

## **Directions for obtaining permits for a principal structure, fence, impervious surface, accessory structure or sign**

### Zoning Permit

The City of Medford requires that a zoning permit be submitted and approved for all principal structures (homes, business, and additions to the principal structures), accessory structures (sheds, decks, etc.), fences, impervious surfaces, signs, etc. The purpose of the City's zoning permit is to provide a record that the proposed project meets square footage, height, setback requirements, etc. (the footprint of the project).

### A complete application must include:

- 1 \_\_\_\_\_ Completed Zoning Permit Application
  
- 2 \_\_\_\_\_ **Principal Structure Site Plan** Completed by Builder or Contractor
  - a) A plan illustrating the location the principal structure will be built upon the property, setbacks from all property lines must be noted
  - b) Height, square footage, etc. requirements must be noted on a plan
  
- 2 \_\_\_\_\_ **Fence, Impervious Surface, Small Accessory Structure, or Sign Aerial Photo Site Plan**
  - a) a fence, impervious surface, accessory structure or sign must be drawn on the aerial photo at the location it will be installed or built
  - b) setbacks from all property lines must be noted on the aerial photo
  - c) Height, square footage, etc. requirements must be noted on a plan
  
- 3 \_\_\_\_\_ Survey
  - a) Property owners must locate the property pins of all principal structures. Property owners must also locate the property pins and of all accessory structures, fences, impervious surfaces, signs, etc. that are located within 5 feet of a setback. The City Administrator will conduct a site visit and take measurements to verify setbacks are met.
  - b) Property owners must stake out all accessory structures, fences, impervious surfaces, signs, etc. that are located within 5 feet of a setback.

### Building Permit

After the City of Medford approves the zoning permit, the property owner must submit the City approved zoning permit along with building plans (for structures over 200 square feet) to Steele County Planning & Zoning for building inspections. The building inspector will review the plans to provide record that the project meets all required building codes (framing, plumbing, etc.).

