



CITY OF OSSEO

13712 – 8<sup>TH</sup> Street  
P O Box 308

Osseo, Wisconsin  
cityofosseo@trivest.net

Phone (715) 597-2207  
Fax (715) 597-2600

## **General Instructions For A Fence Permit**

### **Need to Submit:**

- 1.** Building Permit Application for accessory structures filled out completely
- 2.** Plot plan or survey showing the location of the proposed fence with any height changes indicated
- 3.** Provide type of fence to be installed, for example, spaced picket, split rail, board on board, privacy, ect.
- 4.** Provide type of material being used for the fence. Also submit information as to the height of the proposed fence.
- 5.** If applicable, provide letter(s) from adjoining property owner(s) for the placement of the fence in relation to the property line.

### **All Fences Shall Comply With The Following:**

- 1.** All fences shall be placed and constructed a minimum of 12 inches inside the property line or directly on the property line. To place a fence directly on the property line, written permission must be granted from the adjoining property owner(s) and submitted to the City of Osseo.
- 2.** No fence shall be placed less than two feet from an existing fence. The only exception to this is a direct perpendicular attachment to an existing fence with written permission from the adjoining property owner(s) submitted to the City of Osseo.



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- 3.** A fence in the front yard cannot exceed 4 feet in height above the surrounding grade.
- 4.** On corner lots, a fence located on the corner side yard shall not exceed 3 feet in height above the surrounding grade.
- 5.** No fence in the rear or side yards shall exceed 6 feet in height above the surrounding grade in a residential district. Exception: Lot that abuts a manufacturing or business district is allowed an 8-foot height along the rear lot line.
- 6.** When applicable, the most aesthetically pleasing side of the fence or partition shall be placed to face the outside of the owner's property.
- 7.** Fence post holes shall be a minimum of 3-feet in the ground
- 8.** No Portion of a fence can be placed on any part of a landscape berm or landscape easement.
- 9.** No portion of a fence can be placed in a conservative easement.
- 10.** No fence Shall be constructed in such a way as to block required overland drainage.
- 11.** No partition or division fence shall be constructed of such height or in such a manner as to interfere with the access of light or air to any dwelling house or place used in a permanent habitation.
- 12.** In no case shall the fence be installed across the property line to the adjoining properties. If this is required to complete the fence enclosure, a no charge permit is required for that property owner where this portion of the fence is to be placed.



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**13.** If the fence is utilized as a means for meeting pool barrier requirements, the fence shall comply with current code requirements whether the fence is new or replacing an existing fence.

**Note to Applicant:**

The final inspection for verifying height, material, workmanship, and construction requirements. The placement of the fence in relation to the property line is the owner's responsibility. If a homeowner requires verification of the fence placement, a new plat of survey would have to be obtained at the owner's expense.



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**Fence Requirement Worksheet**

1. Have you notified your homeowner's association? **YES or NO or N/A**
2. The fencing to be installed is: **NEW or REPLACEMENT**
3. Indicate the material the fence will be constructed of: **METAL or WOOD or VINYL /PVC**
4. Will the fencing be placed in a front yard? **YES or NO**  
If yes, the fencing will be \_\_\_\_\_ feet above grade.
5. Will the fencing be placed in a rear yard? **YES or NO**  
If yes, the fencing will be \_\_\_\_\_ feet above grade.
6. Will the fencing be placed in a side yard? **YES or NO**  
If yes, the fencing will be \_\_\_\_\_ feet above grade.
7. Will the fencing be placed in a corner side yard? **YES or NO**  
If yes, the fencing will be \_\_\_\_\_ feet above grade.
8. Will the fencing be attached to an existing fence? **YES or NO**  
If yes, a letter of approval must be provided from the owner of that existing fence.
9. Will the fence be placed along a berm? **YES or NO**
10. Will the fence be installed in an easement? **YES or NO**  
If yes, what type of easement? \_\_\_\_\_
11. Will the fence need to cross a property line to complete the installation? **YES or NO**
12. Will the fence be used as a barrier for a swimming pool? **YES or NO**

**CITY OF OSSEO  
OFFICE OF THE ZONING ADMINISTRATOR  
APPLICATION FOR (ZONING, CONDITIONAL USE) PERMIT**

To the Zoning Administrator: The undersigned hereby makes application for a \_\_\_\_\_ for the work described and located as shown herein. The undersigned agrees that all work shall be done in accordance with the requirements of the \_\_\_\_\_ City Zoning Ordinances and with all other applicable city and county ordinances and the laws and regulations of the State of Wisconsin.

