



2241 221<sup>st</sup> Ave. NE • East Bethel, MN 55011  
 Phone: (763) 367-7844 • Fax: (763) 434-9578

OFFICE USE ONLY

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

Total Fee Paid: \_\_\_\_\_

Escrow Application Submitted: \_\_\_\_\_

## APPLICATION FOR **GRADING** (500-1,000 cubic yards)

**Application Fee: \$50      Escrow: \$500      Anoka Co. Filing Fee: NA**

\*Consulting fees accrued from the City Engineer, City Attorney, etc will be taken from the escrow amount. The remaining escrow will be refunded after the project is finished and has met all of the conditions during final inspection. The application fee is non-refundable.

NAME OF PROJECT (if applicable): \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_

LOCATION PID: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

<u>PROPERTY OWNER:</u>	<u>APPLICANT:</u>
	<input type="checkbox"/> SAME AS PROPERTY OWNER
NAME: _____	NAME: _____
PHONE: _____	PHONE: _____
ADDRESS: _____	ADDRESS: _____
CITY/STATE/ZIP: _____	CITY/STATE/ZIP: _____
EMAIL: _____	EMAIL: _____

I fully understand that I must meet with City Staff to review all submission requirements and conditions prior to official submission, and that all of the required information must be submitted at least thirty (30) days prior to the Planning/Zoning Commission and City Council scheduled meeting dates to ensure review by City Staff

\_\_\_\_\_  
 Property Owner Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

# Land Use Escrow Application

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

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Land Use Application: \_\_\_\_\_

Person/Company paying the escrow	Person/Company receiving returned escrow (if different from the person/company paying the escrow than permission is needed)
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Phone: _____
Mailing Address: _____	Address: _____
_____	_____
Amount entered into escrow: \$ _____	Email: _____

Escrow Type	Escrow Amount
Tax Increment Financing	\$12,000
Preliminary Plat	\$5,000
Major Mining Permit	\$1,500
Admin. Subdivision, Comp Plan Amendment, Conditional Use Permit/Amendment, Metes and Bounds Split, Minor Mining Permit, Planned Unit Development, Rezoning, Site Plan Review, Vacation,	\$1,000
Final Plat	\$1,000 + \$50/Lot if new road
Environmental Review	\$650
Concept Plan Review, Grading Permit, Planned Unit Development Amendment, Variance, Zoning Text Amendment	\$500
Interim Use Permit/Amendment	\$300

**Escrow Information**

Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If the City of East Bethel is to acquire these fees while working on your Land Use Application, than you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned once the work has been approved by the Building and/or Community Development Director.

The Escrow must be paid along with any other fees 15 days prior to the Planning Commission meeting that is the matter is scheduled to be addressed.

Escrow Payer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development Director: \_\_\_\_\_ Date: \_\_\_\_\_

***East Bethel Community Development***

2241 221<sup>st</sup> Ave NE | East Bethel, MN 55011

Phone: (763) 367-7844 | Fax: (763) 434-9578

The following information is required to be submitted in support of the **GRADING** of 500 to 1,000 cubic yards.

**1. Permit required**

No person shall undertake, authorize, or permit any of the following actions without first having obtained the proper permit from the city:

- A. Any excavating, grading, filling, or other change of more than ten cubic yards in the earth's topography in any designated wetlands, floodplain, or shore land district;
- B. Any excavating, grading, filling, or other change in the earth's topography resulting in the movement of more than 500 cubic yards of material;
- C. Any excavation of materials in the amount of 1,000 cubic yards or more shall comply with requirements of City of East Bethel Ordinance No. 166. Excavation and Mining, and shall be reviewed as an interim use permit under the standards outlined in Section 04. Applications and Procedures.

**2. Permit not required**

Notwithstanding the above, no grading permit shall be required for the following activities, except as required by the Minnesota Building Code:

- A. Earthwork undertaken in accordance with grading plans approved in conjunction with a building and site plan review or plat approval; or
- B. Earthwork, which will result in moving less than 50 cubic yards of material, provided the work does not take place in any designated wetlands, floodplain, or shoreland district.

**3. Restrictions**

No person shall undertake, authorize, or permit any excavating, grading, filling, or other change in the earth's topography which violates or is not in compliance with the proper permit issued by the city, including the approved plans and all terms and conditions of the permit.

