



Ordinance Amendment

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

Public Hearing

Application Requirements

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

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 shall be submitted and should include, but not limited to, the following applicable information:
 - Detailed description/scope of project.
 - What is being proposed?
 - What are the reasons/purpose for the proposed Ordinance Amendment?
 - How is the request consistent with City of Elk River Comprehensive Plan?
 - What has changed to warrant the Ordinance Amendment?
 - What are the benefits to the City?
- Proposed ordinance language
- 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: _____