

Planning Commission
2025 July Planning Commission Meeting
Government Services Center & Zoom Id 267-094-2170 password 56587
6:00 PM on Monday, August 4, 2025

1. Call to Order

2. Agenda Additions or Deletions

3. Minutes

A. June 23, 2025

4. Status of Council Recommendations

None.

5. Construction Permits

A. Active Construction Permits

B. Approved by Clerk-Treasurer Permit

1. 161 3rd Ave S - door

2. 100 S Railway Ave - sign and flags

3. 402 E Frazee Ave - change roof line

4. 339 E Frazee Ave-steel roof

5. 102 Park View Drive - windows

6. 235 E Frazee Ave. - sign

C. Approved by Otter Tail County

D. Permits needing approval

1. 109 1st Ave - driveway

2. 301 S Unit Drive - shed

3. 88 Park View - lean to

4. 101 E Linden St - garage

5. 151 E Linden St - chicken coop

6. Old Business

A. Nuisance Properties

1. Notice of Violation

B. City Ordinance Update

7. New Business

RV Permit

8. Adjournment

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**Planning Commission
2025 July Planning Commission Meeting
Government Services Center & Zoom Id 267-094-2170 password 56587
6:00 PM on Monday, August 4, 2025**

3. Minutes

A. June 23, 2025

Files Attached

- 06.23.25 Planning Commission Minutes.pdf

City of Vergas Planning Commission Minutes
Monday, June 23, 2025 at 6:00 pm
Government Services Building and Zoom

The City of Vergas Planning Commission held a regular hybrid meeting on Monday, June 23, 2025, on Zoom and at the Vergas Government Services Building with the following members present: Alex Ohman, Bruce Albright, Jim Courneya, Shane Hasse, and Rebecca Hasse. Absent: None. Also present: Clerk-Treasurer Julie Lammers and Utilities Superintendent Mike DuFrane; citizens: Rosemary Sandau, Dave Johnston, Dean Haarstick; Mark Sand and Gravel employees Brianne Balcer, and Brandon Brusven; and Engineer Blaine Green.

Call to Order

Chairman Ohman called the meeting to order at 6:00 pm.

Agenda Additions and Deletions

Motion by Albright, seconded by Courneya, to approve the agenda with the following addition: Otter Tail Preliminary Plat. The motion passed unanimously.

Minutes

Motion by Ohman, seconded by Albright, to approve minutes for May 19, 2025. The motion passed unanimously.

Status of Council Recommendations

None.

Construction Permits.

Active Construction permits

Albright and Courneya will review active permits for next month's meeting.

Approved by Clerk-Treasurer

1. 100 S Railway Ave - Convert the backroom into two offices
2. 105 E Main St - Turtle (child) sign - on city property
3. 158 E Main St - Remove and replace flat roof
4. 201 W Main St - Replace steps in back porch
5. 150 E Herman St - Windows, siding, and drywall
6. 320 South Pelican Ave - Redoing the chimney blocks

Proposed Fee Waiver.

110 Main St E. – Install sign sculpture in sitting area by the Loons Nest.

Motion by Albright, seconded by R. Hasse, to waive the permit fee for the sculpture in the Loons Nest Park. The motion passed unanimously.

New Business

Otter Tail County Preliminary Plat

Lammers reviewed the proposed preliminary plat received from Otter Tail County. They have notified the city of single-family home developments being built on both sides of 316th Avenue, near East Loon Lake. This area is within two miles of the city limits, requiring the county to notify the city of the plans for these new homes. A Public Hearing on the Preliminary Plat will be held on July 9th at 6 pm. All members have put on record that the city has received and acknowledged the information provided and have no comment on being for or against it.

Gravel Pit Survey

Green presented a compliance report for the annual gravel pit permitting process. The report indicates that the site generally meets requirements for fencing, screening, access roads, slopes, and excavation limits. However, there are some setback violations, mostly from existing non-compliances that are being addressed. Based on the report, Green recommends granting the permit and allowing continued mining, with the expectation that efforts to bring the pit into full compliance will continue. The report is on file at the City Clerk's Office and online at www.cityofvergas.com. Motion by Albright, seconded by R. Hasse, to approve the report. The motion passed unanimously.

Old Business

Interim Use Permit

Motion by Ohman, seconded by S. Hasse to approve Interim Use Permit for Mark Sand and Gravel. The motion passed unanimously.

Nuisance Properties

Sandua discusses the challenges faced in demolishing old farm buildings due to environmental regulations. The Minnesota Pollution Control Agency representative advised that burning painted wood is prohibited, and proper disposal of materials like shingles requires certified contractors, making the process expensive. It is \$1,100.00 per load, and they estimate 8 to 10 loads for just one building. The concern is the potential contamination of groundwater when burying buildings and trespassing on the properties. Motion by Albright, seconded by Courneya to remove the Sandua and Engel properties from their nuisance list in light of these difficulties. Motion passed unanimously.

The Planning Commissioners discuss the issue of unlicensed and inoperable vehicles in the city, particularly focusing on a property known as the Homestead Inn. They reviewed the city ordinance regarding inoperable motor vehicles, which prohibits keeping unlicensed or non-operational vehicles visible from the street. The Planning Commission decided to send a second letter to the property owner, giving them 10 days to license the vehicle in question, regardless of whether it has a "for sale" sign. They also clarify that simply putting a "for sale" sign on a vehicle does not exempt it from licensing requirements.

The Planning Commission discussed several properties with potential nuisance violations. The Planning Commission agrees to send a letter to the owner of 213 Main Street due to ongoing issues. They also discussed the need for legal action on a problematic garage and express concerns about a confrontational property owner, suggesting police presence when delivering future notices. Motion by Albright, seconded by Courneya to table or remove 491 Townline Rd S, 1001 Townline Rd, 160 S 1st Ave, 260 1st Ave S, 101 E Mill St, 341 Unit Ave and 390 S Pelican Ave. Attorney will be handling notices going to 339 E Frazee Ave. Motion passed unanimously.

The Planning Commission discussed a cover letter to accompany code violation notices. The Planning Commission thanked Ohman for writing the letter. Motion by Albright, seconded by R. Hasse to approve cover letter aiming to make communication more approachable. The motion passed unanimously.

The Planning Commission addressed a property with an improperly installed water system and pit, agreeing to investigate further and review applicable ordinances.

City Ordinance Update

An update on the city ordinance revision process is provided, with chapters 1, 3, and 5 shared for review. The Planning Commission plans to review the remaining chapters by the next meeting and then seek approval from the City Council.

Adjournment

Motion by S. Hasse, seconded by Courneya, to adjourn at 7:00 pm. The motion passed unanimously.

Recorded by Rachel Nustad

Secretary,
Julie Lammers, CMC
Vergas City Clerk-Treasurer

Council Recommendations: None.

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4. Status of Council Recommendations

None.

Planning Commission
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5. Construction Permits

- A. Active Construction Permits
- B. Approved by Clerk-Treasurer Permit
 - 1. 161 3rd Ave S - door
 - 2. 100 S Railway Ave - sign and flags
 - 3. 402 E Frazee Ave - change roof line
 - 4. 339 E Frazee Ave-steel roof
 - 5. 102 Park View Drive - windows
 - 6. 235 E Frazee Ave. - sign

C. Approved by Otter Tail County

- D. Permits needing approval
 - 1. 109 1st Ave - driveway
 - 2. 301 S Unit Drive - shed
 - 3. 88 Park View - lean to
 - 4. 101 E Linden St - garage
 - 5. 151 E Linden St - chicken coop

Files Attached

- 07.31.2025 Construction Permits.pdf
- 2025 029 Construction Permit 161 S 3rd Ave Replace door and screen door.do.pdf
- 2025 018 Construction Permit 100 S Railway Ave - convert room.do.pdf
- 2025-031 402E Frazee Ave .Roof LIne.pdf
- 2025-033 339 E Frazee Ave - steel roof.pdf
- 2025-034 102 Park View Dr - windows.pdf
- 2025-035 235 E Frazee Ave - sign.pdf
- 109 1st Ave - driveway.pdf
- Construction Pemit 301 S Unit -Shed.pdf
- Construction Permit 88 Park View - lean to.pdf
- 2025-030 101 E Linden St. garage.pdf
- 2025-032 151 E Linden St-Chicken Coop.pdf

