



# General Planning Permit

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

## **Application Requirements**

The city requires one (1) copy of all required drawings at a scale no smaller than 1" = 50', and no larger than 24"x36". Two (2) sets of 11"x17" are also required. **In order for an application to be considered complete, all required information must be submitted.**

*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.***

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City Ordinance Sections [30-671](#) thru [30-678](#)

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

- [Land Use Application](#) form
- Application Fee
- A typewritten narrative (see Description of Project Narrative)
- Site Plan
- 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

A [Transient Merchant License](#) may be required, with a separate fee.  
Please contact the Administration Department 763.635.1000

*I understand if all of the required information is not submitted within 10 calendar days after my application has been submitted, my 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?