



City of Oak Park Heights
 14168 Oak Park Blvd. N., Oak Park Heights, MN 55082
 Phone: (651) 439.4439 Fax: (651) 439.0574

ACCESSORY BUILDING PERMIT APPLICATION

Contractor: _____
 Address: _____
 City / State / Zip: _____
 Phone #: _____ Fax # _____
 State License #: _____ City License # _____
 Lead Certification # _____ E-Mail _____
 Project Supervisor: _____
 Phone #: _____ E-Mail _____

Owner: _____
 Address: _____
 City / State / Zip: _____
 Phone #: _____ E-Mail _____

INFORMATION SUBMITTED WITH PERMIT APPLICATION:

_____ Survey _____ Site Plan _____ Building Plans (2 sets if larger than 11X17)
 Type of Structure: Wood _____ Steel _____ Aluminum _____ Vinyl _____
 Height of Structure (Grade to mid-point of gable) Feet: _____
 Distance of structure to the property line:
 _____ ft. Front Yard _____ ft. Rear Yard _____ ft. Side Yard _____ ft. Side Yard _____

Separate permits are required for electrical, plumbing, and heating. This permit becomes null and void if work or construction authorized has not commenced within 180 days, or if work is suspended or abandoned for a period of 180 days. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Date: _____

Applicant's Signature _____

Project Address _____ **Valuation** _____

FOR OFFICIAL USE ONLY

Building Permit \$ _____ Plan Review \$ _____ State Surcharge \$ _____
 Investigation Fee \$ _____ Other Fees \$ _____
TOTAL PERMIT FEE \$ _____

401.15.D. Accessory Buildings, Uses and Equipment.

1. **Connection with Principal Building.** An accessory building shall be considered an integral part of the principal building if it is connected to the principal building by a covered passageway.
- ²¹ 2. **Location.** No accessory buildings shall be erected or located within any required yard other than the rear yard except by approval of a conditional use permit according to the provisions of Section 401.03 and Section 401.15.D.13 of this Ordinance.
- ²¹ 3. **Height/Setbacks.** Accessory buildings shall not exceed twenty (20) feet in height or exceed the height of the principal structure on the lot. Accessory buildings shall be five (5) feet or more from side lot lines, eight (8) feet from the rear lot line, and shall be six (6) feet or more from any other building or structure on the same lot. Accessory buildings may be closer than six (6) feet to other buildings or structures providing the requirements of the Building Code are met. Accessory buildings shall not be located within a utility and/or drainage easement unless written approval is obtained from the easement holder. The setback and height requirements under this provision may be varied by approval of a conditional use permit as provided for in Section 401.03 and Section 401.15.D.13 of this Ordinance.
- ²¹ 4. **Lot Coverage.** No accessory building or detached garage or combination thereof within a residential district shall occupy more than twenty-five (25) percent of the area of the rear yard except by approval of a conditional use permit according to the provisions of Section 401.03 and Section 401.15.D.13 of this Ordinance.
- ¹¹ 5. **Number of Structures.** No building permit shall be issued for the construction of more than one (1) private garage or storage structure for each detached single-family dwelling, commercial, industrial, public or institutional building except by approval of a conditional use permit according to the provisions of Section 401.03 and 401.15.D.13 of this Ordinance. Every detached single-family dwelling unit erected after the effective date of this Ordinance shall be so located on the lot so that at least a two (2) car garage, either attached or detached, can be located on said lot.
6. **Size.** No accessory building for single family dwellings or combination of attached and detached accessory buildings shall exceed one thousand, two hundred (1,200) square feet of floor area, except by conditional use permit as provided for in Section 401.03 and Section 401.15.D.13 of this Ordinance.

7. **Administrative Approvals.** Storage buildings one hundred twenty (120) square feet or less and in conformance with the provisions of this Ordinance may be approved by the Building Official without a building permit, and may be in excess of the number of structures allowable in Section 401.15.D.5. above.
- ²¹ 8. **Building Permit.** No building permit shall be issued for the construction of an accessory building in a residential district when an existing detached garage or other accessory building is located on the same lot, except by conditional use permit as provided for in Section 401.03 and Section 401.15.D.13 of this Ordinance.
9. **Accessory Uses.** No accessory uses or equipment such as air conditioning cooling structures or condensers, swimming pools, and the like which generate noise may be located in a side yard except for side yards abutting streets where equipment is fully screened from view.
10. **Compatibility.** The same or similar quality exterior material shall be used in the accessory building and in the principal building except as allowed as a temporary structure in Section 401.15.D.11 of this Ordinance. All accessory buildings shall also be compatible with the principal building on the lot. "Compatible" means that the exterior appearance of the accessory building including roof pitch and style is not at variance with the principal building from an aesthetic and architectural standpoint.
11. **Temporary Accessory Structures.** Temporary accessory structures shall be allowed in all zoning districts with the issuance of a special event permit for a maximum of 50 days in a calendar year, subject to the following:
 - a. The structure shall be securely fastened to the ground, subject to the safety requirements of the manufacturer.
 - b. The structure shall be kept in good condition and its appearance shall not be detrimental to the area or its adjacent properties.
 - c. The temporary use does not involve the erection of a substantial structure or require any other permanent commitment of the land.
 - d. The temporary structure shall be removed at the end of the permit period. If not removed within 10 days thereafter, the City shall have the right to remove the structure at the permittee's expense.
12. **Trash Receptacles.** All buildings having exterior trash receptacles shall provide an enclosed area in conformance with the following:
 - a. Exterior wall treatment shall be similar and/or complement the principal building.

- b. The enclosed trash receptacle area shall be located in the rear or side yard.
 - c. The trash enclosure must be in accessible location for pick up hauling vehicles.
 - d. The trash receptacles must be fully screened from view of adjacent properties and the public right-of-way.
 - e. The design and construction of the trash enclosure shall be subject to the approval of the Zoning Administrator.
13. **Conditional Use Permits.** Application for a conditional use permit under this sub-section shall be regulated by Section 401.03 of this Ordinance. Such a conditional use permit may be granted provided that:
- a. There is a demonstrated need and potential for continued use of the structure for the purpose stated.
 - b. In the case of residential uses, no commercial or home occupation activities are conducted on the property.
 - c. The building has an evident re-use or function related to the principal use.
 - d. Accessory building shall be maintained in a manner that is compatible with the adjacent residential uses and does not present a hazard to public health, safety and general welfare.
 - ²¹ e. The reduction of setback requirements is based upon a specific need or circumstance which is unique to the property in question and which, if approved, will not set a precedent which is contrary to the intent of this Ordinance.
 - ²¹ f. Existing property line drainage and utility easements are provided for and no building will occur upon this reserved space unless approved in writing by the easement holder.
 - ²¹ g. The reduction will work toward the preservation of trees or unique physical features of the lot or area.
 - ²¹ h. If affecting a north lot line, the reduction will not restrict sun access from the abutting lots.
 - ²¹ i. The building height of an accessory building shall not exceed twenty (20) feet.

- ²¹ j. Accessory buildings or detached garages or combination thereof within a residential district shall not occupy more than twenty-five (25) percent of the rear yard.

- k. The provisions of Section 401.03.A.8 of this Ordinance shall be considered and a determination made that the proposed activity is in compliance with such criteria.