



# Ordinance Amendment

([Land Use Application](#) also required)

## Public Hearing

### Application Requirements

**In order for an application to be considered complete, all required information must be submitted.**

*Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99*

---

Each of following applicable requirements (unless waived by staff) shall be submitted:

- [Land Use Application](#) form
- Application Fee
- Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Public Works Office-GIS (See Page 5 of the [Land Use Application](#) Form)
- Typewritten proposed ordinance language in an editable word format
- A typewritten narrative (see Description of Project Narrative)
- All submitted documents shall also be provided in a digital format (e.g. pdf, jpeg, doc, dwg) at a resolution of at least 300 dpi. *Flash drives, CD's, and email are acceptable.*
- All other information as determined by City Staff

*I understand if all of the required information is not submitted within 10 calendar days after my application has been submitted, my application will be returned incomplete and the next application deadline will be the following month.*

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

Print Name: \_\_\_\_\_

## **Description of Project Narrative**

The narrative is your opportunity to describe, promote, and sell your ordinance amendment proposal to the Planning Commission and/or City Council before the meeting(s). A narrative explaining your request in detail should include, but not limited to, all the following applicable information:

- Detailed description/scope of project.
- What is being proposed?
- What are the reasons/purposes for the proposed Ordinance Amendment?
- What has changed to warrant the Ordinance Amendment?
- How is the request consistent with City of Elk River Comprehensive Plan?
- What are the benefits to the City?