



# ZONING & SUBDIVISION LAND USE APPLICATION

File / Permit Number \_\_\_\_\_

CITY OF ELKO NEW MARKET • PO BOX 99 • 601 MAIN STREET, ELKO NEW MARKET, MN 55020 • PHONE: (952) 461-2777 • FAX: (952) 461-2782

## LAND USE PERMIT REQUEST (NON-ADMINISTRATIVE)

(Check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Comprehensive Plan Amendment                          | <input type="checkbox"/> Subdivision (Plat, CIC, RLS) – Concept/Sketch Plan |
| <input type="checkbox"/> Annexation  | <input type="checkbox"/> Subdivision (Plat, CIC, RLS) – Preliminary Plat    |
| <input type="checkbox"/> Ordinance Amendment - Text                            | <input type="checkbox"/> Subdivision (Plat, CIC, RLS) – Final Plat          |
| <input type="checkbox"/> Ordinance Amendment – Official Map/Rezone             | <input type="checkbox"/> PUD – Concept/Sketch Plan                          |
| <input type="checkbox"/> Variance  | <input type="checkbox"/> PUD – Development Stage                            |
| <input type="checkbox"/> Conditional Use Permit                                | <input type="checkbox"/> PUD – Major Amendment/Modification                 |
| <input type="checkbox"/> Conditional Use Permit – Major Amendment/Modification | <input type="checkbox"/> Site Plan Review (Single Family Homes Are Exempt)  |
| <input type="checkbox"/> Interim Use Permit                                    | <input type="checkbox"/> Vacation of Right-of-Way or Easement               |
| <input type="checkbox"/> Interim Use Permit – Home Occupation                  | <input type="checkbox"/> Grading Permit (Major)                             |

## DESCRIPTION OF REQUEST / PROJECT DETAILS

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## PROPERTY INFORMATION

Address: \_\_\_\_\_

Property Identification Number (PIN): \_\_\_\_\_

See Attached Legal Description

Current Legal Description: \_\_\_\_\_

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## PROPERTY OWNER INFORMATION

Property Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Main Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

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## APPLICANT INFORMATION (If Different Than Property Owner):

Applicant(s): \_\_\_\_\_

Title (position or relation to property owners): \_\_\_\_\_

Address: \_\_\_\_\_

Main Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

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## STAFF REPORT & RESOLUTION

Based on required information submitted along with this application, City staff will draft a detailed staff report for the applicable advisory board(s) and City Council to review.

Please indicate which of the following documents you would like to receive (as applicable):

- Commission Report     City Council Report     Final Resolution     Recorded Document

Please indicate your preference in receiving said documents:

- Email     Mail     Fax     Pick up at City Hall



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## COMPLETED APPLICATION

Land use applications will not be considered complete until the following information and fees are received by the City of Elko New Market:

1. Proof of Land Ownership or Purchase Agreement
2. Completed Land Use Application Forms Including Signatures of all Property Owners
3. Paid Application Fee, Escrow Deposit, and Letter-of-Credit (if applicable)
4. Submission Requirements as Determined by the City Code

Depending on the land use application request, the City will take action (approval or denial) within 60 - 120 days for zoning requests and within 120 days for subdivision requests. The City will not take action on land use applications determined to be incomplete.

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## APPLICATION FEES, ESCROW RETAINER, LETTER-OF-CREDIT

FEES. Application fees are used for City staff and consultant time (such as research, investigation, case review, phone calls, emails, preparation of documents, etc.), overhead costs, mileage, notices, publications, supplies, mailings, and recording fees. Application fees (see fee schedule) are due at the time of application submittal.

ESCROW RETAINER. The City of Elko New Market may use consultants and other professional services (such as engineering, legal, environmental, planning, and financial) when reviewing land use applications. Escrows are retained by the City to pay for said consulting and professional services. Once the escrow retainer is used, the property owner and/or applicant will be billed for all additional services and associated costs. The applicant is responsible for reimbursing the City for all consultant and professional service fees used in connection with the application. These associated fees are due immediately upon notification by the City. The City will provide an itemized statement of the associated expenses incurred by the City. The City may withhold final action on a land use application and/or rescind prior action until all associated fees are paid. Escrows (see fee schedule) are due at the time of application submittal. Failure of an Applicant to promptly pay the City for any overdue consultant and professional service fees may result in the City taking appropriate legal action to recover such costs.

