



**Detached Accessory Building Permit Application**

100 17<sup>th</sup> Avenue NW  
Glenwood, MN 56334  
Phone: 320-634-5433

Residential Building Inspector Michael Friedrichs: 320-377-9029  
Commercial Building Inspector Bill Barber: 612-270-4796

Site Address \_\_\_\_\_, Glenwood, MN 56334

Owner(s) \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Owner's Address (if different from above) \_\_\_\_\_

Approximate starting date \_\_\_\_\_ Estimated total cost of project \$ \_\_\_\_\_

Licensed Contractor's Name \_\_\_\_\_ License # \_\_\_\_\_

Dimension of structure: Length \_\_\_\_\_ Width \_\_\_\_\_

Height of structure: Sidewalls \_\_\_\_\_ Roof line \_\_\_\_\_

Type of siding \_\_\_\_\_ Is building heated? Yes \_\_\_\_\_ No \_\_\_\_\_

Excavating Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Mason and Concrete Contractor \_\_\_\_\_ Phone \_\_\_\_\_

**REQUIRED FORMS AND ITEMS TO RETURN WITH THIS APPLICATION**

1. Site Plan
2. Full size set of construction plans with cross-sections
3. One small set of construction plans (8 ½ x 11) for property file
4. Signed property disclaimer

**\*\*Your application will be denied until all above items are provided\*\***

**If property owner is acting as his/her own general contractor,  
property owner must sign the Licensed Contractor Disclaimer.**

(Additional information required on following page)

**Utilities Disclaimer**

1. Will you be connecting to Municipal Water? \_\_\_\_\_
2. Will you be connecting to Municipal Sewer? \_\_\_\_\_
3. Will you be connecting to Municipal Storm Sewer? \_\_\_\_\_
4. Will you be excavating in the City right-of-way? \_\_\_\_\_
5. What is the intended use for the application?
  - Residential \_\_\_\_\_
  - Commercial \_\_\_\_\_
  - Industrial \_\_\_\_\_
6. Will on acre or more of land be disturbed? \_\_\_\_\_
  - If so, a storm water permit must be applied for with the Minnesota Pollution Control Agency. A copy of the MPCA permit must be attached to this form.
7. Is this new construction? \_\_\_\_\_
8. Is this an addition to an existing structure? \_\_\_\_\_
9. Is this a relocation of an existing structure? \_\_\_\_\_

**Property Disclaimer**

The undersigned is the owner of record for the following property located within the City of Glenwood, Pope County, Minnesota, whose address is: \_\_\_\_\_. As part of the process of obtaining a building/zoning permit, the undersigned certifies that all information in the application, plans and specifications are true and correct.

It is the responsibility of the undersigned to identify all property boundaries, easements, and/or wetlands existing on the subject property and identify them on the submitted site plan and application.

The undersigned further agrees that the City of Glenwood, and its administrative staff and agents relied on the accurateness of this application, plans and specifications relative to this project and holds the City of Glenwood and its employees harmless from all liability arising from the granting of this permit.

\_\_\_\_\_

Signature Date

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and Ordinances governing this type of work will be complied with, whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel all the provisions of any other State or local laws regulating construction.

**I have identified all property boundaries, easements, flood zones, and/or wetlands existing on the property on my site plan and application.**

The undersigned further agrees the City of Glenwood and its administrative staff relied on the accurateness of this application, plans, and specification relative to this project and holds the City of Glenwood and its employees harmless from all liability arising from the granting of this permit.

Signature of Owner or Contractor \_\_\_\_\_

Zoning Administrator \_\_\_\_\_

Public Works Director \_\_\_\_\_

Building Official \_\_\_\_\_

For Office Use Only	
Permit Fee:	Permit #:
Surcharge:	Date Rec'd:
Plan Check:	Total Fee:

