SCHEDULE

AND

PLAN APPROVAL/

PERMITS

The building permit application process includes:

An initial meeting with the Building Official. This often occurs at the same time as the land use initial meeting.

Submittal of formal building permit

Internal review, supplemental questions asked

Permit issued

The City would generally advise applicants to submit their building plans as soon as practical, with the understanding that the permit may not be issued until the Conditional Use Permit is approved.

City of Elk River

BUILDING PERMIT APPLICATION
COMMERCIAL

Date_____

Permit_____

JOB ADDRESS:

APPLICANT IS: ☐ Owner ☐ Contractor/Other (describe)

LEGAL DESCRIPTION
Subdivision Lot Block PID#

PROPERTY OWNER NAME ADDRESS PHONE #

CONTRACTOR/RESPONSIBLE PARTY LICENSE #

CONTRACTOR ADDRESS PHONE #

ARCHITECT/ENGINEER *(for Commercial Work)*
Name Address Phone #

CLASS OF WORK: ☐ New ☐ Addition ☐ Remodel ☐ Demo

DESCRIBE WORK:

VALUATION OF WORK: $

•Separate permits are required for electrical, plumbing, heating, ventilating or air conditioning.
•This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
•I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Contractor/Responsible Party Print Name Date

Signature of Property Owner Print Name Date

Building Department • Phone 763.635.1060 • FAX 763.635.1090

ENGINEER FEE

PERMIT

STATE SURCHARGE

SEWER

ATTORNEY FEE

LICENSE CHECK

PLAN CHECK

TOTAL

RECEIVED BY

APPROVED FOR ISSUANCE BY

CONSTRUCTION TYPE

OCCUPANCY GROUP

DIVISION

TOTAL SQ FT OF BLDG

OF STORIES

MAX OCCUPANT LOAD

USE ZONE

FIRE SPRINKLERS
☐ YES
☐ NO

COMMERCIAL BUILDING PERMIT APPLICATION REQUIREMENTS

Four (4) sets of plans (24" x 36") signed by a State of MN Licensed Architect/Licensed Professional Engineer. Complete plans must include:

Title Sheet

- Building classification and type of construction
- Allowable height
- Allowable area
- Exiting
- Accessibility
- Energy code compliance

Site Plan

Elevations

Details

- Door schedule
- Hardware schedule
- Wall schedule
- Bathroom fixtures
- Fire stopping

Architectural

Structural

Special Inspection Program

Fire Sprinklers

- All fire sprinkler plans involving 20 or more heads must be reviewed by the State Fire Marshall.
- All plans involving less than 20 heads will be reviewed by the City of Elk River.
- A fire sprinkler inspection request form must be applied and paid for before work can proceed.

Mechanical

- All commercial HVAC plans, specs and calculations must be designed and signed by a registered professional mechanical engineer.

Plumbing

- All commercial plumbing plans must be submitted to and reviewed by the State DOLI, Plumbing Codes Division. The permit will be issued by the City of Elk River after it has received and reviewed the written approval of the DOLI. The City will require two (2) sets of the same plan that have been submitted to the State for approval.

City of Elk River

BUILDING PERMIT APPLICATION
MECHANICAL

Date _____

Permit _____

PID _____

Notes ___
Scanned ___

Site Address: _____ Suite/Unit_____

The Applicant is: Owner ☐ Contractor ☐ Other ☐

Property Owner

Name _____

Address _____

City _____ State _____ Zip _____

Telephone_____

Contractor

Name _____

Address _____

City _____ State _____ Zip _____ Fax _____

Telephone _____ Mechanical Bond _____

Email _____

Engineer

Name_____

Address_____

City_____ State_____ Zip_____

Telephone_____ Reg#_____

Use Type

Single Family ☐ Townhouse ☐ Commercial/Industrial ☐
Multi-Family ☐ Institutional ☐ Other (O) ☐ _____

New ☐ Addition (ADD)☐ Alter (ALT)☐ Repair (REP)☐ Other (O)☐

PLEASE COMPLETE OTHER SIDE OF APPLICATION

** SEPARATE PERMITS ARE REQUIRED FOR BUILDING, ELECTRIC, OR PLUMBING **

Inspection Scheduling 763.635.1060

FAX 763.635.1090

Detailed description of work: _____

_____.

Please check all boxes that apply!

