



Case Number: \_\_\_\_\_  
Administrative Review

# General Planning Permit

## **Subject Property Information** *(please print)*

- Address: \_\_\_\_\_
- Parcel Number: 75 - \_\_\_\_\_ - \_\_\_\_\_
- Complete legal description - this may be obtained from the **county** or **title company**, or found on your **property deed** or in your **closing documents**.
  - Please submit legal description in a Word document. Without it, your application will be returned as incomplete.

## **Applicant Information** *(please print)*

Business/Company name: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_@\_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_

**Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

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

Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_@\_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_

**Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

All signature lines on all pages must be signed for the application to be considered complete.

Information will be sent via email unless otherwise requested.

**Application Fees**

\$100 fee and \$1,000 escrow

Fees

The application fees pay for administrative 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 professional 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. Professional staff services are billed at \$75 per hour.

If the escrow is used in its entirety, the responsible party indicated in Billing Information will be billed monthly for additional services (see Agreement to Pay Costs of Review). Remaining balances will be refunded to the party that posted the escrow.

**Agreement to Pay Costs of Review**

It is the policy of the City of Elk River to require the party indicated in Billing Information 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, and necessary publication costs excluding public hearing notices. Additionally, these costs do include actual time spent by professional staff on a particular application.

If payment is not received with the application, the city may return the application for failure to comply with the requirements for processing the application or may suspend the application review process.

The city will invoice the party indicated in Billing Information for costs incurred after the escrow is depleted, and payment will be due within thirty (30) days.

Payment for costs will be required whether the application is granted or denied and unpaid fees may be assessed to property taxes, with penalty.

The undersigned has received the above 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.

**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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Information**

Except for personal information, all forms of correspondence to and from staff, consultants, city attorney, and public officials are considered public information.

## **Application Requirements**

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

- ❑ Application fee
- ❑ A typed narrative (see Description of Project Narrative)
- ❑ Site Plan
- ❑ All submitted documents shall be:
  - One (1) hard copy of all required drawings at a scale no smaller than 1" = 50', and no larger than 24"x36"
  - Two (2) sets of hard copies of all required drawings at 11"x17"
  - Provided in a digital format (e.g. .pdf, .jpeg, .doc, .dwg) at a resolution of at least 300 dpi. *Flash drives, CDs, and email are acceptable.*
  - Folded, rolled drawings will not be accepted
- ❑ All other information as determined by city staff

In order for an application to be considered complete, all required information must be submitted by the application deadline. In accordance with state statute §15.99, subd. 3, the city is required to notify an applicant within 15 business days if information is missing. Complete applications will be processed in accordance with MN Statutes Chapter 462.358.

*I understand if all of the required/ requested information is not submitted within 15 calendar days after my application has been submitted, this application will be returned incomplete and the next application deadline will be the following month.*

**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?
- How compatible is the proposal with surrounding properties?
- Operation Info
  - Hours of operation
  - Days open
  - Total time on property (*beginning and end dates*)
- Number of Employees
- Number of parking stalls being utilized/removed
  - What impact does this have on the existing business and vehicular circulation?
- Temporary Signage
  - A temporary sign permit will be required. That application must be signed by property owner.
  - Only one temporary sign is allowed on the property at one time.
- Is there outdoor storage?
  - What is being stored and how much?

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

### **Primary City Staff Resources**

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

*Planning Manager*

Zack Carlton  
763.635.1035  
[zcarlton@ElkRiverMN.gov](mailto:zcarlton@ElkRiverMN.gov)

*Senior Administrative Assistant*

Jennifer Green  
763.635.1032  
[jgreen@ElkRiverMN.gov](mailto:jgreen@ElkRiverMN.gov)

*Senior Planner*

Chris Leeseberg  
763.635.1033  
[cleeseberg@ElkRiverMN.gov](mailto:cleeseberg@ElkRiverMN.gov)

*Public Works Director/ Chief Engineer*

Justin Femrite  
763.635.1051  
[jfemrite@ElkRiverMN.gov](mailto:jfemrite@ElkRiverMN.gov)

*Environmental Coordinator*

Amanda Erickson  
763.635.1068  
[abednar@ElkRiverMN.gov](mailto:abednar@ElkRiverMN.gov)

*Stormwater Coordinator*

Brandon Wisner  
763.635.1054  
[bwisner@ElkRiverMN.gov](mailto:bwisner@ElkRiverMN.gov)

*Building Official*

Bob Ruprecht  
763.635.1066  
[bruprecht@ElkRiverMN.gov](mailto:bruprecht@ElkRiverMN.gov)

*Deputy Clerk*

Jessica Miller  
763.635.1004  
[jmiller@ElkRiverMN.gov](mailto:jmiller@ElkRiverMN.gov)

### **Additional Resources**

Elk River Municipal Utilities

*General Manager*  
Troy Adams  
763.635.1334  
[tadams@elkriverutilities.com](mailto:tadams@elkriverutilities.com)

Sherburne County

*Public Works Director*  
Andrew Witter  
763.765.3302  
[publicworks@co.sherburne.mn.us](mailto:publicworks@co.sherburne.mn.us)

Connexus Energy

[info@connexusenergy.com](mailto:info@connexusenergy.com)

CenterPoint Energy

Andrew Balgobin  
612.321.5480  
[andrew.balgobin@CenterPointEnergy.com](mailto:andrew.balgobin@CenterPointEnergy.com)

Jake Schwietering

763.785.5432  
[jake.schwietering@CenterPointEnergy.com](mailto:jake.schwietering@CenterPointEnergy.com)

Northern Natural Gas Company

*Senior Right-of-Way Agent*  
Bryan Kruger  
651.456.1735