**2025 Construction Permits -
Vergas MN**

<u>Permit No</u>	<u>Issue Date</u>	<u>Parcel Number</u>	<u>Name</u>	<u>Address</u>	<u>Description</u>	<u>Closed Date</u>	<u>who closed</u>
2024-009	4/22/2024/ 04/21/25	82000500037005	Donald Allmaras	816 Scharf Ave.,	Rebuild existing cabin in same footprint as existing cabin		
2024-017	6/24/2024/ 05/21/2025	82000990166001	Keith Kuehn	306 E. Frazee Ave,	Build 12'x24' addition on to existing garage, steps & railing on porch		
2024-026	7/24/2024/71/205	82000990218000	Andrew & Jackie Bunkowske	1220 E. Scharf Ave.,	Moving a shouse onto the property EXTENDED		
2025-001	1/21/2025	82000990054000	Vergas State Bank	106 E Main St	Remove walls, build walls, create break room area, new flooring & lighting	5/22/25	Julie
2025-002	1/27/2025	82000990137000	Pat Strand	271 Linden St	Replace 10 windows	5/22/25	Owner
2025-003	3/24/2025	82000990228000	Michael Rosendahl	96 Parkview Dr	culvert	5/22/25	Julie
					replace and remove doors, install tongue and groove		
2025-004	3/24/2025	82000500012006	Amber Pausch	110 Railway Ave	New home	5/22/25	Julie
2025-005	4/28/2025	82000990252000	Chris Lindburg	210 Eva St	replace doors, windows, skirting	7/15/25	Owner
2025-006	4/28/2025	82000990167000	James Stenger	316 E Frazee Ave			
2025-007	4/28/2025	82000990089000	Merel Kvam	131 1st Ave	Enclose existing lower level of fire escape		
					Remove existing additions and add onto structure		
2025-008	4/28/2025	82000990089001	Merel Kvam	125 1st Ave	New home		
2025-009	4/28/2025	82000990250000	Colton Ditterich	230 Eva St	New home		
2025-010	4/28/2025	82000990243000	Hunter Ditterich	411 Diane Ave	New home		
2025-011	3/24/2025	82000990104000	Laura Osborn	110 w Elm	Replace door, repair deck and rain gutters		
2025-012	5/7/2025	82000990144000	Mary Hoffman	401 Pelican Ave	Replace existing bow window	7/23/25	
2025-013	5/19/2025	82000990302000	Paul & Deb Sonnenberg	511 Glenn Street	Shed 10x18	5/22/25	Owner
2025-014	5/14/2025	82000990088000	Lakes Area Word Fellowship	151 1st Ave N	Siding		
2025-015	5/19/2025	82000500023000	Holly Sandberg	500 S Pelican Ave	replace driveway	6/11/25	Owner
2025-016	5/19/2025	82000500031000	Bruce Sonnenberg	461 S Pelican Ave	24x24 2 stall garage		
2025-017	5/22/2025	82000990055000	Tim Strom	110 Main St	Sign/Sculture	7/23/25	
					Convert backroom into 2 offices, parking lot 3150 sq feet		
2025-018	5/22/2025	82000500012007	Summers Construction	100 S Railway Ave		7/23/25	
2025-019	5/27/2025	82000990068000	Altona Square (Ditterich)	105 E Main St	Turtle (Child) sign - on City Property	7/23/25	
2025-020	5/28/2025	82000990062000	Billy's Corner Bar	158 E Main St	Remove and Replace Flat Roof	7/23/25	

2025-021	5/29/2025	82000990106000	Paul Pinke	201 W Main St	replace steps in back porch	7/23/25	
2025-022	5/30/2025	82000990079000	Connie Lee	150 E Herman St	Windows, siding, drywall		
2025-023	6/6/2025	82000990125001	Verla Day	320 South Pelican Ave	Re doing the chimney blocks		
2025-024	6/18/2025	82000990145000	Loren Menz	310 W Glenn St	Extend existing asphalt driveway to city street, rebuild driveway that was poorly built and difficult to use	6/23/25	Owner
2025-025	6/30/2025	82000990224000	Robert Hager	88 Park View Dr	Add a 7'X9' lean on to existing 10'X12' shed		
2025-026	6/30/2025	82000990134000	Bruce Schlauderaff	301 S Unit Ave	8' X 10' plastic shed with metal frame being moved into yard		
2025-027	7/1/2025	82000500012007	Refine Homes	100 S Railway Ave	Remove Summers Construction sign from front of building. Paint top board and bottom. Install new sign for Refine Homes. Additional two sided flag sign on left post. Sign on right of doors.		
2025-028	7/2/2025	82000990086000	Franklin Fence Co. Inc	109 1st Ave S	Install 30' X 100' area of tar on the hill going up from the street to the crest of the hill	8/2/25	Owner
2025-029	7/7/2025	82000500014000	Jill Hoffman	161 S 3rd Ave	Install new door and screen		
2025-030	7/15/2025	82000990076000	Noah Olds	101 E Linden St	Build 23 X 22' Garage		
2025-031	7/17/2025	82000990161000	Michael Kratzke	402 E Frazee Ave	Change roof line for our addition that already exists - 4 feet total		
2025-032	7/23/2025	82000990073000	Rachel Nustad	151 E Linden St	Move 5'X12' chicken coop onto property		
2025-033	7/28/2025	82000990170000	Benjamin Lankow	339 E Frazee Ave	Roof and window trim		
2025-034	7/28/2025	82000990180000	Tom & Judy Wollin	102 Park View Dr	Replace 13 windows		
2025-035	7/28/2025	82000500012002	Kyle Treisen/Vanessa Perry	235 E Frazee Ave	Attach vinyl signs to the exterior of the building	8/2/25	Owner

Fee Paid \$30.00

Owner: Jill Hoffman

Applicant: Jill Hoffman

General Contractor: Jill Hoffman

No. 2025-029

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Jill Hoffman Applicant, in regards to address 161 S 3rd Ave., Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Jill Hoffman as contractor to Install new door and screen door to replace ones that got damaged in storm.

Plat or addition 82000500014000 which tract is of the size and area specified in said application.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following;

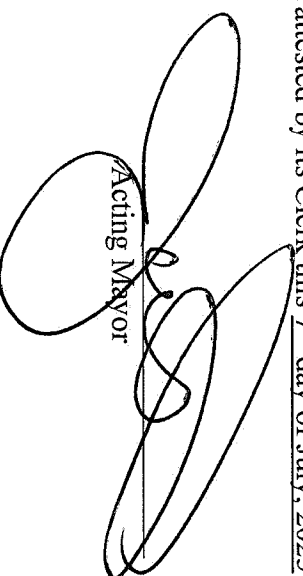
for which special permits must be secured.
(Electrical work, plumbing, heating, plastering, ect. if such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 7th day of July, 2025

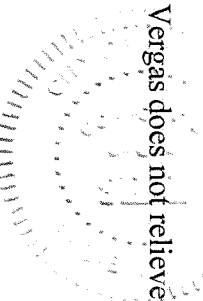
Attest:


Clerk

Permit Expires in one year


Acting Mayor

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.



Permit Number: 2025-029 Date Received: 7/7/25 Parcel Number: 82000500014000
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.

NA

- ☐ ☐ 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 Level (OHWL) 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: Jill Marie Hoffman

Address of Construction Project: 161 S 3rd Ave Vergas, MN 56587

Mailing Address: P.O. Box 7 Phone: 218 234 8523

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: I am having a new door and screen door installed to replace door damaged by wind

Will any of the following be included in your project:

☐ Driveway ☐ Culvert ☐ Tar break up ☐ Grading on parcel

2. Proposed use of building: (CIRCLE ONE)

Residential

Commercial

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

3. VALUATION (not just your cost) of work being completed: \$ 1200
Building Contractor: No contractor - doing it ourselves

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: Julie Hoffman DATE: 7.7.25

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

By signing this application, you are giving City employees and representatives permission to inspect your property.

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.

Julie Hoffman 7.7.25
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
\$ 30 - Permit Fee \$ _____ Tar Break Up Deposit
\$ 30 - Total Fees

Receipt # _____ Date Paid _____, 20__

Signature: Julie James Date: 7/7, 2027
(Permitting Authority)
Date Approved by Planning Commission or Clerk-Treasurer: 7/7, 2027

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

Fee Paid \$30.00

Owner: Mike Carlson

Applicant: Joy Dieke

General Contractor: Summers Design

No. 2025-018

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Joy Dieke, Applicant, in regard to address 100 Railway Ave Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Joy Dieke, as contractor to remodel room into offices, paved parking 3150 square feet, as described.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following;
for which special permits must be secured.

