



# General Planning Permit

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

## 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.**

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City Ordinance Sections [30-671](#) thru [30-678](#)

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

- [Land Use Application](#) form
- Application Fee
- A typewritten narrative
- Site Plan
- 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

A [Transient Merchant License](#) may be required, with a separate fee.  
Please contact the Administration Department 763.635.1000

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 the proposal with surrounding properties?
- Operation Info
  - Hours of operation
  - Days open
  - Total time on property (*beginning and end dates*)
- Number of Employees
- Number of parking stalls being utilized/removed
  - What impact does this have on the existing business and vehicular circulation?
- Temporary Signage
  - A temporary sign permit will be required. That application must be signed by property owner.
  - Only one temporary sign is allowed on the property at one time.
- Is there outdoor storage?
  - What is being stored and how much?