



Concept Review

([Land Use Application](#) also required)

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. Policy concept review allows the Council to provide informal comments related to land use policy: i.e. would the 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.

Application Requirements

Two (2) sets of 11”x17” reductions are required. **In order for an application to be considered complete, all required information must be submitted.**

Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 462.358

Drawings shall be folded; rolled drawings will not be accepted.

Each of following applicable requirements (unless waived by staff) shall be submitted:

- [Land Use Application](#) form
- 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 also be provided in a digital format (e.g. pdf, jpeg, doc, dwg) at a resolution of at least 300 dpi. *Flash drives, CD's, and email are acceptable.*
- All other information as determined by City Staff

I understand if all of the required information is not submitted within 10 calendar days after my application has been submitted, my 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?