

**IF ALL OF THE REQUIRED INFORMATION IS NOT SUBMITTED
THE APPLICATION WILL BE RETURNED INCOMPLETE**



Zone Change

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

Public Hearing

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.

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 5 of the [Land Use Application](#) Form)
- Full legal description** of the subject property **in an editable Word format**
- A typewritten narrative (see Description of Project Narrative)
- 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

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?
- What are the reasons/purposes for the proposed Zone Change?
- What has changed to warrant the Zone Change?
 - How is the request consistent with City of Elk River Comprehensive Plan?
 - How compatible is it with surrounding properties?
 - What are the benefits to the City?