



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

Case Number: _____
Administrative Review

Subdivision Exception

Subdivision Exception; for property that is being subdivided (**new lot or lots are created**) but not requiring platting as indicated in the exceptions outlined in Sec. 30-352 (b).

Section [30-352](#) Platting required; exceptions

- a) No conveyance of land to which this article is applicable shall be filed or recorded if the land is described in the conveyance:
 - 1) By metes and bounds;
 - 2) By reference to an unapproved registered land survey made after April 21, 1961;
 - 3) By reference to an unapproved plat made after June 24, 1971, if the land is located in the former Town of Elk River; or
 - 4) By reference to an unapproved plat made after December 7, 1970, if the land is located in the former City of Elk River.
- b) Subsection (a) of this section shall not apply to a conveyance if the land described:
 - 1) Is located in the former Town of Elk River and was a separate parcel of record on June 24, 1971;
 - 2) Is located in the former City of Elk River and was a separate parcel of record on December 7, 1980;
 - 3) Is located in the former Town of Elk River and was the subject of a written agreement to convey entered into prior to June 24, 1971;
 - 4) Is located in the former City of Elk River and was the subject of a written agreement to convey entered into prior to December 7, 1970;
 - 5) Was a separate parcel no less than 2 1/2 acres and 150 feet in width on January 1, 1966;
 - 6) Was a separate parcel of not less than five acres in area and 300 feet in width on July 1, 1980;
 - 7) Was a single parcel of commercial or industrial land of not less than five acres and having a width of not less than 300 feet and its conveyance does not result in the separation or division of the parcel into two or more lots or parcels, any one of which is less than five acres or 300 feet in width; or
 - 8) Is a single parcel of residential or agricultural land of not less than 20 acres and having a width of not less than 500 feet and its conveyance does not result in the division of the parcel into two or more lots or parcels, any one of which is less than 20 acres in area or 500 feet in width.

The City Clerk will provide a Certificate of Exemption from the Subdivision Regulations.

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

\$50 fee

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.

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**
- Primary and Secondary septic locations (if applicable)
- 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)
- All other information as determined by City Staff

****A separate [Easement Vacation Application](#) may also be necessary with a Subdivision Exemption*

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: _____

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.