

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: _____

Information

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

This page is for the applicant's reference, it does not need to be submitted.

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

Senior Administrative Assistant

Jennifer Green
763.635.1032
jgreen@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

Executive Secretary/Deputy City Clerk

Jessica Miller
763.635.1004
jmiller@ElkRiverMN.gov

Additional Resources

Elk River Municipal Utilities

General Manager
Troy Adams
763.635.1334
tadams@elkriverutilities.com

Sherburne County

Public Works Director
Andrew Witter
763.765.3302
publicworks@co.sherburne.mn.us

Connexus Energy

info@connexusenergy.com

CenterPoint Energy (Minnegasco)

Andrew Balgobin
612.321.5480
andrew.balgobin@CenterPointEnergy.com

Jake Schwietering

763-785-5432
jake.schwietering@CenterPointEnergy.com

Northern Natural Gas Company

Senior Right-of-Way Agent
Bryan Kruger
651.456.1735
bryan.kruger@nngco.com

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2018 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 (Wed) | Jan 10 | Jan 23 | Feb 20 (Tues) |
| January 29 | February 7 | Feb 27 | March 19 |
| February 26 | March 14 | March 27 | April 16 |
| March 26 | April 11 | April 24 | May 21 |
| April 30 | May 9 | May 22 | June 18 |
| May 29 (Tues) | June 13 | June 26 | July 16 |
| June 25 | July 11 | July 24 | August 20 |
| July 30 | August 8 | August 28 | September 17 |
| August 27 | September 12 | September 25 | October 15 |
| September 24 | October 17 | October 23 | November 19 |
| October 29 | November 14 | November 27 | December 17 |
| November 26 | December 12 | December 18 | Jan 22, 2019 (Tues) |
| December 31 | January 9, 2019 | Jan 23, 2019 (Wed) | Feb 19, 2019 (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

- Administrative Subdivision (Simple Plat or Lot Split)
- Easement Vacation
- Final Plat
- Platted Exemption (Consent Agenda)

Applications requiring both Planning Commission and City Council review:

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

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.

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 for free at: <https://gis.co.sherburne.mn.us/MailingLabels/>

or

from Sherburne County Public Works Office-GIS, 13880 Business Center Drive NW, Elk River, MN 55330 (Phone: 763.765.3311)

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: _____