



Case Number: _____
Administrative Review

Site Plan Review

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
- ❑ **Full legal description** of the subject property **in an editable Word format**
- ❑ A typewritten narrative (see Description of Project Narrative)
- ❑ Site Plan
- ❑ Landscape Plan completed by registered landscape architect
- ❑ Utility Plan
- ❑ Grading/Drainage Plan
- ❑ Drainage Calculations
 - The grading/drainage plan must be reflective of the final plan, including any revisions required by the Technical Evaluation Panel, if appropriate.
- ❑ Building Elevations, including one (1) color rendering
 - For townhome projects, calculations of material by elevation must be included.
- ❑ Floor Plans
- ❑ Wetland Delineation (if wetlands are present)
- ❑ Wetland Mitigation Plan (if wetlands are impacted)
 - The wetland delineation and mitigation must be reviewed by the Technical Evaluation Panel and revisions made prior to review by the Planning Commission.
- ❑ EAW/EIS Requirements
 - The EAW/EIS process must be in concert with any application process. The Planning Commission must comment on an EAW/EIS along with an application.
- ❑ 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

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: _____

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?
 - Why are you proposing it?
 - How is the request consistent with City of Elk River Comprehensive Plan?
- How compatible is it with surrounding properties?
- 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
 - How many?
 - What type?
 - Locations?
- Is there outdoor storage?
 - What is being stored?
 - How much?
 - Proposed screening?

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.

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

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