



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: _____

Please contact staff listed below if you have questions regarding the submittal requirements.

Primary City Staff Resources

Zack Carlton - *Community Development Director*
763.635.1035
zcarlton@ElkRiverMN.gov

Jennifer Green - *Senior Administrative Assistant*
763.635.1032
jgreen@ElkRiverMN.gov

Chris Leeseberg - *Senior Planner*
763.635.1033
cleeseberg@ElkRiverMN.gov

Justin Femrite - *Public Works Director/Chief Engineer*
763.635.1051
jfemrite@ElkRiverMN.gov

Suzanne Fischer - *Environmental Services*
763.635.1030
sfischer@ElkRiverMN.gov

Brandon Wisner - *Stormwater Coordinator*
763.635.1054
bwisner@ElkRiverMN.gov

Mark Pistulka - *Building Official*
763.635.1066
mpistulka@ElkRiverMN.gov

Jolene Richter - *Deputy Clerk*
763.635.1004
jrichter@ElkRiverMN.gov

Additional Resources

Roxy Robertson - *WSB Wetland Contact*
763.541.4800
RRobertson@wsbeng.com

Elk River Municipal Utilities
Theresa Slominski - *General Manager*
763.635.1334
tslominski@ermumn.com

Sherburne County
Andrew Witter - *Public Works Director*
763.765.3302
publicworks@co.sherburne.mn.us

MnDOT
Tom Cruikshank – *Principal Planner District 3*
320.223.6526
thomas.cruikshank@state.mn.us

MnDOT
Metro Development Reviews
metrodevreviews.dot@state.mn.us

Northern Natural Gas Company
Bryan Kruger - *Senior Right-of-Way Agent*
651.456.1735
bryan.kruger@nngco.com

CenterPoint Energy
Andrew Balgobin
612.321.5480
andrew.balgobin@CenterPointEnergy.com

CenterPoint Energy
Jake Schwietering
763.785.5432
jake.schwietering@CenterPointEnergy.com

Connexus Energy
info@connexusenergy.com

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

2022 Planning Commission & City Council Meeting Schedule
For Review of Planning Applications

Application Deadline	Parks and Recreation	Planning Commission* and Board of Adjustments**	City Council
January 31	February 9	February 23	March 21
February 28	March 9	March 22	April 18
March 28	April 13	April 26	May 16
April 25	May 11	May 24	June 20
May 31	June 8	June 28	July 18
June 27	July 13	July 26	August 15
July 25	August 10	August 23	September 19
August 29	September 14	September 27	October 17
September 26	October 12	October 25	November 21
October 31	November 9	November 22	December 19
November 28	December 14	December 20	Jan 17, 2023 (Tues)
December 27	January 11, 2023	Jan 24, 2023	Feb 21, 2023 (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.

2022 Meetings & Fees

Meetings

Date

Concept Review Meeting (city staff review)	_____
Parks and Recreation Meeting (open to the public)	_____
Planning Commission Meeting (preliminary plat – public hearing)	_____
City Council Meeting (preliminary plat – public hearing)	_____
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)	\$5,656 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	\$3,600 per Plumbing Unit (Builder)
Water Availability Charge	\$390 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.