LETTER-OF-CREDIT. The City of Elko New Market requires irrevocable Letters-of-Credit in cases of land development to ensure that approved public facilities (streets, sidewalks, stormwater ponds, etc.) will be built according to City standards. The total amount of a letter-of-credit is typically agreed upon through a developer's agreement. A City approved letter-of-credit, in a City-approved format, from the client's bank (issuing bank) is due before any construction on the project can take place.



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## FEE SCHEDULE

The following fees have been established by ordinance and adopted by the City Council:

Land Use Application Type	Application Fee	Escrow Deposit	Other Fee (If Applicable)
Comprehensive Plan Amendment	\$400	\$1,000	
Annexation	\$400	\$5,000	
Ordinance Amendment – Text	\$400	\$3,000	
Ordinance Amendment – Official Map/Rezone	\$400	\$3,000	
Subdivision (Plat, CIC, and RLS) – Concept/Sketch Plan	\$0	\$0	
Subdivision (Plat, CIC, and RLS) – Preliminary Plat	\$400	\$5,000	\$750/acre (min of \$5,000)
Subdivision (Plat, CIC, and RLS) – Final Plat	\$400	\$5,000	\$750/acre (min of \$5,000)
Planned Unit Development (PUD) – Concept/Sketch Plan	\$0	\$0	
Planned Unit Development (PUD) – Development Stage	\$400	\$3,000	
Planned Unit Development (PUD) – Major Amendment	\$400	\$3,000	
Variance	\$250	\$1,000	
Conditional Use Permit (CUP)	\$400	\$3,000	
Conditional Use Permit (CUP) – Major Amendment	\$400	\$3,000	
Interim Use Permit	\$400	\$3,000	
Interim Use Permit – Home Occupation	\$250	\$1,000	
Site Plan Review (Single Family Homes are Exempt)	\$400	\$1,000	
Vacation of Right-of-Way or Easement	\$400	\$1,000	
Filling/Grading Permit (Major)	\$400	\$1,000	

## RIGHT-OF-ENTRY NOTICE

If applicable, property owners and/or applicants shall allow City staff, consultants, council members, and advisory board members to access the subject property for site research and site inspections relating to the application. Access to the subject property shall be valid during the land use approval process, construction phase, and for any required follow-up inspections.

## ACKNOWLEDGMENT & SIGNATURES

I, the undersigned, acknowledge that I have read and fully understand the contents and requirements of this land use application, and; I, the undersigned, acknowledge that the information and statements I have provided on this application are true, and; I, the undersigned, understand and agree that I am responsible for all costs incurred by the City in the processing and reviewing of this application, and; I, the undersigned, understand and agree to allow City staff, consultants, council members, and advisory board members access to the subject property relating to this application.



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## ACKNOWLEDGMENT & SIGNATURES (CONTINUED)

\_\_\_\_\_  
Property Owner # 1 Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner # 2 Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature (if different from owner) \_\_\_\_\_  
Date

### OFFICE USE ONLY:

- |  |               |             |                                      |
|--|---------------|-------------|--------------------------------------|
| <input type="checkbox"/> Application Received      | - Date: _____ | - By: _____ | <input type="checkbox"/> Check       |
| <input type="checkbox"/> Application Fee Paid      | - Date: _____ | - By: _____ | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Escrow Fee Paid           | - Date: _____ | - By: _____ | <input type="checkbox"/> Cash        |
| <input type="checkbox"/> Letter-of-Credit Provided | - Date: _____ | - By: _____ | Check(s) No. /<br>Authorization No.  |
| <input type="checkbox"/> Completed Application     | - Date: _____ | - By: _____ | _____                                |