(Electrical work, plumbing, heating, plastering, ect. if such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 22th day of May 2025

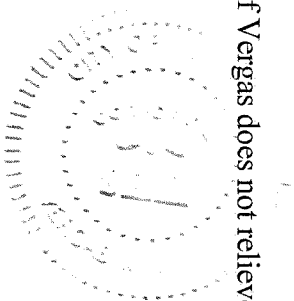
Attest:

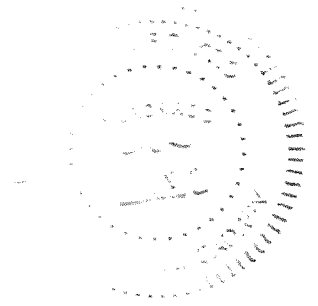
Jodie Sammons
Clerk

August A. Smith
Mayor

Permit Expires in one year

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.





Permit Number: 2025-18 Date Received: 5/22/25 Parcel Number: 82 000 5 0001 2007

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.**

NA

- ☐ ☐ 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 Level (OHWL) 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: Joy Deilke / Summers Design

Address of Construction Project: 100 S. Railway Ave Vergas

Mailing Address: same Phone: 949 836 4570 (Joy's cell)

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: convert a back room into two offices.
Add a conference room

Will any of the following be included in your project:

☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel

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

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

3. **VALUATION** (not just your cost) of work being completed: \$ 10,000 -
Building Contractor:

Name: Stephen Erb License Number: BC739996 Phone: 218 841 0988

Plumber: (must have MN License) No plumbing required

Name: _____ License Number: _____ Phone: _____

Electrician:

Name: Jeff Zitzow License Number: EA005259 Phone: 218 841 8643

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: 5-22-25

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

By signing this application, you are giving City employees and representatives permission to inspect your property.

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 [Signature] Date 5-22-25 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

\$ 0 Water Hook-up

\$ 0 Sewer Hook-up

\$ 30 - Permit Fee

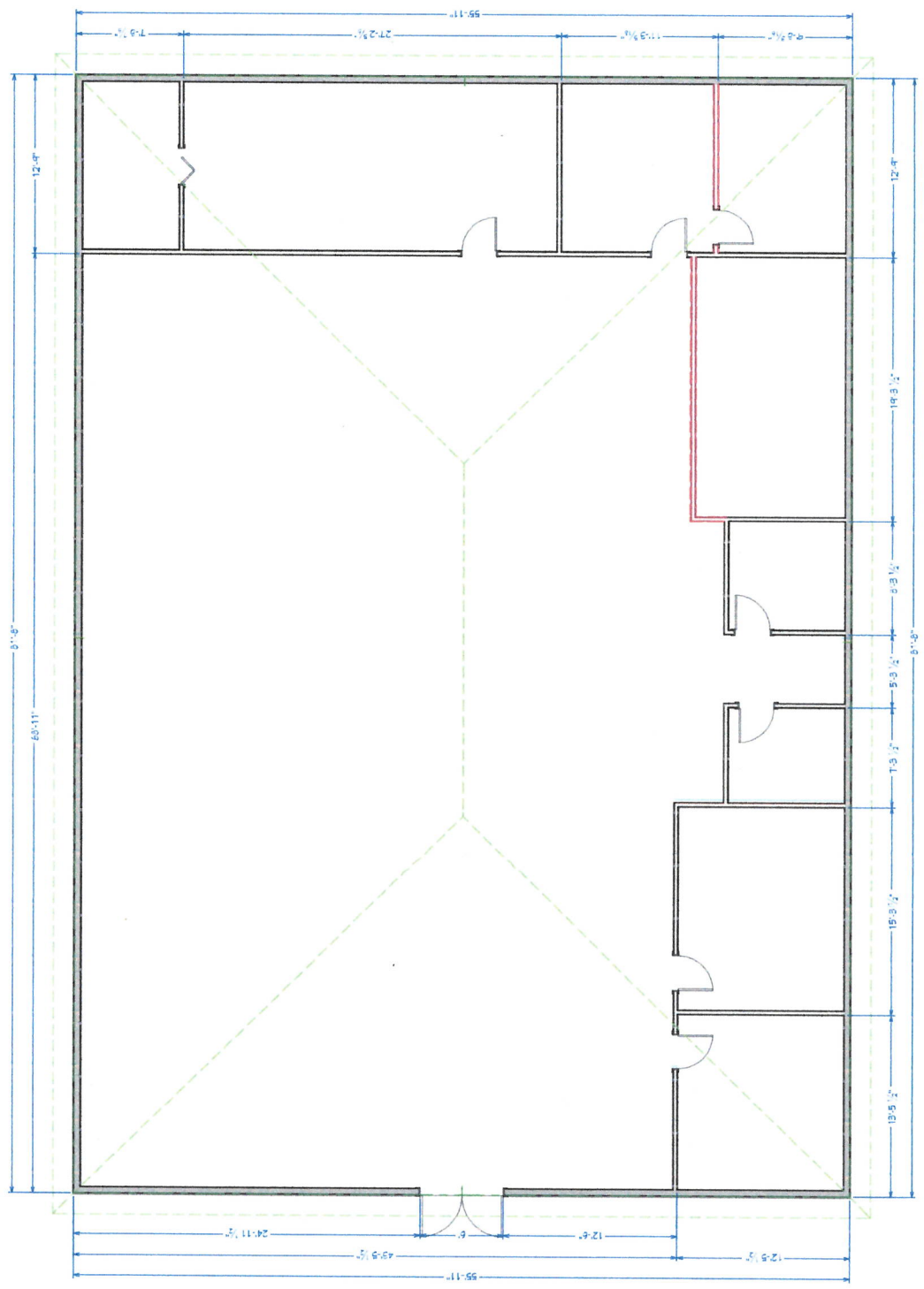
\$ 0 Tar Break Up Deposit

\$ 30 - Total Fees

Receipt # _____ Date Paid _____, 20__

Signature: _____ Date: _____, 20__
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__



LIVING AREA
481 SQ FT

1ST FLOOR

Fee Paid \$30.00

No. 2025-031

Owner: Michael Kratzke

Applicant: Michael Kratzke

General Contractor: Jon Peterson

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Michael Kratzke Applicant, in regards to address 402 E Frazee Ave., Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Jon Peterson as contractor to Change roof line for our addition that already exists - 4 feet total

Plat or addition 82000990161000 which tract is of the size and area specified in said application.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following;

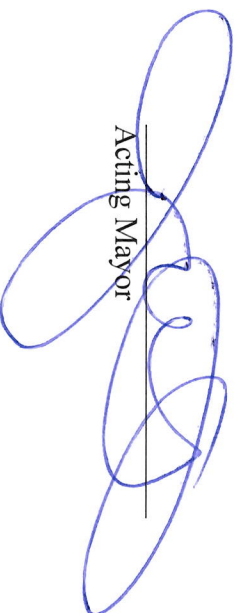
(Electrical work, plumbing, heating, plastering, ect. if such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 17th day of July, 2025

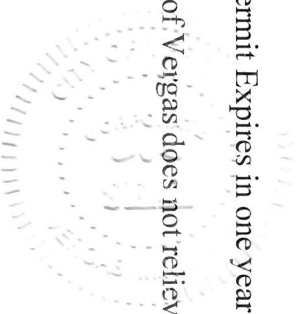
Attest:


Clerk

Permit Expires in one year


Acting Mayor

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.



Permit Number: 2025-031 Date Received: 7/17/25 Parcel Number: 82000990161000

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.**

NA

- ☐ ☐ 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 Level (OHWL) 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: Michael Kratzhe

Address of Construction Project: 402 E Frazee

Mailing Address: _____ Phone: _____

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: Change a roof line for an addition that already exists - 4 feet total

Will any of the following be included in your project:

☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel

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

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

Building Contractor:

Name: Jon Peterson License Number: BC808479 Phone: 218-671-3550

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: Julie Jamner

DATE: 7/17/25

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

By signing this application, you are giving City employees and representatives permission to inspect your property.

