

**Planning Commission  
2024 Special Planning Commission  
Government Services Center & Zoom Id number 267-094-2170  
password 56587  
2:00 PM on Tuesday, August 20, 2024**

**1. Call to Order**

**2. Agenda Additions or Deletions**

**3. New Business**

WCA - Wetland Violations and Restoration Orders

**4. Construction Permits**

**Construction Permit Application**

**Grade and Fill Permit**

480 Glenn St

**Construction Permit**

480 Glenn St

**5. Adjournment**

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All Electrical work MUST have an electrical permit. That must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059. ....	
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3. VALUATION (not just your cost) of work being completed: _\$ .....	6

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**3. New Business**

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WCA - Wetland Violations and Restoration Orders

**Planning Commission**  
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**Government Services Center & Zoom Id number 267-094-2170**  
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**4. Construction Permits**

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**Construction Permit Application**

**Grade and Fill Permit**

480 Glenn St

**Construction Permit**

480 Glenn St

**Files Attached**

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- Proposed 2024-vergas-construction-permit-application (1).pdf
- 2024-009 Funk-Hanson Grade and Fill Permit 480 Glenn Street.pdf
- 2024-028 Funk-Hanson Construction Permit 480 Glenn Street.pdf

Permit Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Parcel Number: \_\_\_\_\_  
Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 Ext. 1 or stopping by the city office at 131 Main Street Vergas MN.

### Construction Permit Application

To the Vergas Planning Commission of the City of Vergas in the County of Otter Tail, State of Minnesota: Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- **Before the construction permit will be reviewed the following must be completed.**
  - ☐ Identify and describe the work to be covered by the permit for which application is being made.
  - ☐ Sketch of the proposed project (Site Plan) including current and proposed structures.
    - ☐ Note the lot size and dimensions and location of proposed project.
  - ☐ Blueprint or Design Drawings must be submitted for any new construction, addition or remodel.
  - ☐ All Property Lines staked
  - ☐ Proposed building site staked.
  - ☐ If along lakeshore –
    - ☐ Ordinary High-Water Mark (OHWM) staked
    - ☐ Current picture of lakeshore must be provided
    - ☐ Copy of DNR permit for work in public waters.
    - ☐ Wetland Conservation Act Review area marked.
- **All Electrical work MUST have an electrical permit. That must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.**

Property Description:

Lot \_\_\_\_\_, Block \_\_\_\_\_, Addition \_\_\_\_\_

Property: Width \_\_\_\_\_ feet, Length \_\_\_\_\_ feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: \_\_\_\_\_

Address of Construction Project: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Permit to (CIRCLE ONE)

Build	Install	Addition	Alter
Move	Demolish	Repair	Remodel

Description of work to be done:

\_\_\_\_\_

2. Proposed use of building: (CIRCLE ONE)      Residential      Commercial

3. **VALUATION** (not just your cost) of work being completed: \$ \_\_\_\_\_

Building Contractor:

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumber: (must have MN License)

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrician:

Name: \_\_\_\_\_ License Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vergas. I am aware that **no construction** shall begin until the Zoning official has approved the plans and revisions the site plan if necessary and has indicated approval to begin.

I am the (CIRCLE ONE)      OWNER      LESSEE      PURCHASER      AGENT

4. **APPLICANT'S**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Permit expires in one year if project is not complete, please reapply for permit.

**CONSTRUCTION APPLICATION SITE PLAN DESIGN**  
**Provided on separate sheet must include the following.**

I do hereby say that the facts stated by me in the site application are true to the best of my knowledge and belief. Please be aware that **no construction** shall begin until the Zoning official has approved the plans and revisions the site plan if necessary and has indicated approval to begin.

