



Case Number: _____
Administrative Review

Subdivision Exemption

Subdivision Exemption means a boundary line adjustment or lot combination that is not a subdivision of property (no new lots are being created) and is exempt from subdivision requirements.

Boundary line adjustments and lot combinations may be subject to additional rules and regulations imposed by Sherburne County and/or your lending institution. Parcels must be located within the same school district, TIF district, same plat (if platted), and same section (if metes and bounds described property). Taxes due for the current year must be paid in full.

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

Subject Property Information *(please print)*

- Address: _____
- Parcel Number: 75 - _____ - _____

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 time related to the assembly and distribution of the application materials and administration of internal and public meetings. These fees do not include 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:

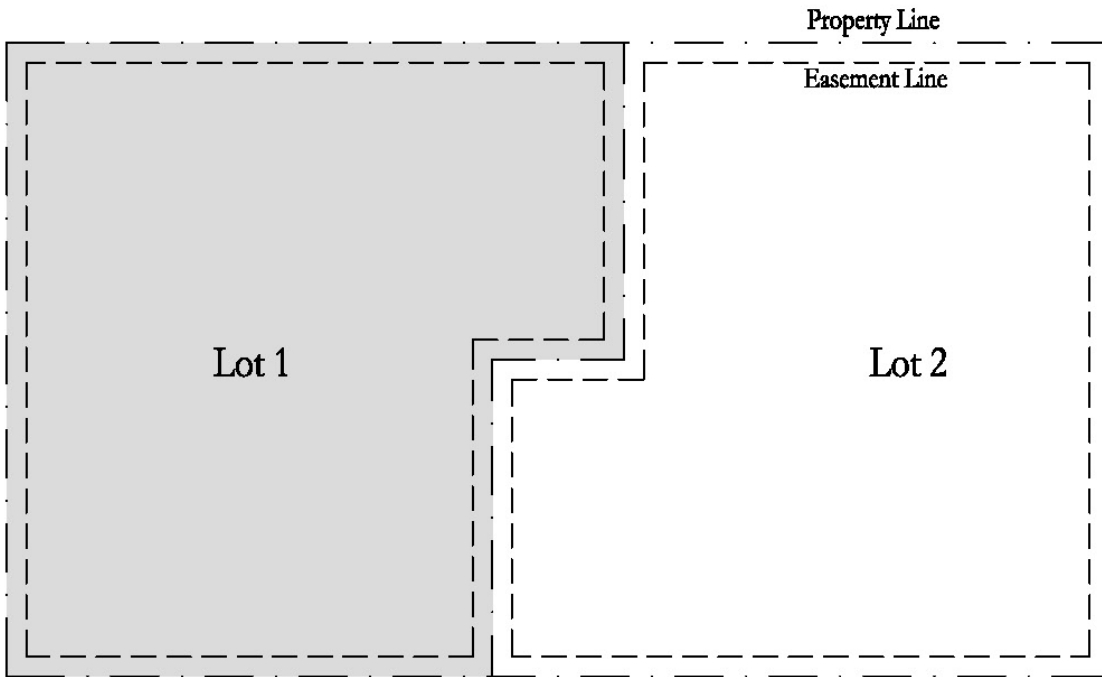
- ❑ Application Fee
- ❑ Legal descriptions of existing lots
- ❑ Legal descriptions of the new lots
- ❑ All legal descriptions shall be provided in a word processing format
- ❑ Primary and Secondary septic locations (if applicable)
- ❑ Delineated wetlands
- ❑ All submitted documents shall be:
 - One (1) 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. The vacation of an easement must be reviewed by the City Council in a public hearing.*

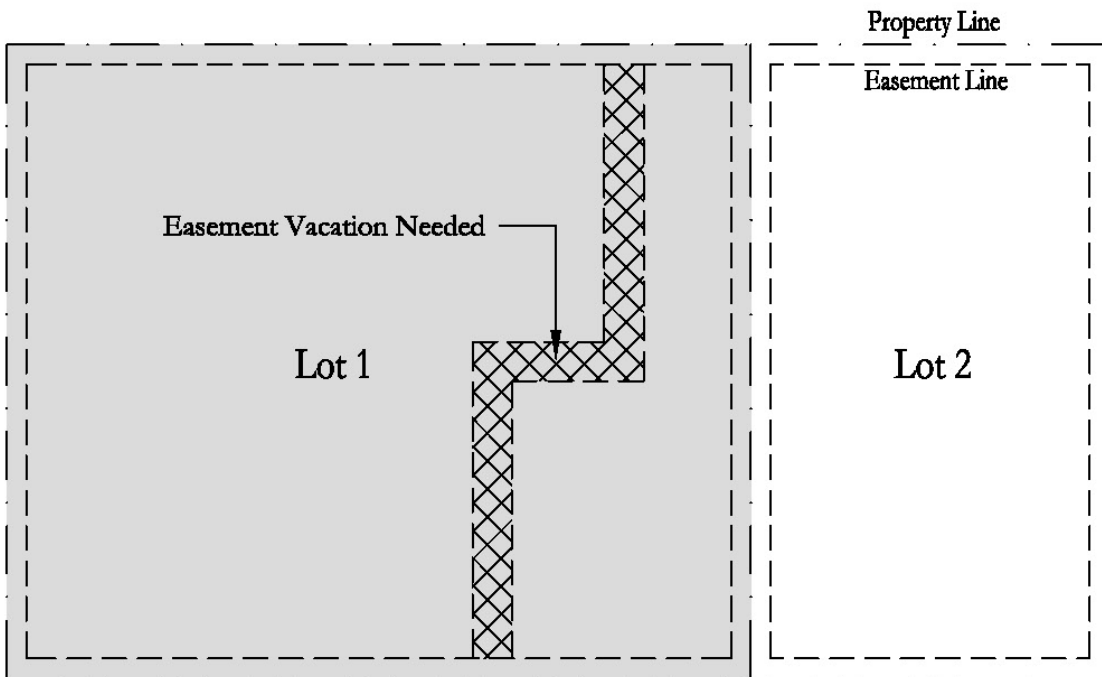
I understand if all of the required/ requested information is not submitted within 15 calendar days after my application has been submitted, this application will be returned incomplete and the next application deadline will be the following month.

Applicant Signature: _____ Date: _____

Print Name: _____



Need Legal Descriptions of Before



Need Legal Descriptions of After

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 Erickson
763.635.1068
aerickson@ElkRiverMN.gov

Stormwater Coordinator

Brandon Wisner
763.635.1054
bwisner@ElkRiverMN.gov

Building Official

Bob Ruprecht
763.635.1066
bruprecht@ElkRiverMN.gov

Deputy Clerk

Jessica Miller
763.635.1004
jmiller@ElkRiverMN.gov

Additional Resources

Elk River Municipal Utilities

General Manager
Theresa Slominski
763.635.1334
tslominski@ermumn.com

Sherburne County

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

Connexus Energy

info@connexusenergy.com

CenterPoint Energy

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

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

2021 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 28	January 13	January 26	February 16(Tues)
January 25	February 10	February 23	March 15
February 22	March 10	March 23	April 19
March 29	April 14	April 27	May 17
April 26	May 12	May 25	June 21
June 1	June 9	June 22	July 19
June 28	July 14	July 27	August 16
July 26	August 11	August 24	September 20
August 30	September 8	September 28	October 18
September 27	October 13	October 26	November 15
October 25	November 10	November 23	December 20
November 29	December 8	December 21	Jan 18, 2022 (Tues)
December 27	January 12, 2022	Jan 25, 2022	Feb 22, 2022 (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.**