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

\$ 30- Permit Fee

\$ _____ Tar Break Up Deposit

\$ 30- Total Fees

Receipt # 1166311 Date Paid 7/17, 2025

Signature: Julie Jamner Date: 7/17, 2025

(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: 7/17, 2025

No. 2025-033

City of Vergas

Applicant: Benjamin Lankow

General Contractor: Benjamin Lankow

Construction Permit

IN CONSIDERATION OF The statements and representations made by Benjamin Lankow Applicant, in regards to address 339 E Frazee Ave., Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Benjamin Lankow as contractor to Redo the roof and window trim


Plat or addition 82000990170000 which tract is of the size and area specified in said application.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following; _____ for which special permits must be secured.

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 28th day of July, 2025

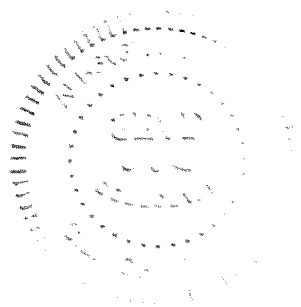
Attest:

Attest: Julie Samers
Clerk


Acting Mayor

Permit Expires in one year

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.



Permit Number: 2025-033 Date Received: 7/28/25 Parcel Number: 82000990170006

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.**

NA

- ☐ ☐ 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 Level (OHWL) 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: Benjamin Lee Lankar

Address of Construction Project: 339 East Frazier Avenue

Mailing Address: Same Phone: 320-532-1262

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: roof & window trim

Will any of the following be included in your project:

- ☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel

2. Proposed use of building: (CIRCLE ONE)

Residential

Commercial

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

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: RJS DATE: 07-28-2025

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

By signing this application, you are giving City employees and representatives permission to inspect your property.

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

\$ 30 - Total Fees

Receipt # 166321 Date Paid 7/28, 2025

Signature: Julia Farmer Date: 7/28, 2025
(Permitting Authority)
Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022: 8/14/2024
Planning Commission Updated 8/26/2024

No. 2025-034

Applicant: Tom and Judy Wollin

City of Vergas

Construction Permit

Plat or addition 82000990180000 which tract is of the size and area specified in said application.

(Electrical work, plumbing, heating, plastering, ect. if such there be)

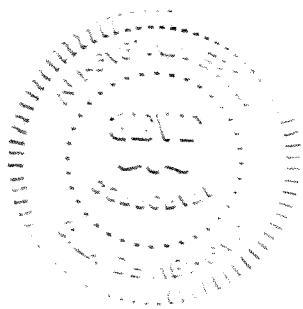
Attest:

Attest: Julie Janner
Clerk

Acting Mayor

Permit Expires in one year

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.



Permit Number: 2025-034 Date Received: 7/28/25 Parcel Number: 82000990180000

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.**

NA

- ☐ ☐ 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 Level (OHWL) 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: Tom & Judy Wollin Joy Deike - Refine Homes

Address of Construction Project: 102 Park View Dr.

Mailing Address: 100 S. Railway Ave Phone: 218 342 4201

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: replace 13 windows

Will any of the following be included in your project:

☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel

2. Proposed use of building: (CIRCLE ONE)

Residential

Commercial

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

3. VALUATION (not just your cost) of work being completed: \$ 20,000.00

Building Contractor:

Name: Stephen Erb License Number: BC809130 Phone: 218 841 0988
Refine Homes
Plumber: (must have MN License)

Name: N/A License Number: _____ Phone: _____

Electrician:

Name: N/A 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: [Signature] DATE: 7-25-25

Permit expires in one year if project is not complete, please reapply for permit.
By signing this application, you are giving City employees and representatives permission to inspect your property.

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
\$ 60.00 Permit Fee \$ _____ Tar Break Up Deposit
\$ _____ Total Fees

Receipt # 1160326 Date Paid 7/28, 2025

Signature: [Signature] Date: _____, 20____
(Permitting Authority)
Date Approved by Planning Commission or Clerk-Treasurer: 7/28, 2025

Minnkota Windows
2324 Main Avenue West
West Fargo ND 58078



Tel: (701) 282-7025, 800-318-9442
 Fax: (701) 282-7435, 866-282-7435
 Email: sales@minnkotawindows.com
 Web: www.minnkotawindows.com

SUMMERS CONSTRUCTION & DESIGN

PO BOX 155

VERGAS MN 56587

(P) 218-841-0988

(F)

SHIP TO:

SUMMERS CONSTRUCTION & DESIGN

100 S RAILWAY AVE

VERGAS MN 56587

Order Notes:

Status: None

Customer PO:

SUMMERS CONSTRUCTION

DEALER QUOTATION

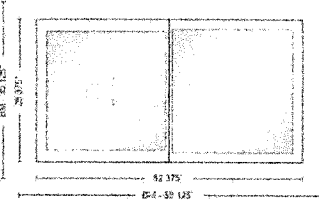
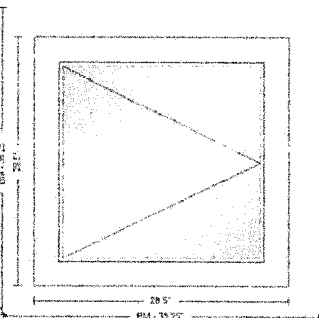
for Minnkota Windows

Quote #: 201407

Quote Date: 5/28/2025

Quote Name: Wollin

ALL UNITS VIEWED FROM EXTERIOR

1	Item / Ref.	Details	Qty	Each	Total
	Garage, Primary Bedroom 1 	N2X0WIN Garage, Primary Bedroom 1	2		
2	Item / Ref.	Details	Qty	Each	Total
	Laundry, Primary Bathroom 2 	N2X0WIN Laundry, Primary Bathroom 2	2		

Status: None

Customer PO:

DEALER QUOTATION

for Minnkota Windows

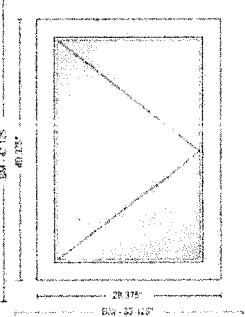
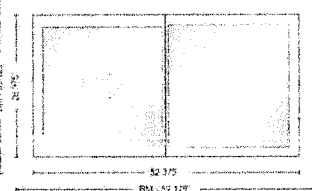
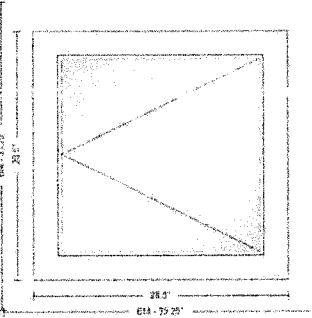
Quote #: 201407

Quote Date: 5/28/2025

Quote Name: Wollin

SUMMERS CONSTRUCTION

ALL UNITS VIEWED FROM EXTERIOR

3	Item / Ref.	Details	Qty	Each	Total
	Primary Bathroom 1 	N2X0WIN Primary Bathroom 1	1		
4	Item / Ref.	Details	Qty	Each	Total
	Primary Bedroom 2 	N2X0WIN Primary Bedroom 2	1		
5	Item / Ref.	Details	Qty	Each	Total
	Guest Bathroom 	N2X0WIN Guest Bathroom	1		

Status: None

Customer PO:

DEALER QUOTATION

for Minnkota Windows

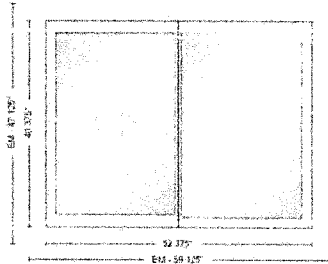
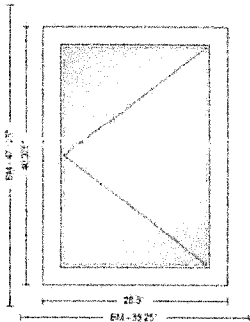
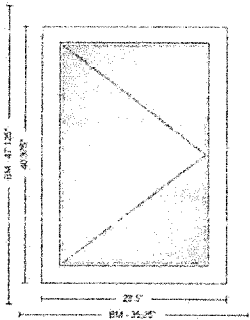
Quote #: 201407

Quote Date: 5/28/2025

Quote Name: Wollin

SUMMERS CONSTRUCTION

ALL UNITS VIEWED FROM EXTERIOR

6	Item / Ref.	Details	Qty	Each	Total
	Guest Bedroom 1 	N2X0WIN Guest Bedroom 1	1		
7	Item / Ref.	Details	Qty	Each	Total
	Guest Bedroom 2 	N2X0WIN Guest Bedroom 2	1		
8	Item / Ref.	Details	Qty	Each	Total
	Office 1 	N2X0WIN Office 1	1		