\_\_\_\_\_  
Signature of Applicant      Date      Zoning Official      Date

City of Vergas has 60 days to approve or deny a permit. The date begins when all documents have been submitted to the city. Permits are valid for one year.\*\*\*\*\*

**FOR OFFICE USE ONLY**

\$ \_\_\_\_\_ Water Hook-up

\$ \_\_\_\_\_ Sewer Hook-up

\$ \_\_\_\_\_ Permit Fee

\$ \_\_\_\_\_ Tar Break Up Deposit

\$ \_\_\_\_\_ Total Fees

Receipt # \_\_\_\_\_ Date Paid \_\_\_\_\_, 20\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_

Permit Number: 2024-009 Date Received: 8/5/24 Parcel Number: 8200099031400 Fee \$75.00

### City of Vergas Application For Grade and Fill Permit

Property Description:

Lake # \_\_\_\_\_ Lake Name Lakeford Lake Parcel Number 8200099031400  
Legal Description Lot 7 Lawrence Lake Acres 2<sup>nd</sup> Addition

Lot 7, Block 2, Addition Lawrence Lake

Property: Width ~~190~~ 190 feet. Length ~~270~~ 270 feet

Property Owner: Josh Hanson

Address of Project property: Clenn Street

Mailing Address: 36256 504<sup>th</sup> St Frazee MN

Phone: 218-234-1685

Contractors Name: Kelly Funk Const. Inc

License Number: BC626679 Phone: 218-731-7782

Address 20306 ~~432nd~~ 432<sup>nd</sup> St Pelican Rapids

#### Note:

1. The lot lines and project area(s) must be staked before application is made.
2. If the project disturbs more than 1 acre of land, you are required to obtain a General Storm Water Permit from the Minnesota Pollution Control Agency.

On a separate paper, attached to this application, please draw a scale drawing of the project.

Please describe the project:

#### Detailed Information:

Area to be cut/excavated ~~600~~ 600 length ~~600~~ 600 width ~~60~~ 60 depth

Area to be filled/leveled ~~760~~ 760 length ~~600~~ 600 width ~~1~~ 1 depth

Culvert(s) X 15" yes ~~8 90~~ 8 90 no If yes, you must indicate size and location on drawing.

Type of soils and/or fill material Sand / Gravel

Total cubic yards of earthmoving requested ~~100~~ 200

Signature of property owner Kelly Funk Date 8/2/24

Permit Number: 2024-028 Date Received: 8/5/2024 Parcel Number: 82000990314000  
Any questions regarding construction permit please contact City Clerk-Treasurer by calling 218-302-5996 or stopping by the city office at 111 Main Street Vergas MN.

### Construction Permit Application

To the City Council of the City of Vergas in the County of Otter Tail, State of Minnesota:  
Application is hereby made by the undersigned for a Construction Permit as provided by City Ordinance as adopted by the City of Vergas.

- GOPHER STATE ONE CALL MUST BE NOTIFIED 48 HOURS PRIOR TO ANY DIGGING, CALL 1-800-252-1166 AS REQUIRED BY MINNESOTA STATE LAW.
- THE CITY OF VERGAS WILL CHECK ALL SETBACKS ON ANY NEW CONSTRUCTION. IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE ALL PROPERTY LINES LOCATED. ALL NEW CONSTRUCTION REQUIRES THE APPLICANT TO MARK THE PROPOSED BUILDING SITE AND PROPERTY LINES BEFORE THE CONSTRUCTION PERMIT WILL BE APPROVED.
- All Electrical work MUST have an electrical permit. That must be obtained separately from a MN State Contract Electrical Inspector (218)342-3345 or (218)849-6059.

Property Description: (NEW CONSTRUCTION ONLY)

Lot 7, Block 2, Addition Lawrence Lake  
Property: Width 310 feet, Length 450 feet

Must supply City with a \$1,000 deposit for tar break up. City will reimburse \$1,000 when project complete and street is approved by Utilities Superintendent.

PLEASE NOTE: WITH ANY NEWLY CONSTRUCTED HOME, THERE ARE FEES FOR START UP OF UTILITIES. WATER HOOK-UP ASSESSMENT IS \$750.00, SEWER IS \$750.00.

