2019 Land Use Application Form
(An individual application for each application is also required)

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Fee</th>
<th>Escrow ¹</th>
<th>*Additional App. Req’d</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Subdivision by Simple Plat</td>
<td>$275</td>
<td>$1,000</td>
<td>Yes</td>
</tr>
<tr>
<td>(Simple Plat or Lot Split)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concept Review</td>
<td>$100</td>
<td>$1,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Conditional or Interim Use Permit</td>
<td>$275</td>
<td>$1,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Easement Vacation (Street, Drainage/Utility)</td>
<td>$275</td>
<td>$1,000</td>
<td>Yes</td>
</tr>
<tr>
<td>General Planning Permit</td>
<td>$100</td>
<td>$1,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Land Use Amendment</td>
<td>$275</td>
<td>$1,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Ordinance Amendment</td>
<td>$275</td>
<td>$1,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Plat</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preliminary</td>
<td>$275</td>
<td>$1,500</td>
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<tr>
<td>Final</td>
<td>$275</td>
<td>$1,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Platted Exemption</td>
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<td>$100</td>
<td>Yes</td>
</tr>
<tr>
<td>Site Plan Review</td>
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<td>$500</td>
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</tr>
<tr>
<td>Subdivision Exemption</td>
<td>$100</td>
<td>$100</td>
<td>Yes</td>
</tr>
<tr>
<td>Variance or Appeal of Zoning Decision</td>
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<td>$500</td>
<td>Yes</td>
</tr>
<tr>
<td>Zone Change</td>
<td>$275</td>
<td>$1,000</td>
<td>Yes</td>
</tr>
<tr>
<td>Professional Staff Services</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>$50 per hour</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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

Subject Property Information (please print)

- Address: ____________________________________________
- Parcel Number: 75 - ______ - ______
  - Complete legal description - submit in a Word document (without it, your application will be returned as incomplete).
  This may be obtained from the county, your property deed, your title company, or on your closing documents.

Applicant Information (please print)

Business/Company name: ____________________________________________

Name: ____________________________________________________________ E-mail address: ____________________________________________

Address: __________________________________________________________
  Street __________________________________________________________ City _______________ State ___________ Zip Code ___________

Phone (w): __________________ Fax: __________________ Phone (h): __________________

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 (w): __________________ Fax: __________________ Phone (h): __________________

Signature: ___________________________ Date: ______

Page 1 (Last Modified 12/19/2018)
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.
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

Public Works Director/Chief 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 Marshal
Cliff Anderson
763.635.1110
canderson@ElkRiverMN.gov

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

Northern Natural Gas Company
Senior Right-of-Way Agent
Bryan Kruger
651.456.1735
bryan.kruger@nngco.com

This page is for the applicant’s reference; it does not need to be submitted.
2019 Planning Commission & City Council Meeting Schedule
For Review of Planning Applications

<table>
<thead>
<tr>
<th>Application Deadline</th>
<th>Parks and Recreation</th>
<th>Planning Commission* and Board of Adjustments**</th>
<th>City Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31</td>
<td>January 9</td>
<td>January 29</td>
<td>February 19 (Tues)</td>
</tr>
<tr>
<td>January 28</td>
<td>February 13</td>
<td>February 26</td>
<td>March 18</td>
</tr>
<tr>
<td>February 25</td>
<td>March 13</td>
<td>March 26</td>
<td>April 15</td>
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<tr>
<td>March 25</td>
<td>April 10</td>
<td>April 23</td>
<td>May 20</td>
</tr>
<tr>
<td>April 29</td>
<td>May 8</td>
<td>May 28</td>
<td>June 17</td>
</tr>
<tr>
<td>May 28 (Tues)</td>
<td>June 12</td>
<td>June 25</td>
<td>July 15</td>
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<tr>
<td>June 24</td>
<td>July 10</td>
<td>July 23</td>
<td>August 19</td>
</tr>
<tr>
<td>July 29</td>
<td>August 14</td>
<td>August 27</td>
<td>September 16</td>
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<tr>
<td>August 26</td>
<td>September 11</td>
<td>September 24</td>
<td>October 21</td>
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<tr>
<td>September 30</td>
<td>October 9</td>
<td>October 22</td>
<td>November 18</td>
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<tr>
<td>October 28</td>
<td>November 13</td>
<td>November 26</td>
<td>December 15</td>
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<tr>
<td>November 25</td>
<td>December 11</td>
<td>December 17</td>
<td>Jan 21, 2020 (Tues)</td>
</tr>
<tr>
<td>December 30</td>
<td>January 8, 2020</td>
<td>Jan 28, 2020</td>
<td>Feb 18, 2020 (Tues)</td>
</tr>
</tbody>
</table>

* 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

Mailing labels 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

__________________________________________________________________________

__________________________________________________________________________

or

PID # 75-__________-__________

Name of Property Owner (Tax Payer) ____________________________________________

Name of person
Making request: ___________________________________ Daytime Phone: ____________

Mailing Address: ______________________________________________________________