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**Fence/Retaining Wall Application**

100 17th Avenue NW, Glenwood, MN 56334

Phone: 320-634-5433

Building Inspector: Michael Friedrichs 320-377-9029

APPLICANT:

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zoning District \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dimensions: Width \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Depth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Height \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Height measured in feet from ground level to top)

Yard Location: Front \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Side \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This application must be accompanied by a site plan showing the location of the fence or retaining wall on the site and distance to property lines.

If and/or when the City is subject to obtain outside review such as legal, engineering, etc., or there are direct costs for processing the application such as publishing required notices, the costs shall be billed to the applicant. The applicant, by signing this request, agrees to pay such fees.

Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR OFFICE USE ONLY:**

Permit Fee: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Plan Review: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Penalty: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Permit: Approved\_\_\_\_\_\_\_ Denied \_\_\_\_\_\_\_\_\_

Other: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Permit Fee:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Property Disclaimer**

The undersigned is the owner of record for the following property located within the City of Glenwood, Pope County, Minnesota, whose address is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As part of the process of obtaining a building/zoning permit, the undersigned certifies that all information in the application, plans and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, easements, and/or wetlands existing on the subject property and identify them on the submitted site plan and application.

The undersigned further agrees that the City of Glenwood, and its administrative staff and agents relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Glenwood and its employees harmless from all liability arising from the granting of this permit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**Notice To All Applicants**

A site plan is required with all applications. The site plan should include at minimum:

* Lot Dimensions
* All adjacent streets and alleys
* The dimensions of the proposed footprint of the building with ALL setbacks noted (setbacks include; distance from the property lines, streets and alleys, adjacent structures, ordinary high-water mark, etc. and the structure.)

Plans do not need to be professionally drawn but should include all of the information requested. The following sample site plan shows the minimum detail expected so the permit process can proceed smoothly.

