



# Preliminary Plat

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

## Public Hearing

### **Application Requirements**

The city requires one (1) copy of all required drawings at a scale no smaller than 1" = 50', and no larger than 24"x36". Two (2) sets of 11"x17" are also required. **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 462.358*

**Drawings shall be folded; rolled drawings will not be accepted.**

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City Ordinance Sections [30-352](#) through [30-354](#) and [30-531](#) through [30-543](#)

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)
- Full legal description** of the subject property **in an editable Word format**
- Preliminary Plat
- Soil borings
- Topography shall be shown on plat
- Wetland delineation and required buffers shall be shown on plat
- 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

### **Erosion Control**

I have read, understand, and agree to the erosion control measures as outlined in Sections [30-972](#), [30-416](#), [78-501](#) thru 78-505, and all other locations of Elk River City Code and agree to install or implement the measures upon approval by the City of Elk River. I understand that failure to implement these measures may result in immediate suspension and possible restoration and mitigation measures.

*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: \_\_\_\_\_

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

## **Additional Information**

The following pages, listed below, are information for the applicants use and should not to be turned in with the application. Some of this information might be needed during the process.

- Meetings & Fees
- Other Possible Permits
- Building and Model Home Permits
- Final Plat Checklist (Applicant information only – this is a staff checklist for staff use only)

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## **2018 Meetings & Fees**

### **Meetings**

### **Date**

Concept Review Meeting (city staff review)	_____
Parks and Recreation Meeting (open to the public)	_____
Planning Commission Meeting (preliminary plat – <b>public hearing</b> )	_____
City Council Meeting (preliminary plat – <b>public hearing</b> )	_____
City Council Meeting (final plat – meeting open to the public)	_____

**\*\*\*See page 5 of the [Land Use Application](#) Form for meeting schedules**

### **Costs/Fees**

These are typical fees associated with a development; there may be additional fees depending upon the scope of the development.

Preliminary platting fee	\$275.00
Escrow for consultants	\$1,500.00
List of property owners	\$_____ (fee based on label sheets printed at the county)
Within 350 ft.	**see page 4 of the <a href="#">land use application</a> form
Park dedication	Residential: \$1,425.93/dwelling unit - Low Density (<4 DU/acre) \$1,075.79/dwelling unit - Medium Density (4 to <7 DU/acre) \$4,897.04/dwelling unit - High Density (>7 DU/acre)  Commercial: 8% of county assessed value of property  Industrial 6% of county assessed value of property
Surface Water Management Impact Fee	\$119 per residential lot (rural); \$240 per residential lot (urban) \$1,366 per acre (Multi-family, commercial & industrial)
Sewer Availability Charge (SAC)	\$5,020 per unit
Sewer & Water Hookup Permit	\$150 commercial + \$2,000 bond in favor of the City of Elk River \$65 residential + \$2,000 bond in favor of the City of Elk River

### **Elk River Municipal Utilities Fees**

Water Connection Charge	\$3,278 per Plumbing Unit (Builder)
Water Availability Charge	\$355 per Plumbing Unit (Developer)

Please contact Elk River Municipal Utilities directly for electrical connection fees or other costs that may be involved in connecting to services (763.441.2020)

### **100% LETTER OF CREDIT FOR THE PUBLIC IMPROVEMENTS**

A warranty bond in the amount of 25% of the cost of the public improvements is required to be provided to the city for a one (1) year period after city acceptance of the public improvements.

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## **Other Possible Permits That May Be Required**

Depending on the scope of the project, the following additional permits may be required from the following agencies:

- A National Pollutant Discharge Elimination System Permit (NPDES) is required if you are the owner or operator for any construction activity disturbing:
  - One acre or more of soil.
  - Less than one acre of soil if that activity is part of a "larger common plan of development or sale" that is greater than one acre.
  - Less than one acre of soil, but the MPCA determines that the activity poses a risk to water resources.
- The City of Elk River's Storm Water Pollution Prevention Plan (SWPPP) is required if you are the owner or operator for any construction activity disturbing:
  - One acre or more of soil.
  - Less than one acre of soil if that activity is part of a "larger common plan of development or sale" that is greater than one acre.
  - Less than one acre of soil, but the MPCA determines that the activity poses a risk to water resources.
- Department of Natural Resources (DNR)
- Army Corps of Engineers
- Local-State-Federal application for Water/Wetland Projects Permit
  - If project impacts any wetlands
- Minnesota Department of Transportation (MnDOT)
- Work Within Right-Of-Way Permit (City and County)
- Minnesota Department of Health
- Minnesota Pollution Control Agency (MPCA)
- Sherburne County Highway Department
- Great River Energy
- Northern Natural Gas
- Other Agencies

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

## **Building and Model Home Permits**

### **Building Permits**

The City of Elk River has adopted the following policy regarding the issuance of building permits in new plats. Building permits will ***not be accepted for review and issuance*** until the following items have been submitted, approved and/or completed to the City's satisfaction:

- Developer agreement executed and recorded.
- Final plat recorded.
- All fees (park, surface water management, sealcoating, engineering escrow) relating to platting paid.
- Letter of Credit received.
- Grading completed.
- Utilities installed and tested.
- Streets installed with first lift of blacktop, curb & gutter. (See model permit requirements for exceptions).
- Development plan approved.
- Erosion control measures established.
- Street name and traffic control signs installed.

### **Model Home Permits**

Applications for model permits will be accepted at a rate of three (3) permits for every 50 homes within a plat. The City Engineer and the Fire Chief will approve model sites. In order to receive a model permit, the builder/developer must complete the attached agreement (see page 2) at the time of application. Model permit applications will be accepted after the following items have been submitted, approved and/or completed to the City's satisfaction:

- Developer agreement executed and recorded.
- Final plat recorded.
- All fees (park, surface water management, sealcoating, engineering escrow) relating to platting paid.
- Letter of Credit received.
- Grading completed.
- Streets graveled or access provided by an existing road.
- Development plan approved.
- If the model will be open to the public prior to completion of the streets, traffic control signs must be installed.