- ☐ A/C
- ☐ Boiler
- ☐ Air to Air exchanger
- ☐ Class 1 Hood
- ☐ Class II Hood
- ☐ Combustion Air
- ☐ Dryer Venting
- ☐ Duct work
- ☐ Fireplace-**Separate permit required**
- ☐ Furnace
- ☐ Heat Pump Appliance
- ☐ Pool Heater
- ☐ Radiant Heater
- ☐ Refrigeration
- ☐ Solar
- ☐ Unit Heater

Other_____

Fill in the appropriate boxes below:

Make	Model #	Heat Loss/Gain	Fuel	Flue Diameter	Input (BTU)	CFM	Tons	Hp

GAS PIPING

Please check all boxes that apply!

- ☐ Boiler
- ☐ Dryer
- ☐ Fireplace
- ☐ Furnace
- ☐ Gas Main
- ☐ Range
- ☐ Unit Heater
- ☐ Other_____

_____

If gas piping will be done by others indicate: Name _____

Address_____ Phone # _____

Which appliances _____

State Mechanical Bond # _____ ☐ Please check if on file

All Fees are based on valuation, including cost of labor and materials.
The minimum fee is $45.00 + state surcharge. **TOTAL JOB VALUATION: $**_____

PERMIT FEE $_____ (**1 ½%** of Total Job Valuation – minimum of $45.00)

SURCHARGE $_____ (**.0005** x Total Job Valuation)

TOTAL DUE $_____ (make checks payable to: City of Elk River)

This is an application for a permit – it is not valid until processed

I hereby apply for a mechanical permit, and i acknowledge that the information above is complete and accurate; that i understand this is not a permit and work is not to start without a permit.

I understand and hereby agree that the work for which the permit issued shall be performed according to; (1) the conditions of the permit; (2) the approved plans and specifications; (3) the applicable city approvals, ordinances, and codes; and, (4) the state building/ mechanical codes and regulations.

I understand that the permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days anytime after work has commenced; and, that i am responsible for ensuring that all required inspections are requested in conformance with the state building code.

Name of applicant_____ Date:_____
Please type or print

Signature of applicant_____

City of Elk River

BUILDING PERMIT APPLICATION
PLUMBING

Date_____

Permit_____

Site Address: _____ Suite/Unit_____

The Applicant is: Owner ☐ Contractor ☐ Other ☐

Property Owner

Name _____

Address _____

City _____ State _____ Zip _____

Telephone_____

Contractor

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Mechanical Bond _____

Engineer

Name_____

Address_____

City_____ State_____ Zip_____

Telephone_____ Reg#_____

Use Type

Single Family ☐ Townhouse ☐ Commercial/Industrial ☐

Multi-Family ☐ Institutional ☐ Other (O) ☐ _____

New ☐ Addition (ADD)☐ Alter (ALT)☐ Repair (REP)☐ Other (O)☐

PLEASE COMPLETE OTHER SIDE OF APPLICATION

** SEPARATE PERMITS ARE REQUIRED FOR BUILDING, ELECTRIC, OR PLUMBING **

Inspection Scheduling 763.635.1060

FAX 763.635.1090

Detailed description of work: _____

_____.

Fixtures: (Indicate total number of each):

___ Bathtub	___ Lavatory (R.I)	___ Swim Pool
___ Clothes Washer	___ Lavatory	___ Tub Shower (R.I)
___ Dishwasher	___ RPZ Valve **(Prior Approval Req'd)**	___ Urinal
___ Drinking Fountain	___ Roof Drains	___ Vac Breaker
___ Floor Drain	___ Sewage Pump	___ Water Closet
___ Flammable Waste Tank	___ Slop Sink	___ Water Closet (R.I)
___ Grease Trap	___ Shower	___ Water Heater
___ Kitchen Sink/Disposal	___ Standpipe/Wash box	___ Water Meter
___ Laundry Tray	___ Sump Pump	___ Water Softener

___ Other (describe)_____

If gas water heater, indicate who will be doing the gas piping: _____

Address _____ **Phone #** _____

State Mechanical Bond # _____ ☐ Please check if on file

All Fees are based on valuation, including cost of labor and materials.
The minimum fee is $45.00 + state surcharge.

