



**Purpose of Fees and Escrow**

Fees

The application fees pay for staff time related to the assembly and distribution of the application materials, administration of internal and public meetings, publication of the public hearing notice in the Elk River Star News, and for postage to mail the required notices to adjacent properties. These fees do not include professional staff review time, recording fees, or additional fees that may occur.

Escrow

The escrow is used to pay consultants for review of land use cases, hours applied to an application by staff, as well as recording and additional fees, where required. Staff hours may include time spent on review, site visits, documentation, presentations, meetings, and all inspections. If the escrow is used in its entirety, the applicant, or responsible party, will be billed for all additional services (see Agreement to Pay Costs of Review).

The applicant at completion of their project may request a refund, in writing, of all unused funds.

**Agreement to Pay Costs of Review**

It is the policy of the City of Elk River to require applicants for land use approvals and licenses to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City. These costs include all of the City’s out-of-pocket costs for expenses, including the City’s costs for review of the application by the City’s environmental Consultant, City Engineer, Planning staff, City Attorney, or other consultants, recording fees, necessary publication costs excluding public hearing notices. Additionally, these costs do include actual time spent by professional staff on a particular application.

The City will invoice the applicant for these costs as they are incurred, and payment will be due within thirty (30) days. If payment is not received as required by this agreement, the City may suspend the application review process and may deny the application for failure to comply with the requirements for processing the application. Payment for costs will be required whether the application is granted or denied.

The undersigned has received the City’s policy regarding the payment of costs of review, understands that reimbursement to the City of costs incurred in reviewing the application will be required as set forth in the policy, agrees to reimburse the City as required in the policy and make payment when billed by the City, and agrees that the application may be denied for failure to reimburse the City for costs as provided in the policy. The undersigned agrees that unpaid fees may be assessed to property taxes, with penalty.

**Billing Information** Same as Applicant  Same as Property Owner  Different, as below  (Check one)

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone (w): \_\_\_\_\_ Fax: \_\_\_\_\_ Phone (h) : \_\_\_\_\_

**Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Information**

Correspondence to and from staff is considered public information, except for personal information, including email addresses.

This page is for the applicant's reference, it does not need to be submitted.

### **Primary City Staff Resources**

Please contact any of the staff listed below if you have questions regarding the submittal requirements for your application:

*Planning Manager*

Zack Carlton  
763.635.1035  
[zcarlton@ElkRiverMN.gov](mailto:zcarlton@ElkRiverMN.gov)

*Senior Administrative Assistant*

Jennifer Green  
763.635.1032  
[jgreen@ElkRiverMN.gov](mailto:jgreen@ElkRiverMN.gov)

*Senior Planner*

Chris Leeseberg  
763.635.1033  
[cleeseberg@ElkRiverMN.gov](mailto:cleeseberg@ElkRiverMN.gov)

*Planner*

BrieAnna Simon  
763.635.1034  
[bsimon@ElkRiverMN.gov](mailto:bsimon@ElkRiverMN.gov)

*City Engineer*

Justin Femrite  
763.635.1051  
[jfemrite@ElkRiverMN.gov](mailto:jfemrite@ElkRiverMN.gov)

*Environmental Coordinator*

Amanda Bednar  
763.635.1068  
[abednar@ElkRiverMN.gov](mailto:abednar@ElkRiverMN.gov)

*Stormwater Coordinator*

Brandon Wisner  
763.635.1054  
[bwisner@ElkRiverMN.gov](mailto:bwisner@ElkRiverMN.gov)

*Building Official*

Bob Ruprecht  
763.635.1066  
[bruprecht@ElkRiverMN.gov](mailto:bruprecht@ElkRiverMN.gov)

*Fire Marshall*

Cliff Anderson  
763.635.1110  
[canderson@ElkRiverMN.gov](mailto:canderson@ElkRiverMN.gov)

*Executive Secretary/Deputy City Clerk*

Jessica Miller  
763.635.1004  
[jmiller@ElkRiverMN.gov](mailto:jmiller@ElkRiverMN.gov)

### **Additional Resources**

Elk River Municipal Utilities

*General Manager*  
Troy Adams  
763.635.1334  
[tadams@elkriverutilities.com](mailto:tadams@elkriverutilities.com)

Sherburne County

*Public Works Director*  
Andrew Witter  
763.765.3302  
[publicworks@co.sherburne.mn.us](mailto:publicworks@co.sherburne.mn.us)

Connexus Energy

[info@connexusenergy.com](mailto:info@connexusenergy.com)

CenterPoint Energy (Minnegasco)

Andrew Balgobin  
612.321.5480  
[andrew.balgobin@CenterPointEnergy.com](mailto:andrew.balgobin@CenterPointEnergy.com)

Jake Schwietering

763-785-5432  
[jake.schwietering@CenterPointEnergy.com](mailto:jake.schwietering@CenterPointEnergy.com)

Northern Natural Gas Company

*Senior Right-of-Way Agent*  
Bryan Kruger  
651.456.1735  
[bryan.kruger@nngco.com](mailto:bryan.kruger@nngco.com)

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## 2018 Planning Commission & City Council Meeting Schedule

For Review of Planning Applications

Application Deadline	Parks and Recreation	Planning Commission* and Board of Adjustments**	City Council
Dec 27 (Wed)	Jan 10	Jan 23	Feb 20 (Tues)
January 29	February 7	Feb 27	March 19
February 26	March 14	March 27	April 16
March 26	April 11	April 24	May 21
April 30	May 9	May 22	June 18
May 29 (Tues)	June 13	June 26	July 16
June 25	July 11	July 24	August 20
July 30	August 8	August 28	September 17
August 27	September 12	September 25	October 15
September 24	October 17	October 23	November 19
October 29	November 14	November 27	December 17
November 26	December 12	December 18	Jan 22, 2019 (Tues)
December 31	January 9, 2019	Jan 23, 2019 (Wed)	Feb 19, 2019 (Tues)

\* Major revisions to projects as a result of the Wetland Technical Evaluation Panel review will cause a tabling to the following month's Planning Commission meeting.

### Applications requiring only City Council review

- Administrative Subdivision (Simple Plat or Lot Split)
- Easement Vacation
- Final Plat
- Platted Exemption (Consent Agenda)

### Applications requiring both Planning Commission and City Council review:

- Appeal
- Conditional Use Permit
- Interim Use Permit
- Land Use Amendment
- Ordinance Amendment
- Preliminary Plat
- \*\* Variances – The Planning Commission meets as the Board of Adjustments  
*(Automatic appeal to City Council if denied)*
- Zone Change

**All required application materials must be submitted by the deadline. Incomplete applications will be returned to the applicant for submission during the next application cycle.**

## How To Obtain a List of Property Owners Within 350 Feet

**Required for the following applications ONLY:**

1. Conditional or Interim Use Permit
2. Easement Vacation
3. Land Use Amendment
4. Preliminary Plat
5. Variance
6. Zone Change

Mailing labels for property owners within 350 feet\* of the application parcel can be obtained for free at: <https://gis.co.sherburne.mn.us/MailingLabels/>

or

from Sherburne County Public Works Office-GIS, 13880 Business Center Drive NW, Elk River, MN 55330 (Phone: 763.765.3311)

The county fee for this service is:

- \$45.00 service charge
- \$0.50 per sheet of labels
- 6.875% sales tax

**Please bring this form with you to Public Works, with the following information:**

Legal Description of Property

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or

PID # 75- \_\_\_\_\_ - \_\_\_\_\_

Name of Property Owner (Tax Payer) \_\_\_\_\_

Name of person  
Making request: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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