



# SHORELAND PERMIT APPLICATION

Office Use Only
Permit Total: \$40
Date Received: _____
Received By: _____
Circle: Approved/Denied

### City of Elk River

Environmental Division

13065 Orono Parkway NW • Elk River, MN 55330  
763.635.1068 • Fax: 763.635.1090

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

Permit #: \_\_\_\_\_

Site Address: \_\_\_\_\_ PID # \_\_\_\_\_

Lot size: \_\_\_\_\_ square feet (one acre = 43,560 square feet)

25% Impervious surface limit: \_\_\_\_\_ square feet

This permit is intended to help control the alteration of shoreland property in The City of Elk River pursuant to Divisions 12 and 13 of the City of Elk River Code of Ordinances. Each question must be answered before the application will be processed.

**The City of Elk River will mail/email a shoreland permit or denial letter to the property owner. No work is authorized until the permit is signed by the property owner and contractor and returned to the City of Elk River Environmental Division.**

### Property Owner:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Name of lake (within 1,000 ft) or name of river (within 300 ft) \_\_\_\_\_

### Contractor:

Name \_\_\_\_\_ License/Bond \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

1) DESCRIBE THE REASON/PURPOSE FOR THE PROJECT: \_\_\_\_\_

\_\_\_\_\_

2) DESCRIBE VEGETATION TO BE REMOVED AND RE-VEGETATION PLANS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3) DESCRIBE EROSION CONTROL PLANS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 4) WILL YOUR PROJECT INVOLVE GRADING, EXCAVATING OR FILLING OF SOILS? YES  NO   
Total excavated: \_\_\_\_\_ cubic yards (yd<sup>3</sup>) Total fill: \_\_\_\_\_ yd<sup>3</sup> Total material moved: \_\_\_\_\_ yd<sup>3</sup>
- 5) WILL YOU BE CONSTRUCTING OR ALTERING A STRUCTURE (boat house, gazebo, deck, stairs, other)? YES  NO   
If YES, specify structure(s) and submit plans showing setbacks, height, design
- 6) WILL YOU ALTER ANY AREAS LOCATED IN OR NEAR A WETLAND? YES  NO   
If YES, verify with the Environmental Division that you are in compliance
- 7) WILL YOUR PROJECT BE LOCATED WITHIN A FLOODPLAIN? YES  NO   
If YES, verify with the Environmental Division that you are in compliance
- 8) WILL YOUR PROJECT AFFECT THE DRAINAGE FROM OR RUNOFF TO NEIGHBORING PROPERTIES? YES  NO
- 9) HAVE YOU SUBMITTED DETAILED DRAWINGS OF THE PROJECT, including (at least) vegetation to be removed and planted, erosion control, setbacks, lot size, project dimensions, and a cross-section drawing showing slopes? YES  NO

----- **This is an application for a permit – It is not valid until processed** -----

I certify by my signature below that the information I have provided in this application is true and correct to the best of my knowledge. **I understand that by applying for this permit, I grant the City of Elk River authority access to the property for inspection of the property before and after the alteration takes place.** I also understand that if I knowingly have provided any false information, I may be subject to penalties enforceable by law.

\_\_\_\_\_  
Landowner Date

\_\_\_\_\_  
Contractor Date



# Shoreland Permit Review

## Application Requirements

The city requires two (2) copies of all required drawings. Electronic copies are also accepted. 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*

**Drawings shall be folded; rolled drawings will not be accepted.**

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

- 1. Application Fee (check or cash) \$40.00
- 2. One typewritten narrative shall be submitted. An electronic format is acceptable.
- 3. Survey which includes
  - Location of all trees greater than 4" DBH and any Diseased (impacted only)
  - Flood Plain
  - Ordinary High Water Line
  - Bluff Impact Zone
  - Square footage of Impermeable Surface
  - Slope of Shoreland
- 5. Landscape Plan
- 6. Utility Plan
- 7. Grading/Drainage Plan
- 8. Drainage Calculations
  - The grading/drainage plan must be reflective of the final plan, including any revisions required by the Technical Evaluation Panel, if appropriate.
- 9. Erosion and Sediment Control Plan
- 10. If applicable, Building Elevations, including one (1) color rendering
  - For townhome projects, calculations of material by elevation must be included.
- 11. If applicable, Floor Plans
- 12. If applicable, Wetland Delineation (if wetlands are present)
- 13. If applicable, Wetland Mitigation Plan (if wetlands are impacted)
  - The wetland delineation and mitigation must be reviewed by the Technical Evaluation Panel and revisions made prior to review by the Planning Commission.
- 14. If applicable, EAW/EIS Requirements
  - The EAW/EIS process must be in concert with any application process. The Planning Commission must comment on an EAW/EIS along with an application.
- 15. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided in a .pdf format at least at 300 dpi.
- 16. All other information as determined by City Staff

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

Print Name: \_\_\_\_\_

## **Description of Project Narrative**

The narrative is your opportunity to describe, promote and sell your proposal to the Environmental Department 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?
  - Are there alternatives?
- How compatible is it with surrounding properties?
- If applicable, Proposed vegetation to be planted
- If applicable, Proposed building materials to be used