TOTAL JOB VALUATION: $_____

PERMIT FEE	$_____	(1 ½% of Total Job Valuation – minimum of $45.00)
SURCHARGE	$_____	(**.0005** x Total Job Valuation)
TOTAL DUE	$_____	(make checks payable to: City of Elk River)

This is an application for a permit – it is not valid until processed

I hereby apply for a plumbing permit, and i acknowledge that the information above is complete and accurate; that i understand this is not a permit and work is not to start without a permit.

I understand and hereby agree that the work for which the permit issued shall be performed according to; (1) the conditions of the permit; (2) the approved plans and specifications; (3) the applicable city approvals, ordinances, and codes; and, (4) the state building/plumbing codes and regulations.

I understand that the permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days anytime after work has commenced; and, that i am responsible for ensuring that all required inspections are requested in conformance with the state building code.

Name of applicant_____ Date:_____
Please type or print

Signature of applicant_____

City of Elk River

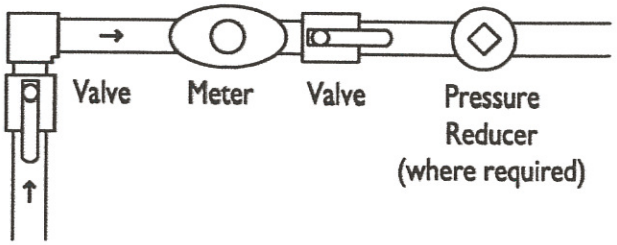
Bldg. Dept. 635.1060 **Utilities 441.2020** **Fire Marshal 635.1110**

Residential

March 2009

- Installation of meter horns are not allowed.
- 5/8" meters for residential, anything larger is commercial (3/4", 1", 1-1/2", 2" +).
- 1" Minimum water line size (k-copper/SR-11 with fusion).
- Call the Water Dept. to have the water meter sealed after installation.
- A rain sensor is required for all irrigation systems.
- Installation of a pressure reducer may be required in high-pressure zone areas (80psi +).
- Call the Water Dept. for more information.
- Full port ball valve shut-offs are required. (Gate valves are not allowed.)
- Deduct meters for irrigation systems are not allowed.
- Meters will be dropped off at the job location when called and paid for.
- Water main must be sleeved as to not come into contact with concrete.

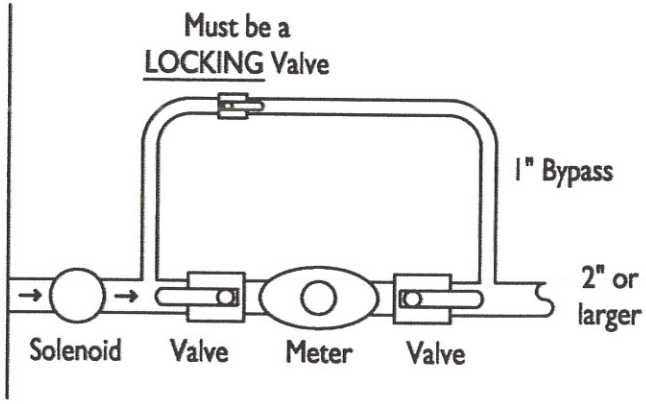
Residential



Commercial

- A bypass line must be installed for all meters 2" or larger (see drawing).
- Lockable shut-off valve must be installed in the bypass line.
- A rain sensor is required for all irrigation systems.
- Installation of a pressure reducer may be required in high-pressure zone areas (80psi +).
- Call the Water Dept. for more information.
- Meters will be dropped off at the job location when called and paid for.
- Deduct meters for irrigation systems are not allowed.
- If domestic water supply is 2" or larger, a bypass solenoid may be required for the fire sprinkler system.
- Water main must be sleeved as to not come into contact with concrete.
- Full port ball valve shut-offs are required. (Gate valves are not allowed.)
- Call the Water Dept. to have the water meter sealed after installation.

Commercial



The City of Elk River requires zoning approval prior to building permit review. Similar projects in Elk River have obtained a Conditional Use Permit. The CUP process includes a public hearing at both the Planning Commission and City Council. The Planning Commission will provide a recommendation to the City Council.

