



Case Number: _____

2017 Land Use Application Form

(An individual application for each application is also required)

Application Type	Fee	Escrow ¹	*Additional App. Req'd
Administrative Subdivision by Simple Plat <i>(Simple Plat or Lot Split)</i>	\$300.00	\$1,000.00	Yes
Concept Review	\$100.00	\$1,000.00	Yes
Conditional or Interim Use Permit	\$275.00	\$1,000.00	Yes
Easement Vacation (Street, Drainage/Utility)	\$275.00	\$1,000.00	Yes
General Planning Permit	\$100.00	\$1,000.00	Yes
Land Use Amendment	\$275.00	\$1,000.00	Yes
Ordinance Amendment	\$275.00	\$1,000.00	Yes
Plat			
Preliminary	\$275.00	\$1,500.00	Yes
Final	\$275.00	\$1,000.00	Yes
Site Plan Review	\$100.00	\$1,000.00	Yes
Subdivision Exemption	\$100.00	\$1,000.00	Yes
Variance or Appeal of Zoning Decision	\$275.00	\$1,000.00	Yes
Zone Change	\$275.00	\$1,000.00	Yes
Recording Fee (Apps w/No Escrow)	\$46.00		
Professional Staff Services	\$50.00 per hour		

¹: Escrow deposit applied to consulting, legal, engineering, and professional staff services. Costs incurred above the escrow amount will be billed monthly. Remaining balances will be refunded to the party that posted the escrow.

Information will be sent via email unless otherwise requested.

Property Information *(please print)*

Address: _____ Parcel Number: 75 - _____ - _____

*****Please submit your complete legal description in a Word document. Without it, we will return your application as incomplete*****

Applicant Information *(please print)*

Name: _____ E-mail address: _____

Address: _____
 Street City State Zip Code

Phone (w): _____ Fax: _____ Phone (h) : _____

Signature: _____ Date: _____

Print Name: _____

Property Owner Information *(please print)* Same as Applicant Different, as below *(Check one)*

Name: _____ E-mail address: _____

Address: _____
 Street City State Zip Code

Phone (w): _____ Fax: _____ Phone (h) : _____

Signature: _____ Date: _____

Print Name: _____

Purpose of Fees and Escrow

Fees

The application fees pay for staff time related to the assembly and distribution of the application materials, administration of internal and public meetings, publication of the public hearing notice in the Elk River Star News, and for postage to mail the required notices to adjacent properties. These fees do not include professional staff review time, recording fees, or additional fees that may occur.

Escrow

The escrow is used to pay consultants for review of land use cases, hours applied to an application by staff, as well as recording and additional fees, where required. Staff hours may include time spent on review, site visits, documentation, presentations, meetings, and all inspections. If the escrow is used in its entirety, the applicant, or responsible party, will be billed for all additional services (see Agreement to Pay Costs of Review).

The applicant at completion of their project may request a refund, in writing, of all unused funds.

Agreement to Pay Costs of Review

It is the policy of the City of Elk River to require applicants for land use approvals and licenses to reimburse the City for costs incurred by the City in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the City. These costs include all of the City’s out-of-pocket costs for expenses, including the City’s costs for review of the application by the City’s environmental Consultant, City Engineer, Planning staff, City Attorney, or other consultants, recording fees, necessary publication costs excluding public hearing notices. Additionally, these costs do include actual time spent by professional staff on a particular application.

The City will invoice the applicant for these costs as they are incurred, and payment will be due within thirty (30) days. If payment is not received as required by this agreement, the City may suspend the application review process and may deny the application for failure to comply with the requirements for processing the application. Payment for costs will be required whether the application is granted or denied.

The undersigned has received the City’s policy regarding the payment of costs of review, understands that reimbursement to the City of costs incurred in reviewing the application will be required as set forth in the policy, agrees to reimburse the City as required in the policy and make payment when billed by the City, and agrees that the application may be denied for failure to reimburse the City for costs as provided in the policy. The undersigned agrees that unpaid fees may be assessed to property taxes, with penalty.

Billing Information Same as Applicant Same as Property Owner Different, as below (Check one)

Name: _____ E-mail address: _____

Address: _____
Street City State Zip Code

Phone (w): _____ Fax: _____ Phone (h) : _____

Signature: _____ Date: _____

Print Name: _____

Information

Correspondence to and from Staff is considered public information, except for personal information, including email addresses.