Name of Applicant: ~~REDACTED~~ Josh Hansen

Address of Construction Project: 82000990314000

Mailing Address: 36256 504th S Phone: 218-234-1685

1. Permit to (CIRCLE ONE) Frame
- |              |          |          |         |
|--------------|----------|----------|---------|
| <u>Build</u> | Install  | Addition | Alter   |
| Move         | Demolish | Repair   | Remodel |

Description of work to be done:

New home construction

2. Proposed use of building: (CIRCLE ONE) Residential Commercial

3. VALUATION (not just your cost) of work being completed: \$ 360,000

Building Contractor:

Name: Kelly Fort Const Inc License Number: IBC626679 Phone: 218-73-9782

Plumber: (must have MN License)

Name: Legacy Plumbing License Number: PM066220 Phone: 218-329-9976

Electrician:

Name: Z. Izow Electric License Number: EA 5259 Phone: 218-841-8643

Form approved by City of Vergas Council 09/12/2017  
Updated 5/10/2022



4. Attached a "Site Plan," showing the proposed location of any new construction in reference to the property including existing buildings. If you have a copy of a professionally prepared site plan, attach a copy for review by the City's Site/Zoning Inspector. Blueprint or Design Drawings must be submitted for any new construction, addition or remodel.
5. Certification: I hereby certify that I am the applicant herein and that the information given above and/or any exhibits submitted herewith is in all respects true and accurate to the best of my knowledge and belief, and further, if this permit is granted, said construction will comply with plans and specifications herewith submitted and applicable requirements of the City of Vergas.

6. I am the (CIRCLE ONE) OWNER LESSEE PURCHASER AGENT

7. APPLICANT'S SIGNATURE: Kelly R DATE: 8/2/24

Permit expires in one year if project is not complete, please reapply for permit.

**CONSTRUCTION APPLICATION SITE PLAN DESIGN**  
**Provided on separate sheet must include the following.**

1. Identify and describe the work to be covered by the permit for which application is being made
  - A. Sketch of the proposed project including current and proposed structures.
  - B. Note the lot size and dimensions and locations of proposed project.

I do hereby say that the facts stated by me in the site application are true to the best of my knowledge and belief. Please be aware that **no construction** shall begin until the Zoning official has approved the plans and revisions the site plan if necessary and has indicated approval to begin.

Kelly R 8/2/24  
 Signature of Applicant Date Zoning Official Date

\*\*\*\*\*

**FOR OFFICE USE ONLY**

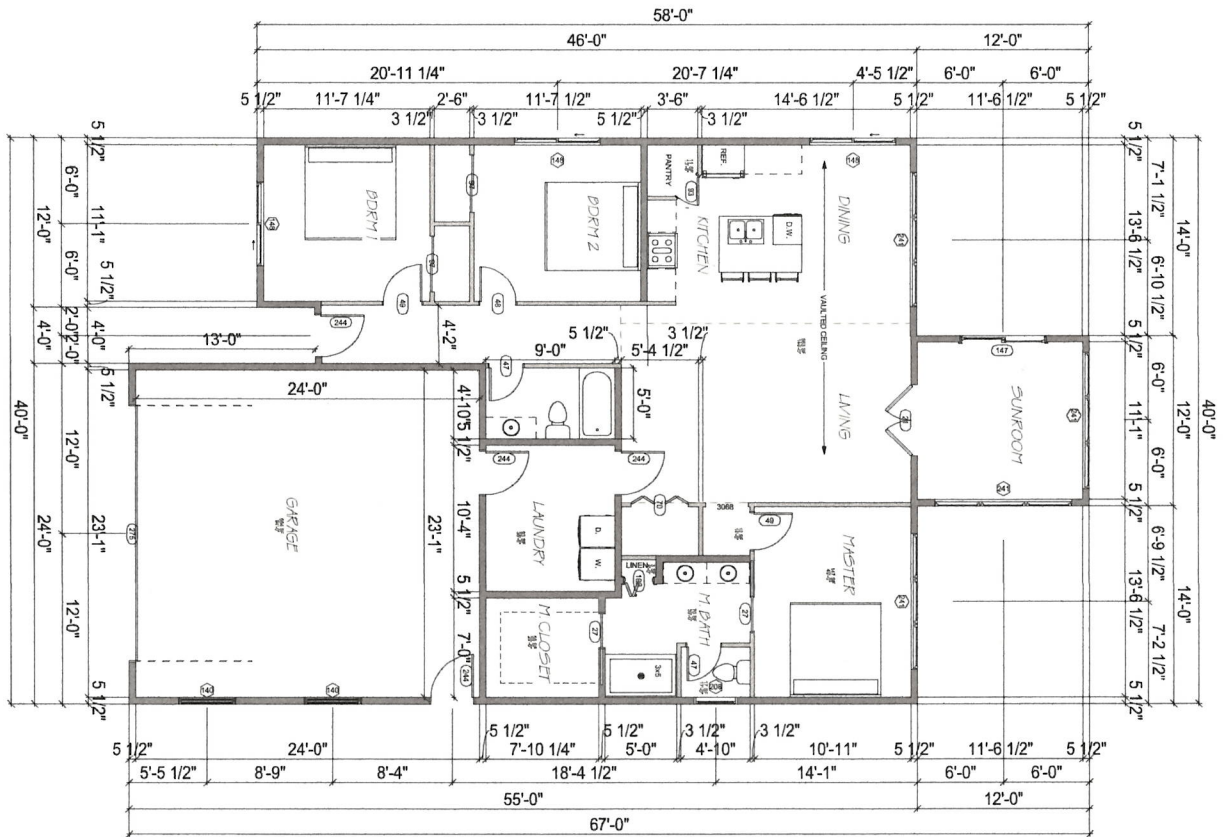
\$ \_\_\_\_\_ Water Hook-up \$ \_\_\_\_\_ Sewer Hook-up  
 \$ \_\_\_\_\_ Permit Fee \$ \_\_\_\_\_ Tar Break Up Deposit  
 \$ 1,080.- Total Fees

