



Land Use Amendment

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

Public Hearing

Application Requirements

The city requires two (2) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) sets of 11"x17" reductions are also required. **Additional copies may be 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.

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

- 1. [Land Use Application](#) form
- 2. Application Fee (check or cash)
- 3. Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Property Tax Division (See Page 4 of the [Land Use Application](#) Form)
- 4. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided on a CD/flash drive in a **.pdf** format at least at 300 dpi.
- 5. One typewritten narrative shall be submitted and should include, but not limited to, all the following applicable information:
 - Detailed description/scope of project.
 - What is being proposed?
 - What are the reasons/purposes for the proposed Land Use Change?
 - What has changed to warrant the Land Use Change?
 - How is the request consistent with City of Elk River Comprehensive Plan?
 - How compatible is it with surrounding properties?
 - What are the benefits to the City?
- 6. Narrative shall be provided on a CD/flash drive in an editable word processing format.
- 7. Legal description/survey of subject property to be amended.
- 8. All other information as determined by City Staff

Applicant Signature: _____ Date: _____

Print Name: _____