Owner/Agent \_\_\_\_\_ Builder \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone \_\_\_\_\_ Telephone \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

**DESCRIPTION**

1. Work (Check One) Other(Specify)
- |              |       |       |
|--------------|-------|-------|
| New Building | _____ | _____ |
| Sign         | _____ | _____ |
| Addition     | _____ | _____ |
| Repairs      | _____ | _____ |
| Alteration   | _____ | _____ |
| Moving       | _____ | _____ |
| Demolition   | _____ | _____ |

2. Classification

Zone _____	LOT SIZE:
Use _____	___ feet by
No. Apartments _____	___ feet
No. Employees _____	AREA:
Parking Spaces _____	___ sq. feet

3. Other Required Permits

(Date of Application)

Flood Plain \_\_\_\_\_  
 Sanitary \_\_\_\_\_  
 Building \_\_\_ Well \_\_\_  
 Other \_\_\_\_\_

4. Building Details

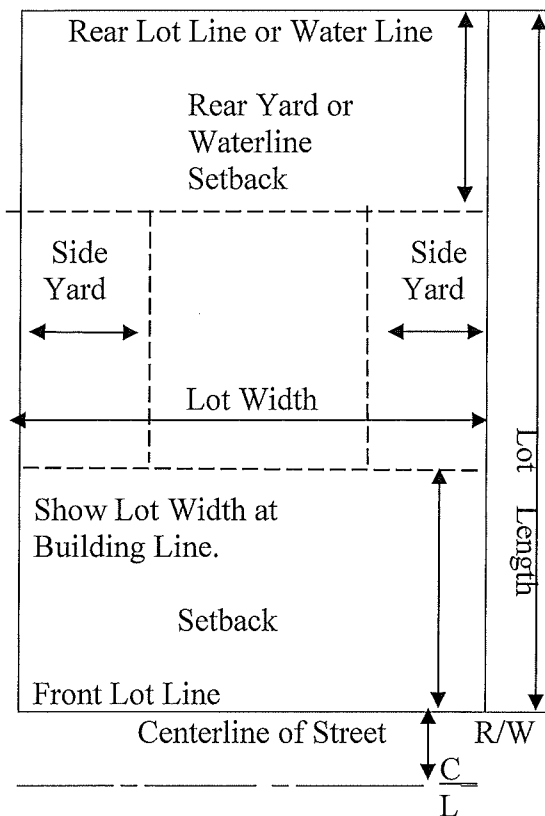
Type of Construction \_\_\_\_\_  
 Size: \_\_\_ ft. wide x \_\_\_ ft. long  
 Height \_\_\_ ft. No. Stories \_\_\_\_\_ Date Permit Issued \_\_\_\_\_  
 Floor Area \_\_\_ sq. ft. Cost \$ \_\_\_\_\_ Zoning Administrator \_\_\_\_\_

**ACTION**

Public Hearing \_\_\_\_\_ Committee Action \_\_\_\_\_  
 Date Work Started \_\_\_\_\_ Date Work Completed \_\_\_\_\_ Fee \$ \_\_\_\_\_  
 Date Certification of Compliance Issued \_\_\_\_\_ Date Fee Paid \_\_\_\_\_  
 Date Permit Denied \_\_\_\_\_ for the following reasons \_\_\_\_\_

**INSPECTION**

Date: \_\_\_\_\_ Inspector: \_\_\_\_\_ Remarks: \_\_\_\_\_



**CITY OF OSSEO**

Property \_\_\_\_\_  
 Street \_\_\_\_\_  
 Address \_\_\_\_\_

**ZONING**

Application No. \_\_\_\_\_ Date \_\_\_\_\_  
 Permit No. \_\_\_\_\_ Date \_\_\_\_\_  
 Cert. of Comp. No. \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

1/4, \_\_\_\_\_ 1/4, Sec. \_\_\_\_\_ T24N, R7W