

City of Westbrook

556 First Avenue* P.O. Box 367
Westbrook, Minnesota 56183-0367
Phone: 507-274-5110
E-mail: westbrook@woodstocktel.net



LAND USE APPLICATION

Name: _____ Address: _____
Please Print Mailing Address if different: _____

Phone Number: _____

Permit Number: _____ Permit Fee: \$25.00

Request is hereby made to:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Build _____ | <input type="checkbox"/> Install _____ |
| <input type="checkbox"/> Add to _____ | <input type="checkbox"/> Alter _____ |
| <input type="checkbox"/> Repair _____ | <input type="checkbox"/> Move _____ |
| <input type="checkbox"/> Wreck _____ | <input type="checkbox"/> Other _____ |

Kind of Construction: _____ (wood, steel ect.)

Legal Description: Parcel # _____

Lot: _____ Block: _____

Width: _____ Length: _____

Structure Dimensions:

Length: _____ Width: _____

Height: _____ Square Feet: _____

A locate must be done before Council Approval. Call 811 or 800-252-1166 for Gopher State One Call.

I, the owner, agree to pay \$25.00 fee and all work shall be done within 6 months from date of approval and all materials shall comply with the plans and specifications submitted and with all the Ordinances of the City. **Please attach any drawings you may have.**

Approved _____ Denied _____

Owner Signature

Date

Mayor
Rocky Kolar

An Equal opportunity Employer
And Provider

City Clerk
Katie Steen

City of Westbrook Utility Sign-Off Form.

Utility Clearance & Approval Form

Project Address: _____

Permit Application: _____ (Office Use Only)

Applicant Information

- **Name of Property Owner:** _____
- **Phone Number:** _____ **Email:** _____
- **Project Description:** (e.g., new construction, addition, demolition, excavation)

Westbrook Public Utility Approval

The applicant must obtain signature from Westbrook Utilities before the City will issue the permit. The signature verifies that the proposed construction does not interfere with existing utility easements or service lines.

Utility Type	Clear	Issues
Electric	<input type="checkbox"/>	<input type="checkbox"/>
Natural Gas	<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary/Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>

If any issues occur, document the details of the issue.

Representative Signature

Date Approved

Gopher State One Call (Required)

Before any excavation begins, the applicant must contact Gopher State One Call to mark underground lines.

- **Ticket Number:** _____

Applicant Certification

I certify that the above utility providers have reviewed my plans and local utility requirements.

Signature: _____ **Date:** _____

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New Changes as of July 5th 2023 –

Applicants are to provide and attach, if applicable, the following to the application for review:

- Utility Sign-Off Form
- Pictures
- Detailed Description of Project
- Plans/blue prints

Building permits will expire in 6 months. There will be a council member that contacts you to review the finished product at the 6-month mark. If you complete your project before that date, please contact city hall 274-5110 to arrange a time.

Thank you!

Mayor
Rocky Kolar

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City Clerk
Katie Steen