



Case Number: \_\_\_\_\_  
Public Hearing: CC

# Administrative Subdivision by Simple Plat

*Administrative Subdivision by Simple Plat* may be utilized for property with a metes and bounds description, where the result will be four (4) or fewer lots, and not require the dedication of public right-of-way for purposes of gaining access to the subject property, and the property has not previously been administratively subdivided (Lot Split or Simple Plat). Section 30-391. The final result is a plat reviewed by the City Council. City Ordinance Sections [30-391](#)

### **Subject Property Information** *(please print)*

- Address: \_\_\_\_\_
- Parcel Number: 75 - \_\_\_\_\_ - \_\_\_\_\_
- Complete legal description - this may be obtained from the **county** or **title company**, or found on your **property deed** or in your **closing documents**.
  - Please submit legal description in a Word document. Without it, your application will be returned as incomplete.

### **Applicant Information** *(please print)*

Business/Company name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

### **Property Owner Information** *(please print)* Same as Applicant Different, as below *(Check one)*

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

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

Phone: \_\_\_\_\_

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

All signature lines on all pages must be signed for the application to be considered complete.

Information will be sent via email unless otherwise requested.

**Application Fees**

\$275 fee and \$1,000 escrow

Fees

The application fees pay for administrative 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 professional 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. Professional staff services are billed at \$75 per hour.

If the escrow is used in its entirety, the responsible party indicated in Billing Information will be billed monthly for additional services (see Agreement to Pay Costs of Review). Remaining balances will be refunded to the party that posted the escrow.

**Agreement to Pay Costs of Review**

It is the policy of the City of Elk River to require the party indicated in Billing Information 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, and necessary publication costs excluding public hearing notices. Additionally, these costs do include actual time spent by professional staff on a particular application.

If payment is not received with the application, the city may return the application for failure to comply with the requirements for processing the application or may suspend the application review process.

The city will invoice the party indicated in Billing Information for costs incurred after the escrow is depleted, and payment will be due within thirty (30) days.

Payment for costs will be required whether the application is granted or denied and unpaid fees may be assessed to property taxes, with penalty.

The undersigned has received the above 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.

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

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

**Public Information**

Except for personal information, all forms of correspondence to and from staff, consultants, city attorney, and public officials are considered public information.

## **Application Requirements**

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

- Application fee
- Full legal description** of the subject property **in an editable Word format**
- Final plat
- Delineated wetlands
- All submitted documents shall be:
  - One (1) hard copy of all required drawings at a scale no smaller than 1" = 50', and no larger than 24"x36"
  - Two (2) sets of hard copies of all required drawings at 11"x17"
  - Provided in a digital format (e.g. .pdf, .jpeg, .doc, .dwg) at a resolution of at least 300 dpi. *Flash drives, CDs, and email are acceptable.*
  - Folded (rolled drawings will not be accepted)
- Signed *CAD Drawing Requirements for Final Plat Mylar Submission* form
- County review letter, if adjacent to a county road
- All other information as determined by city staff

In order for an application to be considered complete, all required information must be submitted by the application deadline. In accordance with state statute §15.99, subd. 3, the city is required to notify an applicant within 15 business days if information is missing. Complete applications will be processed in accordance with MN Statutes Chapter 462.358.

*I understand if all of the required/requested information is not submitted within 15 calendar days after my application has been submitted, this application will be returned incomplete and the next application deadline will be the following month.*

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

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

# **CAD Drawing Requirements for Final Plat Mylar Submission**

Prior to the Final Plats being released for recording, an AutoCAD (.dwg) drawing of the Final Plat mylars is required that provides only the following information:

1. Right-of-way Lines
2. Lot Lines
3. Lot # Identification Text
4. Block # Identification Text
5. Street Names
6. Outlot Text
7. Section Lines
8. Plat Boundary
9. Plat Name

This information shall be supplied as an AutoCAD drawing (.dwg) on a CD or flash drive with the submittal of final mylars. The required information shall have the layer names and colors as indicated in the chart below.

<u>Description</u>	<u>Layer Name</u>	<u>Layer Color</u>	<u>Other</u>
Public Right-of-way Lines	ROW-LN	12	
Lot Lines	LOT-LN	11	
Lot # Identification Text	LOT-ID	RED	
Block # Identification Text	BLK-ID	RED	
Street Names	ROADTXT	RED	
Outlot Text	LOT-ID	RED	
Section Lines	SEC-LN	10	
Plat Boundary	PLATBOUND	GREEN	
Plat Name	PLATNAME	RED	
Private Drives	PRIVATE	210	Polyline in center Width 50.00

The information required in items 1-9 above shall be the only electronic information provided on the digital format. Failure to provide only this information will delay release of the mylars for recording.

The drawing file shall be labeled: *Plat name here*\_Base Map.dwg

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

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

## **Primary City Staff Resources**

Please contact 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)

### *Public Works Director/ Chief Engineer*

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

### *Environmental Coordinator*

Amanda Erickson  
763.635.1068  
[aerickson@ElkRiverMN.gov](mailto:aerickson@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)

### *Deputy Clerk*

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

## **Additional Resources**

### Elk River Municipal Utilities

*General Manager*  
Theresa Slominski  
763.635.1334  
[tslominski@ermumn.com](mailto:tslominski@ermumn.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

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)

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

**2021 Planning Commission & City Council Meeting Schedule**  
For Review of Planning Applications

<b>Application Deadline</b>	<b>Parks and Recreation</b>	<b>Planning Commission* and Board of Adjustments**</b>	<b>City Council</b>
December 28	January 13	January 26	February 16(Tues)
January 25	February 10	February 23	March 15
February 22	March 10	March 23	April 19
March 29	April 14	April 27	May 17
April 26	May 12	May 25	June 21
June 1	June 9	June 22	July 19
June 28	July 14	July 27	August 16
July 26	August 11	August 24	September 20
August 30	September 8	September 28	October 18
September 27	October 13	October 26	November 15
October 25	November 10	November 23	December 20
November 29	December 8	December 21	Jan 18, 2022 (Tues)
December 27	January 12, 2022	Jan 25, 2022	Feb 22, 2022 (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.**

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

## **2021 Meetings & Fees**

### **Meetings**

	<b><u>Date</u></b>
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)	_____

### **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	\$1,000.00
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
Sewer Availability Charge (SAC)	\$5,385 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	\$3,396 per Plumbing Unit (Builder)
Water Availability Charge	\$368 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.

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)



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

## **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

## **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 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.