof.

4. Fences or patio walls not exceeding six (6) feet in height may be constructed without restriction on the interior of any lot or parcel, providing no such fence or wall shall be closer than eight (8) feet to any common property line between adjoining lots not owned by the same person, firm or corporation (except as permitted under sub-paragraph 3. hereof), and provided further in the case of lakeshore lots, no such fence or wall shall be located so as to block or otherwise adversely interfere with an adjoining property owner's lake view.

5. Open wire fences not exceeding ten (10) feet in height enclosing tennis courts, pools, and similar uses, shall be permitted without restriction.

e. Swimming Pool Fences. Outdoor swimming pool fences shall be required as follows:

1. All outdoor swimming pools existing and hereafter constructed shall be completely enclosed by a security fence or wall at least four (4) feet but not more than six (6) feet high and located at least four (4) feet from the edge of a pool. The bottom of the fence or wall shall be no higher than four (4) inches above the surface of the ground. Fence openings or point of entry to the pool area shall be equipped with self-closing and self-latching lockable gates.

2. The enclosure for outdoor swimming pools may utilize a wall or walls of a house or building as a part hereof, provided the wall or walls are at least six (6) feet high and the enclosure is completed by a fence or wall conforming to the provisions of 1. herein above.

3. All persons owning or operating an outdoor swimming pool shall comply with this Ordinance within ninety (90) days from the date of publication of this Ordinance.

4. New swimming pools shall not be filled or used until all applicable fencing requirements herein are complied with.

5. This Ordinance does not apply to:

a) Above-ground outdoor swimming pools having at least four (4) foot high, vertical or outward inclined side walls, provided sole access is by means of a removable ladder, ramp, or stairs which must be removed when the pool is not in use.

b) Swimming pools which are wholly enclosed within a building or structure.

f. Non-Conforming Fences. It is the intent of this Ordinance to allow the continuation of such

non-conforming fences until they are discontinued as provided herein. However, it is not the intent of this Ordinance to encourage the survival of non-conforming fences and such fences are declared to be incompatible with permitted fences within the City. Such fences shall be regulated by the following provisions:

1. No existing fence not permitted by this Ordinance in the district within which it is located, except when required to do so by law or ordinance, shall be enlarged, extended, reconstructed or structurally altered unless such fence is changed to one permitted in that district. Maintenance of a non-conforming fence will be allowed, however, when this includes necessary repairs and incidental alterations which do not expand or intensify the non-conforming fence.

Subd. 2. General Landscaping and Maintenance. All exposed ground areas surrounding or within a principal or accessory use, including street boulevards, and not devoted to parking areas, drives, sidewalks, patios or other such uses shall be landscaped with grass, shrubs, trees or other ornamental landscape materials within one (1) year following the date of building occupancy. All landscaped areas shall be kept neat, clean and uncluttered, and where a landscape plan is required by City approval any plant material which is diseased or dies shall be replaced with like kind of the original size. No landscaped area shall be used for the parking of vehicles or for the storage or display of materials, supplies or merchandise. Fences and/or plantings placed upon utility easements are subject to removal by the City or utility company if required for maintenance or improvement of the utility. Trees on utility easements containing overhead wires shall not exceed fifteen (15) feet in height, which it shall be the property owner's responsibility to maintain.

Subd. 3. Required Fencing, Screening and Landscaping.

a. Fencing and Screening. Where any townhouse, quadraminium, manor home, multiple family or non-residential use (i.e., structure, parking or storage) abuts property zoned for residential use, the higher density residential or the non-residential use shall provide screening along the boundary of the residential property. Screening shall also be provided where a non-residential use is across the street from a property. Screening shall also be provided where a non-residential use is across the street from a residential zone, but not on that side of a non-residential use considered to be the front (as determined by the Zoning Administrator). All the fencing and screening specifically required by this Ordinance shall be subject to Section 1011.05.5 and shall consist of either a fence or a green belt planting strip as provided for below.

1. A green belt planting strip shall consist of evergreen trees and/or deciduous streets and plants and shall be of sufficient width and density to provide an effective visual screen. This planting strip shall be designed to provide complete visual screening to a minimum height of six (6) feet. Earth mounding or berms may be used but shall not be used to achieve more than three (3) feet of the required screen. The planting plan and type of plantings shall require the approval of the City Council.

2. A required screening fence shall be constructed of masonry, brick, wood or metal. Such fence shall provide a solid screening effect of six (6) feet in height. The design and materials used in constructing a required screening fence shall be subject to the approval of the City Council.