Initial meeting with planning staff, the building official, Fire Marshal, city engineer.

Formal submittal (last Monday of each month)

Internal site plan review, where staff develops comments and questions based on the proposed development
Revisions, if applicable.

Planning Commission meeting, where a recommendation is developed.

City Council meeting, for final decision. The timeline between formal submittal and City Council meeting is 5-6 weeks.

APPLICATIONS MAY BE ACCEPTED UP TO ONE WEEK BEFORE DEADLINE DATE
(See Planning Commission and City Council Meeting Schedule
Page 5 of the Land Use Application Form)

City of Elk River

Site Plan Review

(Land Use Application also required)

Application Requirements

The city requires two (2) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) sets of 11"x17" reductions are also required. 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.*

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

- ❑ 1. Land Use Application form
- ❑ 2. Application Fee (check or cash)
- ❑ 3. One typewritten narrative shall be submitted and it shall also be provided on a CD/flash drive in an editable word processing format.
- ❑ 4. Written identification of issues from Building Department
- ❑ 5. Site Plan
- ❑ 6. Landscape Plan
- ❑ 7. Utility Plan
- ❑ 8. Tree Preservation Plan
- ❑ 9. Grading/Drainage Plan
- ❑ 10. Drainage Calculations
  - o The grading/drainage plan must be reflective of the final plan, including any revisions required by the Technical Evaluation Panel, if appropriate.
- ❑ 11. Building Elevations, including one (1) color rendering
  - o For townhome projects, calculations of material by elevation must be included.
- ❑ 12. Floor Plans
- ❑ 13. Signage – Location of wall signs and freestanding signs
- ❑ 14. Wetland Delineation (if wetlands are present)
- ❑ 15. Wetland Mitigation Plan (if wetlands are impacted)
  - o The wetland delineation and mitigation must be reviewed by the Technical Evaluation Panel and revisions made prior to review by the Planning Commission.
- ❑ 16. EAW/EIS Requirements
  - o 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.
- ❑ 17. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided on a CD/flash drive in a **.pdf** format at least at 300 dpi.
- ❑ 18. 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 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 compatible is it with surrounding properties?
- Hours of Operation
- Number of Employees
- Number of parking stalls, existing and additional
- Is there proposed screening of the site?
- Proposed building materials
  - How do they comply with applicable design standards?
- Signage
  - How many?
  - What type?
  - Locations?
- Is there outdoor storage?
  - What is being stored?
  - How much?
  - Proposed screening?

Case Number: _____

2014 Land Use Application Form

(An individual application for each application is also required)

	Application Type	Fee	Escrow [1]	*Additional App. Req'd
	Administrative Subdivision *(Simple Plat or Lot Split)*	$300.00	$1,000.00	Yes
	Concept Review	$100.00	$1,000.00	Yes
	Conditional or Interim Use Permit	$275.00	$1,000.00	Yes
	Easement Vacation (Street, Drainage/Utility)	$275.00	$1,000.00	Yes
	Fireworks (Temporary sales and storage of)	$100.00 + Licensing Fee	**No Recording Req'd**	Yes
	General Planning Permit	$100.00	$1,000.00	Yes
	Land Use Amendment	$275.00	$1,000.00	Yes
	Ordinance Amendment	$275.00	$1,000.00	Yes
	Plat			
	Preliminary	$275.00	$1,500.00	Yes
	Final	$275.00	$1,000.00	Yes
	Site Plan Review	$100.00	$1,000.00	Yes
	Subdivision Exemption	$100.00	$1,000.00	Yes
	Variance or Appeal of Zoning Decision	$275.00	$1,000.00	Yes
	Zone Change	$275.00	$1,000.00	Yes
	RECORDING FEE (Apps w/No Escrow)	**$46.00**		Yes
	Professional Staff Services	**$50.00 per hour**		

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.

Property Information *(please print)*

Address: _____ Parcel Number: 75 - _____ - _____ (Please attach complete legal description)

Applicant Information *(please print)*

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: _____

Purpose of Fees and Escrow

Fees

The application fees are used for staff time for 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 publication fees.