Receipt # 153878 Date Paid Aug. 5, 2024

Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_  
 (Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: \_\_\_\_\_, 20\_\_

# MAIN LEVEL FLOOR PLAN



SOURCE FOOTAGE  
 LIVING SPACE - 1600 SF  
 GARAGE - 600 SF  
 TOTAL - 2200 SF

Door Schedule			
Type Mark	Count	Head Height	Width
21	1	6'-6"	5'-0"
27	2	6'-6"	2'-6"
42	1	6'-6"	2'-6"
48	1	6'-6"	2'-6"
49	2	6'-6"	2'-6"
70	2	6'-6"	4'-0"
93	1	6'-6"	2'-0"
97	2	6'-6"	4'-0"
147	1	6'-6"	6'-0"
148	1	6'-6"	3'-0"
244	4	6'-6"	3'-0"
275	1	7'-0"	18'-0"

Window Schedule			
Type Mark	Count	Head Height	Width
140	3	6'-6"	14'-0"
148	3	6'-6"	6'-0"
208	1	6'-6"	9'-0"
241	4	6'-6"	9'-0"

Scale: 1/4" = 1'-0"  
 Date: 3/12/2024 11:11:14 AM

**A-2**

**HANSON SPEC 1**  
**SUNROOM**  
 FLOOR PLAN

FINAL DRAWINGS FOR CONSTRUCTION

CUSTOMER APPROVAL: \_\_\_\_\_  
 DATE: \_\_\_\_\_

CONTRACTOR APPROVAL: \_\_\_\_\_  
 DATE: \_\_\_\_\_

DRAWN BY: R.HAMILTON  
 CHECKED BY: \_\_\_\_\_

REVISION # \_\_\_\_\_  
 REVISION # \_\_\_\_\_  
 REVISION # \_\_\_\_\_

**FRANKLIN FENCE**  
 109 1st Avenue South  
 Vergas, MN 56587  
 Phone : 218-342-2084  
 E-Mail : franklinfence@arvig.net