Primary City Staff Resources

Please contact any of the staff listed below if you have questions regarding the submittal requirements for your application:

Planning Manager

Zack Carlton
763.635.1035
zcarlton@ElkRiverMN.gov

Administrative Community Development Assistant

Debbie Huebner
763.635.1032
dhuebner@ElkRiverMN.gov

Senior Planner

Chris Leeseberg
763.635.1033
cleeseberg@ElkRiverMN.gov

Planner

BrieAnna Simon
763.635.1034
bsimon@ElkRiverMN.gov

City Engineer

Justin Femrite
763.635.1051
jfemrite@ElkRiverMN.gov

Environmental Coordinator

Amanda Bednar
763.635.1068
abednar@ElkRiverMN.gov

Stormwater Coordinator

Brandon Wisner
763.635.1054
bwisner@ElkRiverMN.gov

Building Official

Bob Ruprecht
763.635.1066
bruprecht@ElkRiverMN.gov

Fire Marshall

Cliff Anderson
763.635.1110
canderson@ElkRiverMN.gov

Other Resources

Elk River Municipal Utilities

General Manager
Troy Adams
13069 Orono Parkway
Elk River MN 55330
763.635.1334
tadams@elkriverutilities.com

Sherburne County

County Engineer
Rhonda Lewis
425 Jackson Ave
Elk River MN 55330
763.765.3300
rhonda.lewis@co.sherburne.mn.us

Connexus Energy

nancyc@connexusenergy.com
kathy@connexusenergy.com

CenterPoint Energy (Minnegasco)

Melissa Lisher
612.321.4381
melissa.lisher@centerpointenergy.com
Andrew Balgobin
andrew.balgobin@centerpointenergy.com

Northern Natural Gas Company

Regional Manager, Right-of-Way
Elizabeth E. Babcock
1120 Centre Pointe Drive
Suite 400
Mendota Heights, MN 55120
651.456.1735
Elizabeth.Babcock@nngco.com

How To Obtain a List of Property Owners Within 350 Feet

Required for the following applications ONLY:

1. Conditional or Interim Use Permit
2. Easement Vacation
3. Land Use Amendment
4. Preliminary Plat
5. Variance
6. Zone Change

Mailing labels and legal descriptions for property owners within 350 feet* of the application parcel can be obtained from Sherburne County Public Works Office-GIS, 13880 Business Center Drive NW, Elk River, MN 55330 (Phone: 763.765.3311)

***Please note: If the property is on the border of Elk River city limits, you will need to obtain mailing labels from that neighboring city or township for the property owners within 350'. (Ask city or county staff if you are unsure about where/how to do this.)**

The county fee for this service is:

- \$45.00 service charge
- \$0.50 per sheet of labels
- 6.875% sales tax

Please bring this form with you to Public Works, with the following information:

Legal Description of Property
On City of Elk River Application:

PID # 75- _____ - _____

Name of Property Owner (Tax Payer) _____

Name of person
Making request: _____ Daytime Phone: _____

Mailing Address: _____

2017 Planning Commission & City Council Meeting Schedule

For Review of Planning Applications

Application Deadline	Parks and Recreation	Planning Commission* and Board of Adjustments**	City Council
Dec 27 (Tues)	Jan 11	Jan 24	Feb 21 (Tues)
Jan 30	Feb 8	Feb 28	March 20
Feb 27	March 7	March 28	April 17
March 27	April 12	April 25	May 15
April 24	May 10	May 23	June 19
May 30 (Tues)	June 14	June 27	July 17
June 26	July 12	July 25	Aug 21
July 31	August 9	August 22	Sept 18
Aug 28	September 13	September 26	Oct 16
Sept 25	Oct 18	October 24	Nov 20
Oct 30	Nov 15	November 28	Dec 18
Nov 27	December 13	Dec 27 (Wed)	Jan 16, 2018
Dec 27 (Wed)	Jan 10, 2018	Jan 23, 2018	Feb 20, 2018 (Tues)

* Major revisions to projects as a result of the Wetland Technical Evaluation Panel review will cause a tabling to the following month's Planning Commission meeting.

Applications requiring only City Council review

- Easement Vacation
- Administrative Subdivision (Simple Plat or Lot Split)
- Final Plat

Applications requiring both Planning Commission and City Council review:

- Preliminary Plat
- Conditional Use Permit
- Interim Use Permit
- Zone Change
- Appeal
- Land Use Amendment
- Ordinance Amendment
- ** Variances – The Planning Commission meets as Board of Adjustments
(Automatic appeal to City Council if denied)

ALL REQUIRED APPLICATION MATERIALS MUST BE SUBMITTED BY THE DEADLINE. INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT FOR SUBMISSION DURING THE NEXT APPLICATION CYCLE.