Escrow

The escrow is used to pay consultants (engineering, legal, environmental)for review of land use cases, hours applied to an application by professional staff as well as recording and publication fees, where required. Staff hours may include time spent on review, site visits, documentation, inspections up to an including final inspection. Once the escrow is used, 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 on 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: _____

Print Name: _____

Information

Correspondence to and from Staff is considered public information, except for personal information, including email addresses.

Primary City Staff Resources

Please contact the Elk River staff if you have questions regarding the submittal requirements for your application:

City Administrator
Calvin Portner
763.635.1000
cportner@ElkRiverMN.gov

Community Operations Development Deputy Director
Jeremy Barnhart, AICP
763.635.1034
jbarnhart@ElkRiverMN.gov

Park Planner/Planner
Chris Leeseberg
763.635.1033
cleeseberg@ElkRiverMN.gov

Planner I
Zack Carlton
763.635.1035
zcarlton@ElkRiverMN.gov

Administrative Community Development Assistant
Debbie Huebner
763.635.1032
dhuebner@ElkRiverMN.gov

Community Operations and Development Director
Suzanne Fischer
763.635.1000
sfischer@ElkRiverMN.gov

City Engineer
Justin Femrite
763.635.1051
jfemrite@ElkRiverMN.gov

Economic Development Director
Brian Beeman
763.635.1042
bbeeman@ElkRiverMN.gov

Other Resources

Fire Department
Fire Marshall
Cliff Anderson
415 Jackson Avenue
Elk River MN 55330
763.635.1110
canderson@ElkRiverMN.gov

Elk River Municipal Utilities
General Manager
Troy Adams
13069 Orono Parkway
Elk River MN 55330
763.635.1334
tadams@elkriverutilities.com

Sherburne County
Highway Engineer
Rhonda Lewis
13880 Highway 10
Elk River MN 55330
763.241.7000
rhonda.lewis@co.sherburne.mn.us

Building Official
Bob Ruprecht
763.635.1066
bruprecht@ElkRiverMN.gov

Connexus Energy
nancyc@connexusenergy.com
kathyz@connexusenergy.com

CenterPoint Energy (Minnegasco)
Melissa Lisher
612.321.4381
melissa.lisher@centerpointenergy.com

Northern Natural Gas Company
Regional Manager, Right-of-Way
Elizabeth E. Babcock
1120 Centre Pointe Drive
Suite 400
Mendota Heights, MN 55120
651.456.1735
Elizabeth.Babcock@nngco.com

How To Obtain a List of Property Owners Within 350 Feet

Required for the following applications ONLY:

1. Conditional or Interim Use Permit
2. Easement Vacation
3. Land Use Amendment
4. Preliminary Plat
5. Variance
6. Zone Change

Mailing labels and legal descriptions for property owners within 350 feet* of the application parcel can be obtained from Sherburne County Public Works Office, 13880 Business Center Drive NW, Elk River, MN 55330 (Phone: 763.765.3311)

***Please note: If the property is on the border of Elk River city limits, you will need to obtain mailing labels from that neighboring city or township for the property owners within 350'. (Ask Public Works staff if you are unsure about where/how to do this.)**

The fee for this service is $35.00 plus the following charges:

- 50 cents/page for labels
- 25 cents/page for printed legal descriptions

Please bring this form with you to Public Works, with the following information:

Legal Description of Property
On City of Elk River Application:

_____

_____

_____

PID # 75-_____-_____

Name of Property Owner (Tax Payer) _____

Name of person
Making request: _____ Daytime Phone:_____

Mailing Address: _____

_____

2014 Planning Commission & City Council Meeting Schedule

For Review of Planning Applications

For complete applications requiring both Planning Commission and City Council review

(Preliminary Plat, Conditional Use Permit, Interim Use Permit, Zone Change, Appeal, Land Use, Ordinance Amendments & Variances)