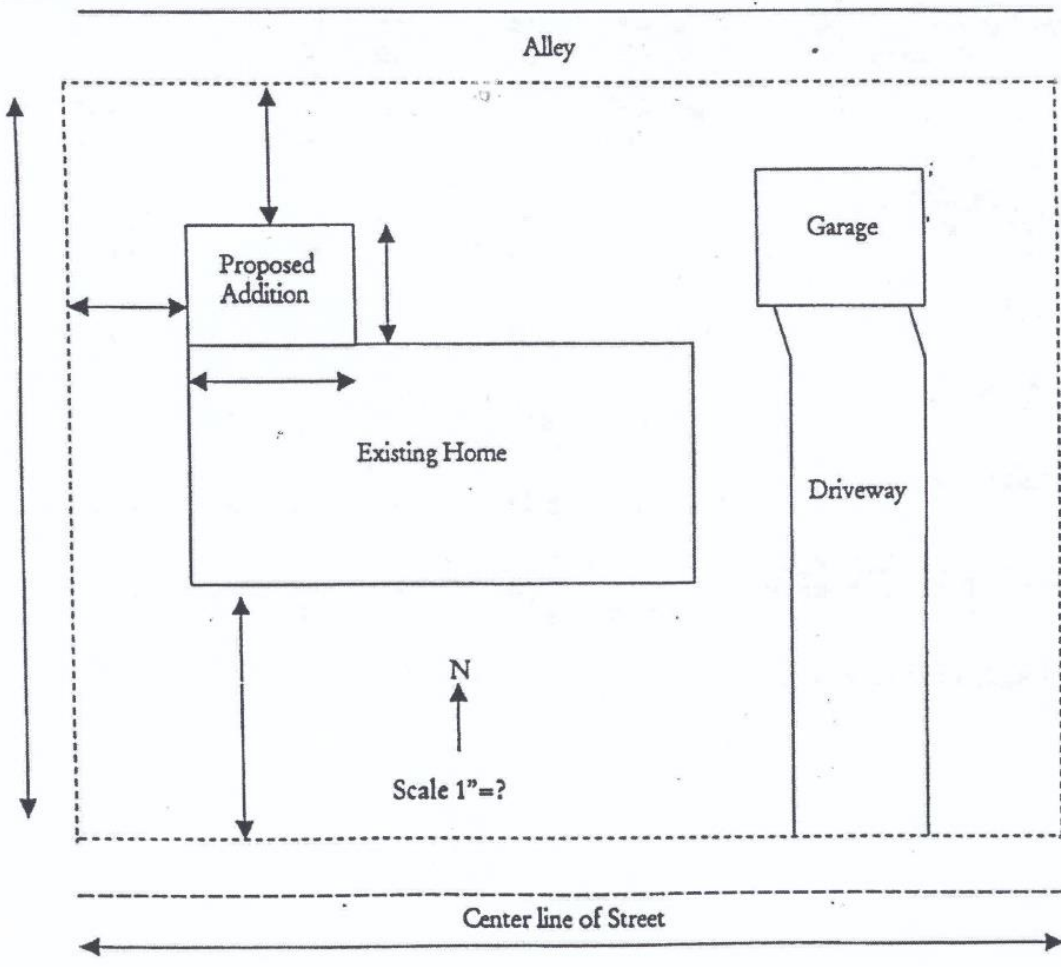
\*\*If any of the above situations change it is the responsibility of the property owner to notify City Hall.

### Notice To All Applicants

A site plan is required with all applications. The site plan should include at minimum:

- Lot Dimensions
- All existing uses and structures within 100 feet of the subject property
- All adjacent streets and alleys
- The dimensions of the proposed footprint of the building with ALL setbacks noted (setbacks include; distance from the property lines, streets and alleys, adjacent structures, ordinary high-water mark, etc. and the structure.)
- All setback requirements are measured to the overhang or outer edge of gutters, not the foundation or sidewall of the building
- Height of side wall, measured from the finished floor elevation to the point at which the sidewall top plate adjoins the rafter
- Height of peak, measured from the finished floor elevation to the top of the peak
- Proposed drainage of storm water run-off away from the proposed structure
- Proposed finished floor elevation of structure

Plans do not need to be professionally drawn but should include all of the information requested. The following sample site plan shows the minimum detail expected so the permit process can proceed smoothly.



Lot, Yard and Density Requirements

**\*\*SETBACK REQUIREMENTS ARE LISTED ON THE NEXT PAGE\*\***

			Minimum Lot Sizes		Minimum (in Feet)			
			Area (Sq. Ft)	Width	Yard Front	Rear	Side	Site Area (Sq. Ft)
R-1	Suburban Residential							
		*Single Family Dwellings	10,000	75	30	20	6	10,000
		*Two Family Dwellings	15,000	80	30	25	10	7,500
		*Other Uses	15,000	80	30	30	15	7,500
R-2	Urban Residential							
		*Single Family Dwellings	8,000	75	30	20	6	8,000
		*Two Family Dwellings	12,000	80	30	25	10	6,000
		*Townhouses	1,000/unit	25/unit	30	30	15	5,000
		*Multi-Family Dwellings	15,000	100	30	30	15	3,500
		*Other Uses	10,000	100	30	30	15	N/A
R-3	Multiple Residential							
		*Single Family Dwellings	8,000	75	30	20	10	8,000
		*Two Family Dwellings	12,000	80	30	25	15	6,000
		*Townhouses	5,000/unit	25/unit	30	30	15	4,000
		*Multi-Family Dwellings	25,000	100	30	30	15	2,600
		*Other Uses	5,000	50	30	30	15	N/A
B-1	Community Business							
		*Multi-Family Dwellings	5,000	50	0	15	0	2,500
		*Other Uses	5,000	50	0	15	0	N/A
I-1	Industrial							
		All Uses	20,000	100	25	20	10	N/A
C-1	Conservation							
		All Uses	2 acres	300	50	30	30	N/A
A-1	Agricultural							
		All Uses	5 acres	500	50	50	50	N/A
MH-1	Mobile Home Rental Park							
		*Mobile home, Single Family	5,500	55	15	6	6	5,500
		*All Other Uses	10,000	100	30	15	15	10,000
<b>*With City Water &amp; Sewer</b>								