Status: None

Customer PO:

DEALER QUOTATION

for Minnkota Windows

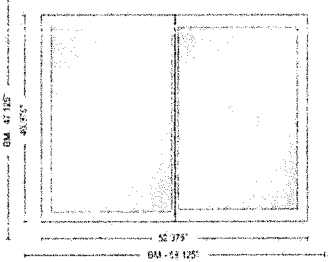
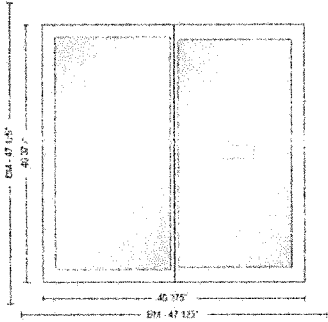
Quote #: 201407

Quote Date: 5/28/2025

Quote Name: Wollin

SUMMERS CONSTRUCTION

ALL UNITS VIEWED FROM EXTERIOR

9	Item / Ref.	Details	Qty	Each	Total
	Office 2 	N2X0WIN Office 2	1		
10	Item / Ref.	Details	Qty	Each	Total
	Basement 1 and 2 	N2X0WIN Basement 1 and 2	2		

Terms: Net 30 Days

Applicable Sales Tax applies where possession of goods takes place.

Subtotal	
Sales Tax	
Total	

Delivery Charges may apply

- PLEASE READ CAREFULLY -

Please read carefully the details included with each line item and return to us via fax or mail with an authorized signature. Upon receipt by Minnkota Windows this order is valid and Minnkota Windows is not responsible for any errors or omissions. Thank you for your order which is accepted as listed above.

Signature: _____

Date: _____

Printed by: Joy

joyd@summersconstructiondesign.com Printed: 7/25/2025 6:48:15 PM Page 4 of 4

Fee Paid \$30.00

Owner: Key Stone Stor and Rentals LLC

Applicant: Kyle Theisen and Vanessa Perry

General Contractor: Kyle Theisen and Vanessa Perry

No. 2025-035

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Kyle Theisen and Vanessa Perry Applicant, in regards to address 235 E Frazee Ave. Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Kyle Theisen and Vanessa Perry as contractor to install vinyl signs on outside of the building

Plat or addition 82000500012002 which tract is of the size and area specified in said application.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following:

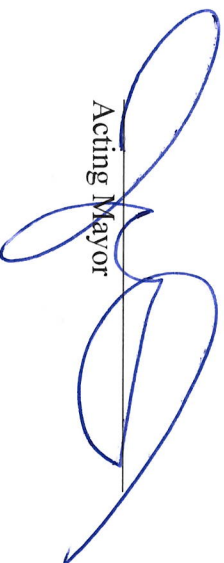
for which special permits must be secured.
(Electrical work, plumbing, heating, plastering, ect. if such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 28th day of July, 2025

Attest:


Clerk

Permit Expires in one year


Acting Mayor

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.

Permit Number: 2025-035 Date Received: 7/28/25 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.**

NA

- ☐ ☒ 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 Level (OHWL) 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: Kyle Theisen / Vanessa Perry

Address of Construction Project: 235 E. Frazee Ave, Vergas

Mailing Address: PO Box 274, Vergas Phone: 605-265-0494

1. Permit to (CIRCLE ONE)

Addition

Alter

Build

Demolish

Install

Move

Remodel

Repair

Description of work to be done: Vinyl signs attached to exterior of building

Will any of the following be included in your project:

☐ Driveway

☐ Culvert

☐ Tar break-up

☐ Grading on parcel

2. Proposed use of building: (CIRCLE ONE)

Residential

Commercial

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024



FULL SPECTRUM DISPENSARY

COMING SOON | UNDER RENOVATION

DELL

No. 2025-028

City of Vergas

Applicant: Franklin Fence Co. Inc

General Contractor: Franklin Fence Co. Inc

Construction Permit

IN CONSIDERATION OF The statements and representations made by Franklin Fence Co. Inc Applicant, in regards to address 109 1st Ave S., Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Franklin Fence Co. Inc as contractor to Install 30' X 100' area of tar on the hill going up from the street to the crest of the hill., as described.

Plat or addition 82000990086000 which tract is of the size and area specified in said application.

Page 38 of 67

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following;

 for which special permits must be secured.

(Electrical work, plumbing, heating, plastering, ect. if such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 2nd day of July 2025

Attest:

Clerk

Mayor

Permit Expires in one year

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.

Permit Number: 2025-028 Date Received: 7/2/25 Parcel Number: 8200990086000

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.

NA

- ☐ 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 Level (OHWL) 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: Franklin Fence Co., Inc

Address of Construction Project: 109 1st Ave South

Mailing Address: P.O. Box 606 Vergas, MN 56522 Phone: 218-342-2054

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: Tar Hill going up from Street to West of Hill 30' x 100' Area

Will any of the following be included in your project:

☒ Driveway ☐ Culvert ☐ Tar break-up ☒ Grading on parcel

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

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

3. VALUATION (not just your cost) of work being completed: \$ 5000.00
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: [Signature] DATE: 6/30/25

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

By signing this application, you are giving City employees and representatives permission to inspect your property.

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
\$ 30- Permit Fee \$ Tar Break Up Deposit
\$ 30- Total Fees

Receipt # 166290 Date Paid 7/2, 2025

Signature: _____ Date: _____, 20__

(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__

Fee Paid \$30.00

Owner: Bruce Schlauderaff

Applicant: Bruce Schlauderaff

General Contractor: Bruce Schlauderaff

No. 2025-026

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Bruce Schlauderaff Applicant, in regards to address 301 S Unit Dr., Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Bruce Schlauderaff as contractor to 8' X 10' plastic shed with metal frame being moved into yard, as described.

Plat or addition 82000990134000 which tract is of the size and area specified in said application.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following;
for which special permits must be secured.

(Electrical work, plumbing, heating, plastering, ect. If such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 28th day of July 2025

Attest:

Clerk

Mayor

Permit Expires in one year

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.

Permit Number: 2025-026 Date Received: 6/30/25 Parcel Number: 82660990134000

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.

NA

- ☐ ☒ 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 Level (OHWL) 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: Bruce Schlauderaff

Address of Construction Project: 301 UNIT AVE S.

Mailing Address: Same Phone: 218-849-2071 - Kim

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: 8 foot by 10 foot Plastic Shed with metal frame to be moved in to yard

Will any of the following be included in your project:

☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel
2. Proposed use of building: (CIRCLE ONE) Residential Commercial

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

3. VALUATION (not just your cost) of work being completed: \$ 1,000
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: Bruce J. Hill

DATE: 6-25-2025

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

By signing this application, you are giving City employees and representatives permission to inspect your property.

