



Conditional Use Permit

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

PUBLIC HEARING

Application Requirements

The city requires one (1) copy of all required drawings at a scale no smaller than 1" = 50', and no larger than 24"x36". Two (2) sets of 11"x17" are also required. All required information must be submitted by the application date in order for an application to be considered complete.

Incomplete applications will not be accepted/processed in accordance with MN Statutes Chapter 15.99

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

City Ordinance Sections [30-651](#) thru [30-659](#)

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

- [Land Use Application](#) form
- Application Fee
- Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Public Works Office-GIS (See Page 4 of the [Land Use Application](#) Form)
- A typewritten narrative
- Written identification of issues from Building Department
- Site Plan
- Landscape Plan completed by registered landscape architect
- Utility Plan
- Grading/Drainage Plan
- Drainage Calculations
 - o 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
 - o For townhome projects, calculations of material by elevation must be included.
- Floor Plans
- Wall and Freestanding Sign Plans
- List of items/equipment/materials associated with Outdoor Storage
- Wetland Delineation (if wetlands are present)
- Wetland Mitigation Plan (if wetlands are impacted)
 - o 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
 - o 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 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

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?

Erosion Control

I have read, understand, and agree to the erosion control measures as outlined in Sections [30-972](#), [30-416](#), 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: _____