**4. Administrative grading permit application and review**

- 1) Grading plans that would result in the movement of more than 500 cubic yards but less than 1,000 cubic yards of material may be approved by the zoning administrator. The applicant shall submit the following information unless waived by the zoning administrator:
  - a. The legal description of the property;
  - b. Shore land, floodplain, and wetland designations;
  - c. Existing and proposed final grades utilizing two feet contour intervals;
  - d. A tree survey showing all trees having a diameter of six inches or greater and a tree preservation plan;
  - e. A landscaping and site restoration plan;
  - f. A drainage plan that is acceptable to the city engineer;
  - g. An erosion control plan; and
  - h. Any other information that may be required by the zoning administrator that demonstrates that the use of this property is consistent with this ordinance and the comprehensive plan.
- 2) Upon receipt of a completed application, the zoning administrator or city engineer shall review the application within 15 working days and shall notify the applicant of the decision by mail. The zoning administrator or city engineer may impose such modifications and conditions as may be necessary to protect the public interest.

- 3) Any applicant aggrieved by a decision of the zoning administrator or city engineer may appeal the determination to the planning and zoning commission in accordance with Section 02. Responsibilities, Enforcement, and Appeals.

## 5. Grading permit standards

Grading permits shall be issued only for grading plans which comply with the following:

- A. The grading plan shall demonstrate that tree preservation has been maximized by adherence to the following:
  - 1) Significant trees greater than six inches in diameter shall be destroyed only to the extent necessary for the property to attain a reasonable, but not maximum, use;
  - 2) Prior to commencement of grading, all trees identified for preservation shall be field identified and grading limits cordoned with a suitable barrier. The barrier shall be located to coincide to the drip line of the tree;
  - 3) No construction, compaction, or grading of any kind may occur within these drip lines, except when necessary to save additional significant trees and when the risk to the trees designated for preservation is minimal.
- B. The grading plan shall use landscaping materials to restore site aesthetics, minimize the visual impact of the work, screen the grading from adjacent property, and enhance the property's development potential. All areas altered because of grading activity shall, at a minimum, be restored with seed and disc mulch or sod within two weeks after completion of the activity. The zoning administrator may approve an extension of this deadline, if appropriate, but in no case shall site restoration be delayed beyond October 1 of the year in which the grading activity is approved. The grading plan shall not result in sites that are unsatisfactory for development of permitted uses.
- C. The plan shall provide for the removal of any significant amounts of organic material or construction debris from the site.
- D. In instances where an existing natural or created buffer shall be impacted by grading or filling operations, site restoration shall be completed in a manner that resembles, to the extent possible, the original vegetation and topographic state of the property.
- E. The plan shall protect wetlands, floodplains, shore lands, public waters, and other natural features to the maximum extent possible.
- F. The plan shall provide for adequate drainage, storm water retention, and erosion control measures.
- G. The plan shall provide for traffic movements to and from the site that do not have significant adverse impacts on area roadways, development, and traffic patterns and/or congestion. Roads surrounding the site shall be swept as needed to remove any debris that may accumulate as a result of the grading activity. The city may require the installation of a rock entrance pad to the property prior to the grading activity for projects that involve a substantial amount of hauling to or from the site to accommodate removal of mud from construction vehicles.
- H. The plan shall include provisions for dust control measures on a regular basis as determined by city staff.
- I. The plan shall include a schedule of activities that limits the duration of off-site impacts and disruptions.
- J. The plan must be approved, if required, by the watershed district and other state and federal agencies that have jurisdiction prior to commencement of grading. The applicant shall submit other government agencies' approvals and/or permits to the city prior to

commencement of grading activity.

- K. The plan shall comply with the Minnesota State Building Code and all other applicable state, county and city ordinances.
- L. The plan shall be accompanied by a bond or other acceptable financial surety, as the city deems appropriate, to guarantee compliance with the approved permit and adequate site restoration. The surety will be 150 percent of the amount determined by the zoning administrator, city engineer, or the city's designated representative, based upon the size of the project, site restoration, and potential off-site impacts.

#### **6. Drainage**

No land shall be developed and no use shall be allowed that results in water runoff causing flooding, erosion, or deposit of minerals on adjacent property. Such runoff shall be properly channeled into a watercourse, ditch, storm pond, or other appropriate facility subject to review and approval by the city engineer.

(Ord. No. 19, Second Series, 5-5-2010)

#### **ADDITIONAL NOTES**

- Make sure you give yourself enough time to receive approvals from all reviewing agencies.
- If the grading takes place on a wetland, than you may have to fill out the Joint Application Form for Activities Affecting Water Resources in Minnesota

**CONTACT LISTS FOR REVIEW OF DEVELOPMENT PROJECT**

If the box is checked, you must provide a letter of approval, copy of minutes, or other documentation as it relates to your project to the City of East Bethel Planning/Building Department as part of your application for submittal.