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

\$ 30 - Permit Fee

\$ _____ Tar Break Up Deposit

\$ 30 - Total Fees

Receipt # 1166285 Date Paid 6/30/25, 20__

Signature: _____ Date: _____, 20__

(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__

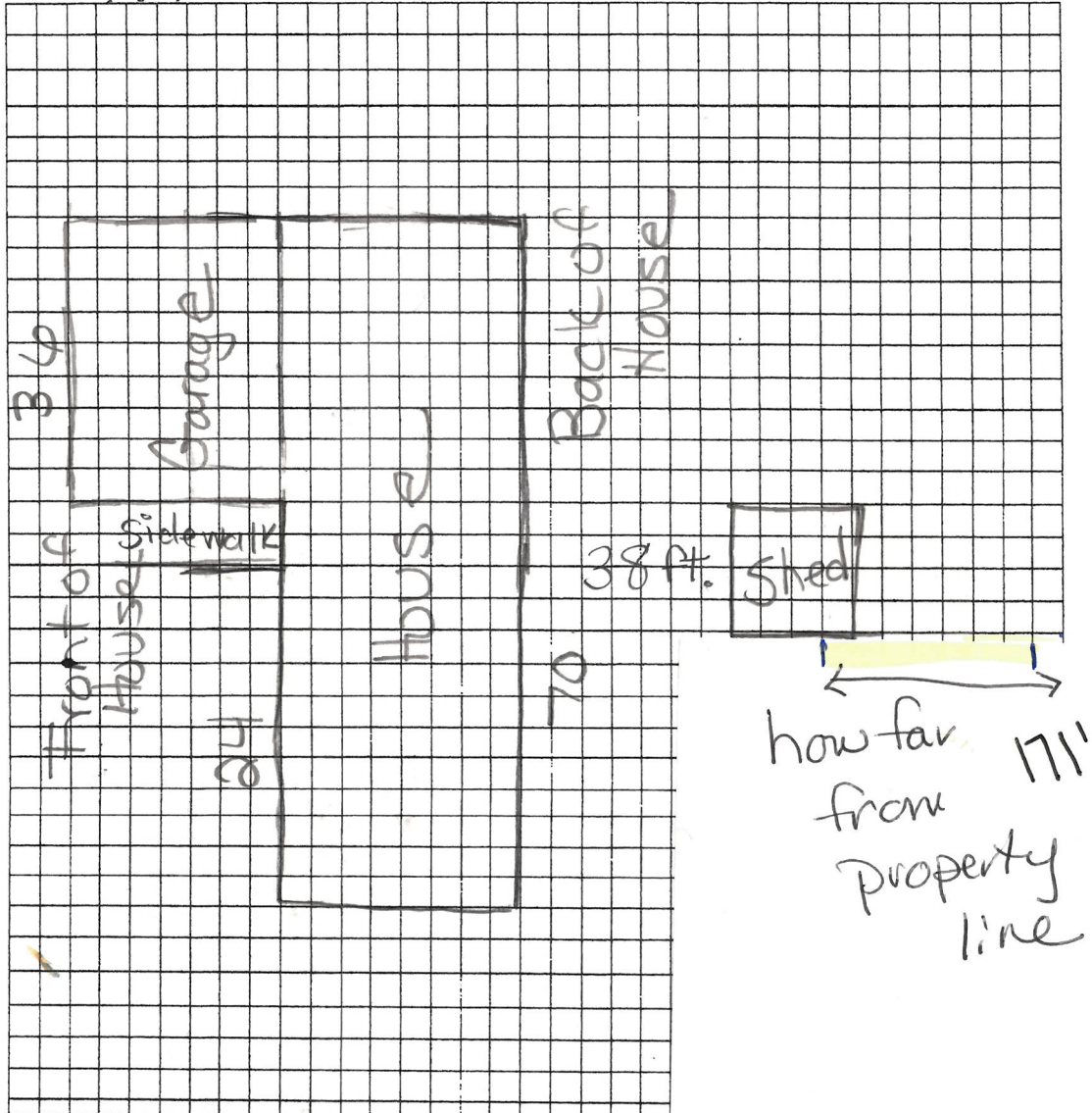
Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

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:

Shed being moved on

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 and belief. Please be aware that no construction shall begin until the Z and revisions the site plan if necessary, and has indicated approval to b

Signature of Applicant

Date

Zoning
Form 41

Fee Paid \$30.00

Owner: Adam and Tara Dresen

Applicant: Robert Hager

General Contractor: Robert Hager

No. 2025-025

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Robert Hager Applicant, in regards to address 88 Park View Dr., Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Robert Hager as contractor to Add a 7' X 9' lean on to existing 10' X 12' shed, as described.

Plat or addition 82000990224000 which tract is of the size and area specified in said application.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following;
for which special permits must be secured.

(Electrical work, plumbing, heating, plastering, ect. if such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 28th day of July 2025

Attest:

Clerk

Mayor

Permit Expires in one year

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.

Permit Number: 2025-025 Date Received: 6/30/25 Parcel Number: 82000990224000

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.**

NA

- ☐ ☒ 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 Level (OHWL) 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: None N/A

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: Robert J Hager

Address of Construction Project: 88 Park View Dr., Vergas MN 56587

Mailing Address: Same Phone: 218-841-4399

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: Add a 7' x 9' lean on to existing 10' x 12' shed

Will any of the following be included in your project: N/A

☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel

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

3. **VALUATION** (not just your cost) of work being completed: \$ 1,500⁰⁰

Building Contractor:

Name: Sells 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:**

M. Hagen DATE: 6/30/25

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

By signing this application, you are giving City employees and representatives permission to inspect your property.

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.

M. Hagen 6/30/25 _____
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.

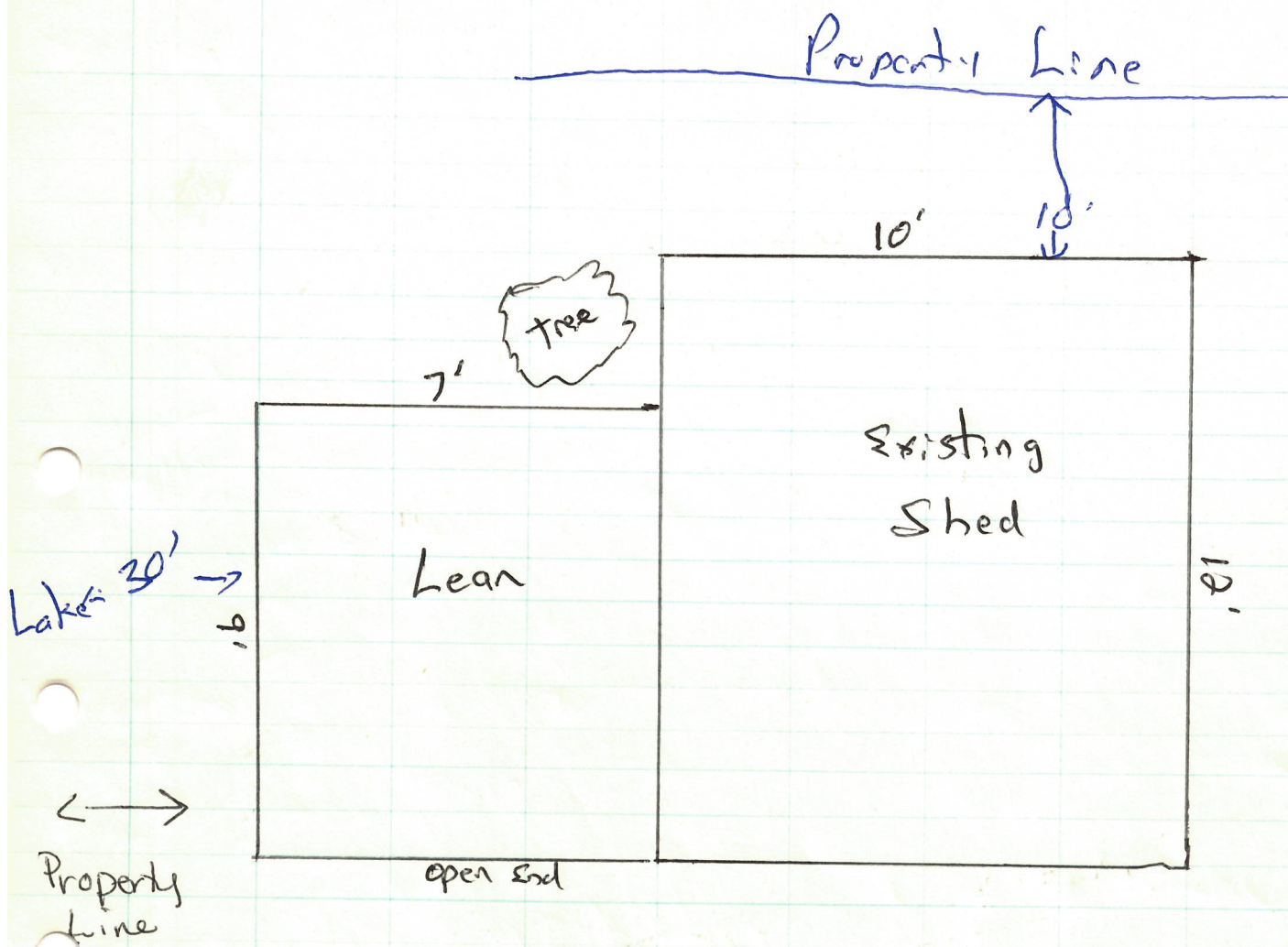
FOR OFFICE USE ONLY

\$ _____ Water Hook-up \$ _____ Sewer Hook-up
\$ 30 Permit Fee \$ _____ Tar Break Up Deposit
\$ 30 Total Fees

Receipt # 1166284 Date Paid 6/30, 2025

Signature: _____ Date: _____, 20__
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__



THHaga 6/30/25

No. 2025-030

Owner: Noah Olds

Applicant: Noah Olds

General Contractor: Noah Olds

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Noah Olds Applicant, in regards to address 101 E Linden St., Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Noah Olds as contractor to Build a double stall 23' x 22' garage.