APPLICATION DEADLINE	WETLAND TECH. EVALUATION PANEL*	PLANNING COMMISSION/BOA**	CITY COUNCIL
December 30	January 9	February 11	February 18 (Tuesday)
January 27	February 13	March 13	March 17
February 24	March 13	April 8	April 21
March 31	April 10	May 27	June 2
April 28	May 8	May 27	June 16
May 27 (Tues.)	June 12	June 24	July 21
June 30	July 10	July 22	August 18
July 28	August 14	August 26	September 15
August 25	September 11	September 23	October 20
September 29	October 9	October 28	November 17
October 27	November 13	November 25	December 15
November 24	December 11	December 23	January 20 (Tues.-2015)
December 29	January 8 (2015)	January 27 (2015)	February 17 (Tues. 2015)

*** Major revisions to projects as a result of the <u>Wetland Technical Evaluation Panel</u> review will cause a tabling to the following month's Planning Commission meeting.**

**** BOA - Board of Adjustment reviews variances/appeals** *(Automatic appeal to City Council if denied)*

For applications requiring only City Council review

(Easement Vacation, Administrative Subdivision or Simple Plat, Final Plat, Fireworks, & General Planning Permit)

APPLICATION DEADLINE	CITY COUNCIL
December 26	January 21 (Tuesday) 2014
January 23	February 18 (Tuesday)
February 24	March 17
March 27	April 21
April 24	May 19
May 22	June 16
June 19	July 21
July 24	August 18
August 21	September 15
September 18	October 20
October 23	November 17
November 23	December 15
December 18	January 2 (Tuesday-2015)
January 22 (2015)	February 17 (Tuesday-2015)

ALL REQUIRED APPLICATION MATERIALS MUST BE SUBMITTED BY THE DEADLINE OR YOUR APPLICATION WILL BE POSTPONED TO THE NEXT MONTH

APPLICATIONS MAY BE ACCEPTED UP TO ONE WEEK BEFORE DEADLINE DATE
(See Planning Commission and City Council Meeting Schedule
Page 5 of the Land Use Application Form)

City of Elk River

Conditional Use Permit

(Land Use Application also required)

PUBLIC HEARING

Application Requirements

The city requires two (2) copies of all required drawings at a scale no smaller than 1"=50', and no larger than 24"x36" in size. Two (2) sets of 11"x17" reductions is also required. 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.***

City Ordinance Sections 30-651 thru 30-659

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

- ❑ 1. Land Use Application form
- ❑ 2. Application Fee (check or cash)
- ❑ 3. Labels for Property Owners within 350 feet of the subject parcel obtained from the Sherburne County Property Tax Division (See Page 4 of the Land Use Application Form)
- ❑ 4. All submitted hard copy graphics (no larger than 11" x 17") shall also be provided on a CD/flash drive in a **.pdf** format at least at 300 dpi.
- ❑ 5. One typewritten narrative shall be submitted and it shall also be provided on a CD/flash drive in an editable word processing format.
- ❑ 6. Written identification of issues from Building Department
- ❑ 7. Site Plan
- ❑ 8. Landscape Plan completed by registered landscape architect
- ❑ 9 Utility Plan
- ❑ 10. Tree Preservation Plan
- ❑ 11. Grading/Drainage Plan
- ❑ 12. Drainage Calculations
  - o The grading/drainage plan must be reflective of the final plan, including any revisions required by the Technical Evaluation Panel, if appropriate.
- ❑ 13. Building Elevations, including one (1) color rendering
  - o For townhome projects, calculations of material by elevation must be included.
- ❑ 14. Floor Plans
- ❑ 15. Wall and Freestanding Sign Plans
- ❑ 16. List of items/equipment/materials associated with Outdoor Storage
- ❑ 17. Wetland Delineation (if wetlands are present)
- ❑ 18. Wetland Mitigation Plan (if wetlands are impacted)
  - o The wetland delineation and mitigation must be reviewed by the Technical Evaluation Panel and revisions made prior to review by the Planning Commission.
- ❑ 19. EAW/EIS Requirements
  - o 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.
- ❑ 20. 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 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?
- Hours of Operation
- Number of Employees
- Number of parking stalls, existing and additional
- Is there proposed screening of the site?
- Proposed building materials
  - How do they comply with applicable design standards?
- Signage – *(at time of installation, a separate permit is required for each sign)*
  - How many?
  - Proposed sizes?
  - Locations?
  - What type?
- Is there outdoor storage?
  - What is being stored?
  - How much?
  - Proposed screening?