<p><b><u>CITY</u></b></p> <p><input type="checkbox"/> Mark Vierling, City Attorney 1809 Northwestern Ave. S. Stillwater, MN 55082 Tel (651) 967-7344 <a href="mailto:MVierling@eckberglammers.com">MVierling@eckberglammers.com</a></p> <p><input type="checkbox"/> Hakanson Anderson Attn: Craig Jochum – City Engineer 3601 Thurston Ave. Anoka, MN 55303 Phone: 763-427-5860 <a href="mailto:craigjj@haa-inc.com">craigjj@haa-inc.com</a></p>	<p><b><u>HIGHWAY/TRANSPORTATION</u></b></p> <p><input type="checkbox"/> Anoka County, Public Services Division, Highway Department Attn: Jane Rose, Traffic Engineering Manager 1440 Bunker Lake Blvd. Andover, MN 55304-4005 Phone: 763-862-4231 <a href="mailto:jane.rose@co.anoka.mn.us">jane.rose@co.anoka.mn.us</a></p> <p><input type="checkbox"/> MN Department of Transportation-Metro Division, Waters Edge Attn: Development Review Coordinator 1500 West County Road B-2 Roseville, MN 55113-3174 Phone: 651-234-7500 <a href="http://www.dot.state.mn.us">www.dot.state.mn.us</a></p>
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<p><b><u>JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)</u></b></p>	
<p><input type="checkbox"/> Anoka Conservation District Attn: Becky Wozney 1318 McKay Dr NE, Ste 300 Ham Lake, MN 55304 Tel (763) 434-2030, ext. 14 <a href="mailto:becky.wozney@anokaswcd.org">becky.wozney@anokaswcd.org</a></p> <p><input type="checkbox"/> MN Dept of Natural Resources Attn: Area Hydrologist 1200 Warner Road St. Paul, MN 55106-6796 Phone: 651-259-5802</p> <p><input type="checkbox"/> MN Dept of Natural Resources Attn: Ecological Services 1200 Warner Road St. Paul, MN 55106-6796 Phone: 651-259-5755</p> <p><input type="checkbox"/> Watershed Management Organization – Upper Rum River Attn: Calvin Bahr Phone: 612-306-1483 <a href="mailto:ckbahr@q.com">ckbahr@q.com</a></p>	<p><input type="checkbox"/> Dennis Rodacker Board of Water &amp; Soil Resources Phone: 651-296-6736 <a href="mailto:dennis.rodacker@state.mn.us">dennis.rodacker@state.mn.us</a></p> <p><input type="checkbox"/> U.S. Army Corps of Engineers Attn: Rachel A Nuetzel 180 Fifth St East, Ste 700 St. Paul, MN 55101 Phone: 651-290-5282 <a href="mailto:rachel.a.nuetzel@usace.army.mil">rachel.a.nuetzel@usace.army.mil</a></p> <p><input type="checkbox"/> Sunrise Watershed Management Organization Attn: Leon Mager, Vice Chair 19511 E. Tri Oak Cir Wyoming, MN 55092 Phone: 763-434-9652 <a href="mailto:LAM3@ISD.net">LAM3@ISD.net</a></p>

# Planning Commission Deadlines for 2018

Application Deadline (30 days prior to PC meeting)	Planning Commission Meeting	60 days from App Deadline	120 days from App Deadline
		City Council must act by this date or city must file for an extension	City Council must act by this date
		These dates are if they submitted the application on the application deadline. Please watch for early submittals.	
December 24, 2017	<b>January 23, 2018</b>	February 22, 2018	April 23, 2018
January 28, 2018	<b>February 27, 2018</b>	March 29, 2018	May 28, 2018
February 25, 2018	<b>March 27, 2018</b>	April 26, 2018	June 25, 2018
March 25, 2018	<b>April 24, 2018</b>	May 24, 2018	July 23, 2018
April 22, 2018	<b>May 22, 2018</b>	June 21, 2018	August 20, 2018
May 27, 2018	<b>June 26, 2018</b>	July 26, 2018	September 24, 2018
June 24, 2018	<b>July 24, 2018</b>	August 23, 2018	October 22, 2018
July 29, 2018	<b>August 28, 2018</b>	September 27, 2018	November 26, 2018
August 26, 2018	<b>September 25, 2018</b>	October 25, 2018	December 24, 2018
September 23, 2018	<b>October 23, 2018</b>	November 22, 2018	January 21, 2019
October 28, 2018	<b>November 27, 2018</b>	December 27, 2018	February 25, 2019
November 18, 2018	<b>December 18, 2018</b>	January 17, 2019	March 18, 2019

Planning Commission meetings are held on the 4<sup>th</sup> Tuesday of the month.

City Council meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month.