Plat or addition 82000990076000 which tract is of the size and area specified in said application.

Page 53 of 67

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured, and that it does not cover the following;

(Electrical work, plumbing, heating, plastering, ect. if such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 15th day of July, 2025

Attest:

Clerk

Acting Mayor

Permit Expires in one year

Receipt of Construction Permit from the City of Vegas does not relieve the applicant of any Local, County or State permits.

Permit Number: 2025-030 Date Received: 7/15/25 Parcel Number: 82000990076060

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.**

NA

- ☐ ☐ 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 Level (OHWL) 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 5, Block 4, Addition _____
Property: Width 50 feet, Length 140 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: Noah Olds

Address of Construction Project: 101 E Linden St

Mailing Address: PO Box 25 Vergas MN 56587 Phone: 218-849-7265

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: Build garage - double stall
03 x 22 feet

Will any of the following be included in your project:

☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel

2. Proposed use of building: (CIRCLE ONE)

Residential Commercial

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

3. VALUATION (not just your cost) of work being completed: \$ 16000
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: [Signature] DATE: 6-28-25

Permit expires in one year if project is not complete, please reapply for permit.
By signing this application, you are giving City employees and representatives permission to inspect your property.

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] 6/28/25 _____
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
\$ 30 - Total Fees

Receipt # 166309 Date Paid 7/15/25

Signature: _____ Date: _____, 20__
(Permitting Authority)
Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__

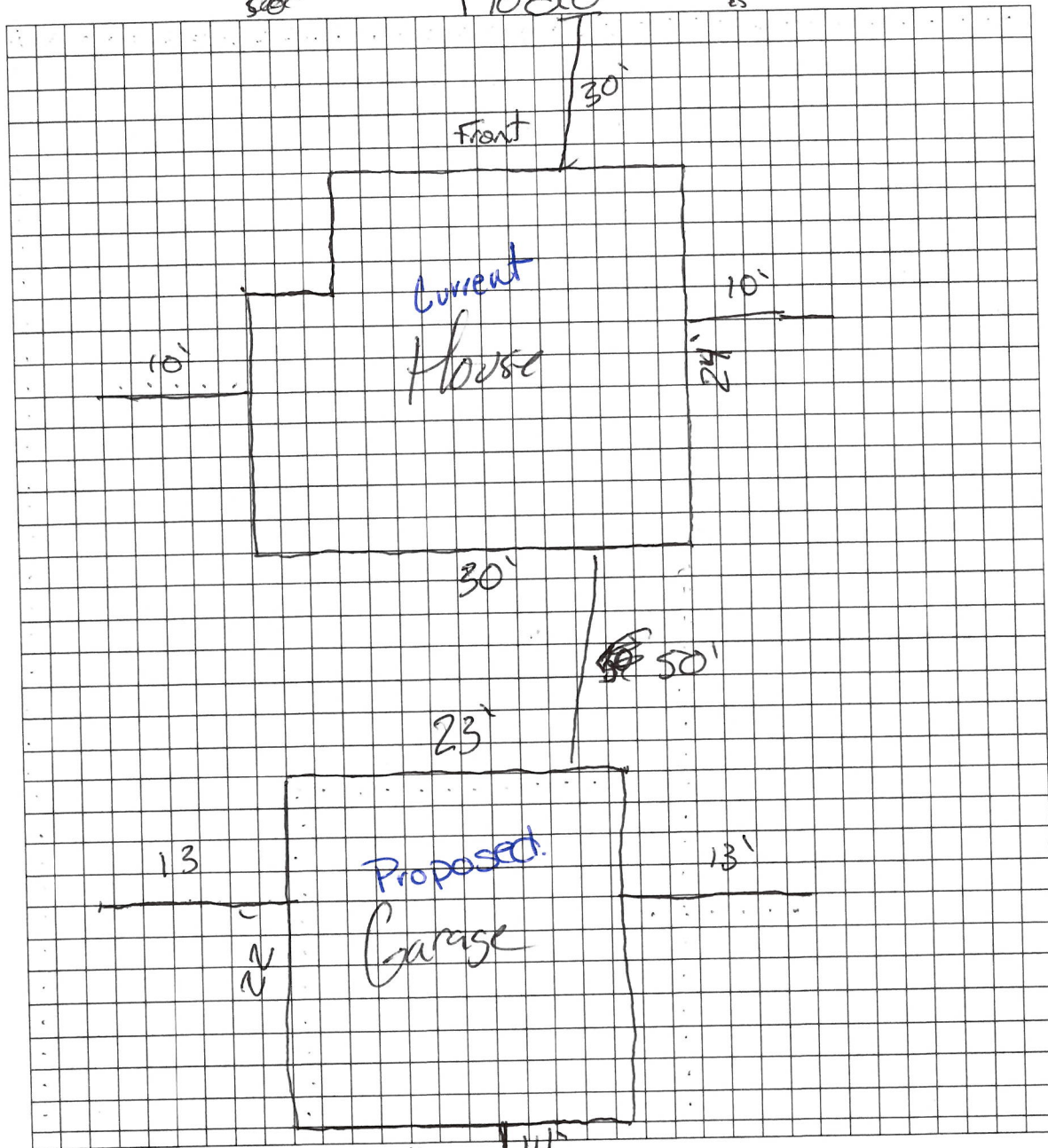
24 x 30

30' Road

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:
Build Garage

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.

Signature of Applicant

Date

Zoning Official

Date

Fee Paid \$30.00

Owner: Rachel Nustad

Applicant: Rachel Nustad

General Contractor: Rachel Nustad

No. 2025-032

City of Vergas

Construction Permit

IN CONSIDERATION OF The statements and representations made by Rachel Nustad Applicant, in regards to address 151 E. Linden St., Vergas, MN in the application therefore duly filed in this office, which application is hereby made a part hereof, PERMISSION IS HEREBY GRANTED TO said Rachel Nustad as contractor to move 5' x 12' chicken coop onto property

Plat or addition 82000990073000 which tract is of the size and area specified in said application.

This permit is granted upon the express conditions that said owner or the person to whom it is granted, and his contractors, agents, workmen and employees, shall comply in all respects with the ordinances of the City of Vergas; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured; and that it does not cover the following;

for which special permits must be secured.
(Electrical work, plumbing, heating, plastering, ect. if such there be)

Given under the hand of the Mayor of said City of Vergas and its corporate seal and attested by its Clerk this 29th day of July, 2025

Attest:

Clerk

Acting Mayor

Permit Expires in one year

Receipt of Construction Permit from the City of Vergas does not relieve the applicant of any Local, County or State permits.

Permit Number: 2025-032 Date Received: 7/29/25 Parcel Number: 82000990073000

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.**

NA

- ☐ ☐ 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 Level (OHWL) 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: Rachel Nustad

Address of Construction Project: 151 E. Linden St. Vergas, MN 56587

Mailing Address: _____ Phone: 218.849.1190

1. Permit to (CIRCLE ONE)

Addition Alter Build Demolish Install Move Remodel Repair

Description of work to be done: Chicken coop being moved onto property 5x12

Will any of the following be included in your project:

- ☐ Driveway ☐ Culvert ☐ Tar break-up ☐ Grading on parcel

2. Proposed use of building: (CIRCLE ONE)

Residential

Commercial

Form approved by City of Vergas Council 09/12/2017
Updated 5/10/2022; 8/14/2024
Planning Commission Updated 8/26/2024

3. **VALUATION** (not just your cost) of work being completed: \$ 1,000
Building Contractor:

Name: _____ License Number: _____ Phone: _____

Plumber: (must have MN License)

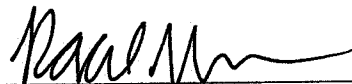
Name: _____ License Number: _____ Phone: _____

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: 7/23/25

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

By signing this application, you are giving City employees and representatives permission to inspect your property.

