



Interim 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 Section [30-658](#)

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
- Site Plan
- Landscape Plan
- Utility Plan
- Grading/Drainage Plan
- Drainage Calculations
 - The grading/drainage plan must be reflective of the final plan, including any revisions required by the Technical Evaluation Panel, if appropriate.
- Floor Plans
- Signage – Location of wall signs and freestanding signs
- Wetland Delineation (if wetlands are present)
- County Review Letter, if adjacent to County Road
- 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?
 - Why are you proposing it?
 - How is the request consistent with City of Elk River Comprehensive Plan?
- What is the duration of request?
- Hours of Operation
- Number of Employees
- Number of parking stalls, existing and additional
- Signage - How many? What type? Locations?
- Is there outdoor storage?
 - What is being stored?
 - How much?
 - Proposed screening?