



**IF ALL OF THE REQUIRED INFORMATION IS NOT SUBMITTED
THE APPLICATION WILL BE RETURNED INCOMPLETE**

Case Number: _____
Reviewing Body: PC and/or CC

Concept Review

A *Concept Review* is an optional process and designed to address the appropriateness of a development proposal from the perspective of general land use compatibility without incurring substantial cost. This process provides a forum in which more specific development issues and potential concerns can be identified and may require further information and additional analysis at the development stage.

There are two general types of concept review: Policy and Land Use. A Policy Concept Review process allows the City Council to provide informal comments related to land use policy: i.e. would the City Council be willing to consider a rezoning or land use amendment. A Land Use Concept Review process provides the applicant with an opportunity to submit a plan showing the basic intent and the general nature of the entire development.

Neither the City Council nor the Planning Commission will take any formal action to approve or deny the application. No comments, remarks, or observations made by the City Council, Planning Commission, or city staff on the Concept Plan are binding on the city for subsequent stages.

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

\$100 fee and \$500 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
- ❑ A typewritten narrative (see Description of Project Narrative)
- ❑ Sufficiently detailed information (written or illustrated) to adequately convey your request
- ❑ 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)
- ❑ All other information as determined by city staff

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: _____

Description of Project Narrative

The narrative is your opportunity to describe, promote, and sell your proposal to the Planning Commission and/or City Council before the meeting(s). A typewritten 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?
 - How is the request consistent with City of Elk River Comprehensive Plan?
- Hours of Operation
- Number of Employees
- Number of parking stalls, existing and additional
- Is there proposed screening of the site?
- Proposed building materials
 - How do they comply with applicable design standards?
- Signage – *(at time of installation, a separate permit is required for each sign)*
 - How many?
 - Proposed sizes?
 - Locations?
 - What type?
- Is there outdoor storage?
 - What is being stored?
 - How much?
 - Proposed screening?

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.