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

\$ 30. Permit Fee

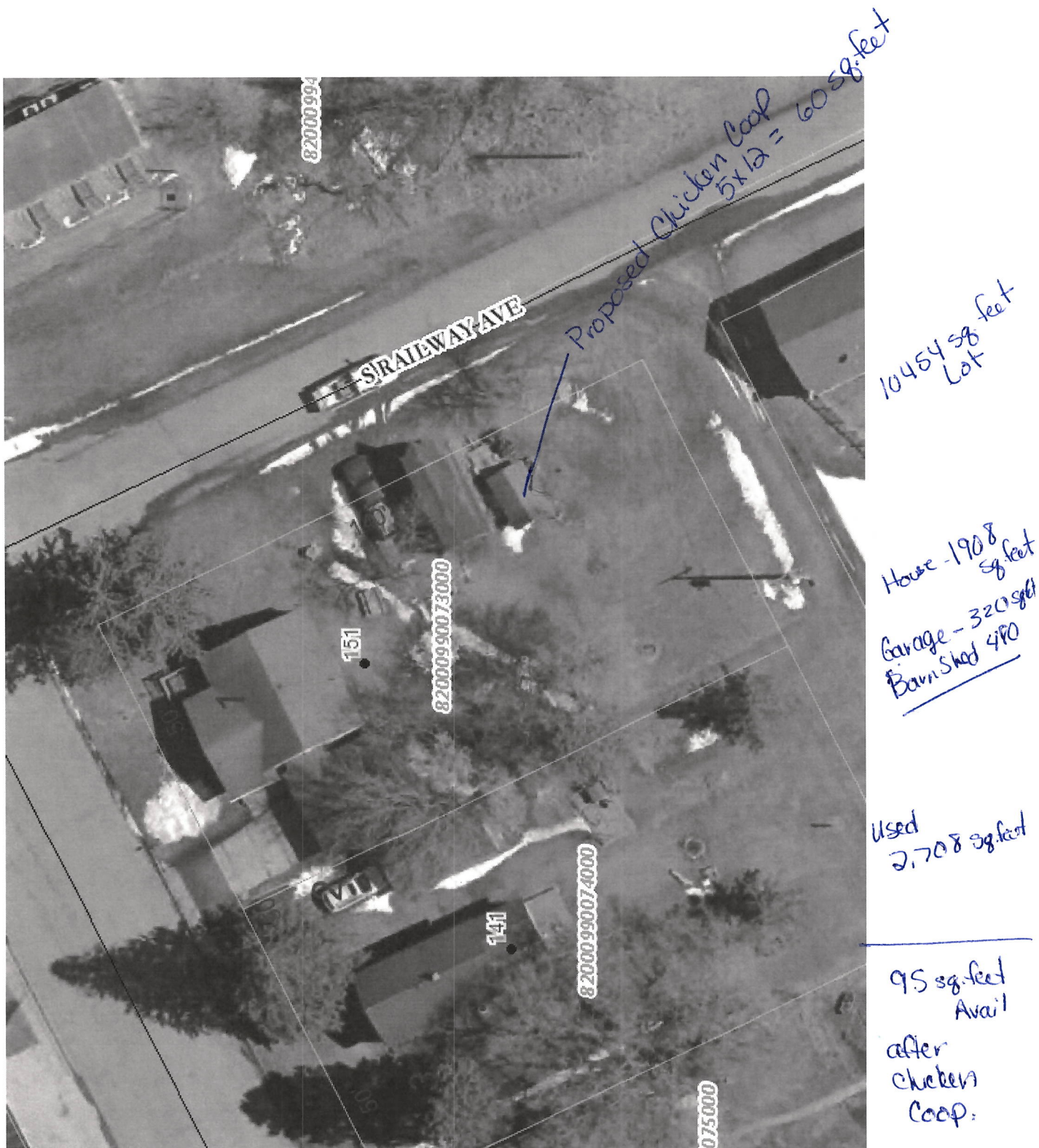
\$ _____ Tar Break Up Deposit

\$ 30. Total Fees

Receipt # _____ Date Paid _____, 20__

Signature: _____ Date: _____, 20__
(Permitting Authority)

Date Approved by Planning Commission or Clerk-Treasurer: _____, 20__



Planning Commission
2025 July Planning Commission Meeting
Government Services Center & Zoom Id 267-094-2170 password 56587
6:00 PM on Monday, August 4, 2025

6. Old Business

A. Nuisance Properties
 1. Notice of Violation
B. City Ordinance Update

Files Attached

- DRAFT 2025 Sample of Nuisance Letter - Notification Requirement.pdf

Date

Name
Address
VERGAS MN 56587

RE: Parcel Number ,Address

Dear Name,

NOTICE OF VIOLATION

You are hereby notified that there exists upon the property identified above a nuisance. Either you or the occupant of the property has:

- ☐ maintained or permitted a condition upon the property that unreasonably annoys, injures, or endangers the safety, health, morals, comfort, or repose of any considerable members of the public;
- ☐ Interfered with, obstructed, or rendered dangerous the passage of any public highway or right-of-way, or waters used by the public; and/or
- ☐ **Has violated Sections 92.16 (Public Nuisances Affected Health), 92.17 (Public Nuisances Affected Morals and Decency, or 92.18 (Public Nuisances Affected Peace and Safety of the Code of Ordinances of the City of Vergas.**

Specifically, the followings conditions exist or have been allowed to be maintained on your property:

Exact Violation and ordinance number Section 92.15

You must **abate the nuisance by Date.** In order to abate the nuisance, you must complete the following:

What they have to do.

You must notify the Deputy Clerk or City Clerk that the nuisance has been abated. Failure to communicate with City staff may result in further letters and fines being sent to you.

If the nuisance is not abated by the date specified above, **or notice to the city of abatement has not been given**, an officer or employee of the City will report that fact to the City Planning Commission, and a certified letter (costing you \$30) will be delivered to your address. If not abated, the Council will take further action. That action may include public hearings (fee of \$400), enforcement proceedings, litigation, and the City hiring someone to abate the nuisance for you. If the City is forced to abate the nuisance on your behalf, you will be billed for all costs associated with abating the nuisance, including administrative costs. The City may also assess those costs against your property if not paid in full within 90 days. A City employee will be reporting their findings regarding your property at the **Date** Planning Commission meeting.

You are invited to attend the planning commission meeting on Monday, **Date** at 6:00 pm at the Vergas Government Services Center to discuss the nuisance found on your property.

If you have any questions concerning this notice or you are not able to attend the planning commission meeting, please contact me at 218-302-5996 Ext. 1.

Very truly yours,

Julie Lammers
City Clerk-Treasurer
City of Vergas

**Planning Commission
2025 July Planning Commission Meeting
Government Services Center & Zoom Id 267-094-2170 password 56587
6:00 PM on Monday, August 4, 2025**

7. New Business

RV Permit

Files Attached

- Camper Permit.pdf

APPLICATION FOR RECREATIONAL CAMPING VEHICLE PERMIT

CITY OF VERGAS
COUNTY OF OTTER TAIL
131 E. MAIN STREET – PO BOX 32
VERGAS, MN 56587
(218) 302-5996

APPLICATION FEE \$150.00
RECEIPT NUMBER _____
ACCEPTANCE DATE _____

PROPERTY OWNER Robert Tuttle
MAILING ADDRESS 39878 298th St. Roseau, MN 56751 PHONE 218-452-0343
LAKE NUMBER — LAKE NAME — LAKE CLASS —
SECTION 30 TOWNSHIP 137 RANGE 040
PARCEL # 82000990274000 E-911 1150 Scharf Ave. E. Vergas MN 56587

LEGAL DISCRIPTION:

Sect-30 TWP-137 Range-040 Kelly Shores Third Addition Lot 3 Blk 1

SPECIFY YOUR REQUEST. PLEASE BE BRIEF AS THIS WILL BE USED FOR PUBLIC NOTIFICATION.

Camper 22' Storage and Weekend Usage on lots 1150 & 1155

I UNDERSTAND OTHER PERMITS MAY BE REQUIRED.
IT IS MY RESPONSIBILITY TO CONTACT THE CITY OF VERGAS REGARDING THIS MATTER.


SIGNATURE OF PROPERTY OWNER

7/3/25
DATE

Fund	Account	Amount
100	32214	50.00

Date 7/14/25 No. 166307

Vergas
City / Township of

Received from Robert Tuttle

Fifty dollars & $\frac{00}{100}$

Dollars

For Camper Permit

\$ 50.00 By [Signature]

Authorized Signature