

Purpose of Fees and Escrow

Fees

The application fees pay for 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 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. If the escrow is used in its entirety, the applicant, or responsible party, will be billed for all additional services (see Agreement to Pay Costs of Review).

The applicant at completion of their project may request a refund, in writing, of all unused funds.

Agreement to Pay Costs of Review

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

The City will invoice the applicant for these costs as they are incurred, and payment will be due within thirty (30) days. If payment is not received as required by this agreement, the City may suspend the application review process and may deny the application for failure to comply with the requirements for processing the application. Payment for costs will be required whether the application is granted or denied.

The undersigned has received the City’s 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, and agrees that the application may be denied for failure to reimburse the City for costs as provided in the policy. The undersigned agrees that unpaid fees may be assessed to property taxes, with penalty.

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 (w): _____ Fax: _____ Phone (h) : _____

Signature: _____ Date: _____

Information

Correspondence to and from staff is considered public information, except for personal information, including email addresses.

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

Primary City Staff Resources

Please contact any of the staff listed below if you have questions regarding the submittal requirements for your application:

Planning Manager

Zack Carlton
763.635.1035
zcarlton@ElkRiverMN.gov

Senior Administrative Assistant

Jennifer Green
763.635.1032
jgreen@ElkRiverMN.gov

Senior Planner

Chris Leeseberg
763.635.1033
cleeseberg@ElkRiverMN.gov

Public Works Director/ Chief Engineer

Justin Femrite
763.635.1051
jfemrite@ElkRiverMN.gov

Environmental Coordinator

Amanda Bednar
763.635.1068
abednar@ElkRiverMN.gov

Stormwater Coordinator

Brandon Wisner
763.635.1054
bwisner@ElkRiverMN.gov

Building Official

Bob Ruprecht
763.635.1066
bruprecht@ElkRiverMN.gov

Fire Marshal

Cliff Anderson
763.635.1110
canderson@ElkRiverMN.gov

Deputy City Clerk

Jessica Miller
763.635.1004
jmiller@ElkRiverMN.gov

Additional Resources

Elk River Municipal Utilities

General Manager
Troy Adams
763.635.1334
tadams@elkriverutilities.com

Sherburne County

Public Works Director
Andrew Witter
763.765.3302
publicworks@co.sherburne.mn.us

Connexus Energy

info@connexusenergy.com

CenterPoint Energy (Minnegasco)

Andrew Balgobin
612.321.5480
andrew.balgobin@CenterPointEnergy.com

Jake Schwietering

763.785.5432
jake.schwietering@CenterPointEnergy.com

Northern Natural Gas Company

Senior Right-of-Way Agent
Bryan Kruger
651.456.1735
bryan.kruger@nngco.com

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2019 Planning Commission & City Council Meeting Schedule

For Review of Planning Applications

Application Deadline	Parks and Recreation	Planning Commission* and Board of Adjustments**	City Council
December 31	January 9	January 29	February 19(Tues)
January 28	February 13	February 26	March 18
February 25	March 13	March 26	April 15
March 25	April 10	April 23	May 20
April 29	May 8	May 28	June 17
May 28 (Tues)	June 12	June 25	July 15
June 24	July 10	July 23	August 19
July 29	August 14	August 27	September 16
August 26	September 11	September 24	October 21
September 30	October 9	October 22	November 18
October 28	November 13	November 26	December 15
November 25	December 11	December 17	Jan 21, 2020 (Tues)
December 30	January 8, 2020	Jan 28, 2020	Feb 18, 2020 (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.

How To Obtain a List of Property Owners Within 350 Feet

Required for the following applications ONLY:

1. Conditional or Interim Use Permit
2. Easement Vacation
3. Land Use Amendment
4. Preliminary Plat
5. Variance
6. Zone Change

Mailing labels for property owners within 350 feet* of the application parcel can be obtained for free at: <https://gis.co.sherburne.mn.us/MailingLabels/>

or

from Sherburne County Public Works Office-GIS, 13880 Business Center Drive NW, Elk River, MN 55330 (Phone: 763.765.3311).

The county fee for this service is:

- \$45.00 service charge
- \$0.50 per sheet of labels
- 6.875% sales tax

Please bring this form with you to Public Works, with the following information:

Legal Description of Property

or

PID # 75- _____ - _____

Name of Property Owner (Tax Payer) _____

Name of person
Making request: _____ Daytime Phone: _____

Mailing Address: _____