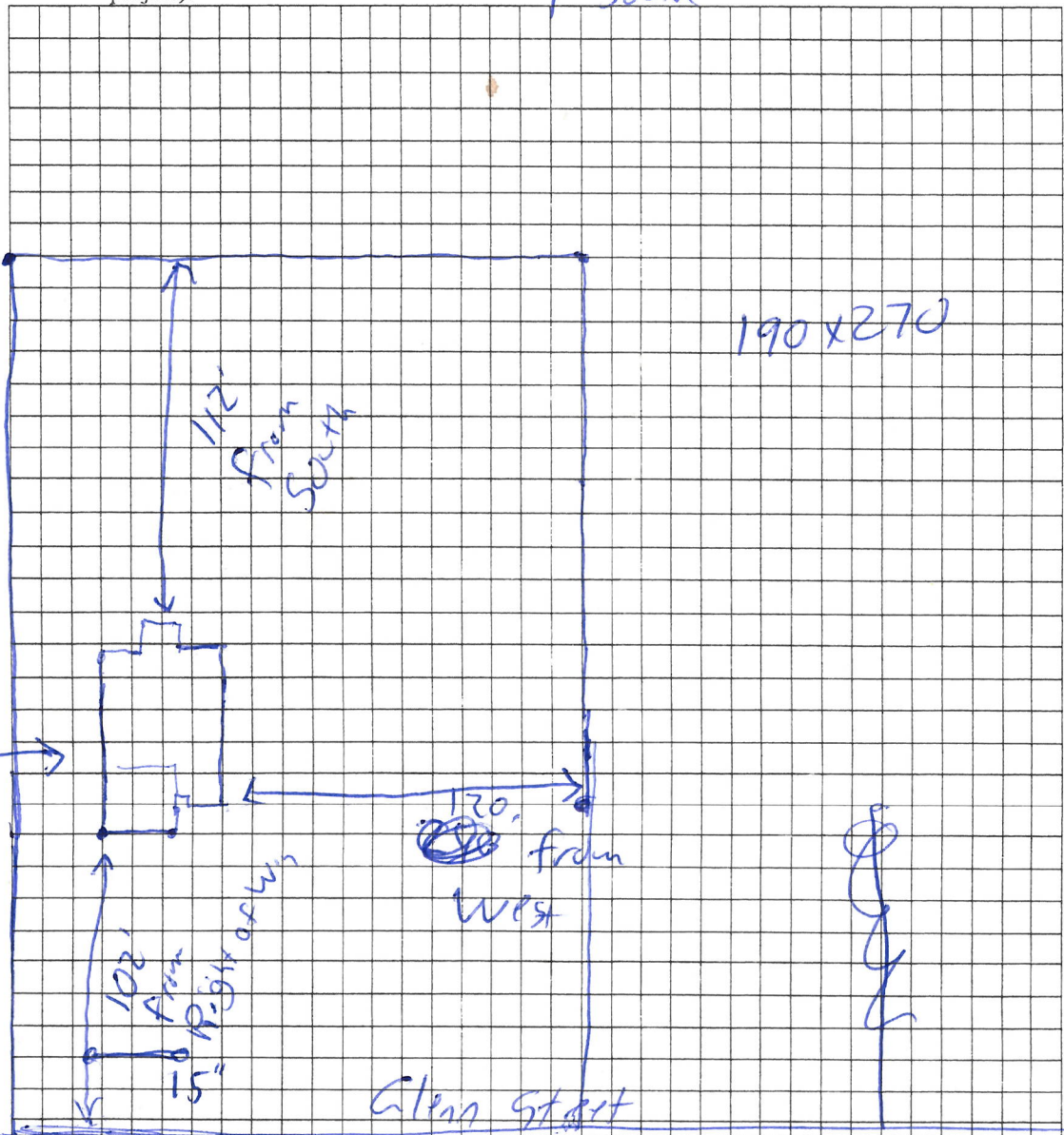
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## CONSTRUCTION APPLICATION SITE PLAN DESIGN

1. Please identify and describe the work to be covered by the permit for which application is being made on the line provided below:

3 bedroom slab on grade home

2. Please sketch the proposed project on the graph below. Describe the land on which the Proposed work is to be done (note the lot size and dimensions and locations of proposed project).



I do hereby say that the facts stated by me in the above site application are true to the best of my knowledge and belief. Please be aware that no construction shall begin until the Zoning official has approved the plans and revisions the site plan if necessary, and has indicated approval to begin.

Kelly Park  
Signature of Applicant

8/2/29  
Date

\_\_\_\_\_  
Zoning Official  
Form approved by City of Vegas Council 11/07/2011

\_\_\_\_\_  
Date