



East Bethel Community Development
 2241 221st Ave. NE • East Bethel, MN 55011
 Phone: (763) 367-7844 • Fax: (763) 434-9578

GRADING (BETWEEN 500 - 1,000 CUBIC YARDS)

APPLICANT IS REQUIRED TO MEET WITH CITY STAFF **PRIOR** TO SUBMITTAL OF THIS APPLICATION

APPLICATION FEE: \$50 ESCROW: \$500* ANOKA CO. FILING FEE: \$55

*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: _____

PROPERTY OWNER:

NAME: _____
 PHONE: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 EMAIL: _____

APPLICANT:

SAME AS PROPERTY OWNER

NAME: _____
 PHONE: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 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

OFFICE USE ONLY

DATE SUBMITTED: _____

60 DAYS: _____

TOTAL FEE PAID: _____

120 DAYS: _____

ESCROW APPLICATION SUBMITTED: _____

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SECTION 35 – GRADING, FILLING, AND EXCAVATION



1. - **Purpose.**

This section has been established to govern grading, filling, and excavation activities in the city to ensure the protection of public property, minimize impacts on adjacent property, and protect natural resources.

2. - **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 shoreland 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.

3. - **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.

4. - **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.

5. - **Administrative grading permit application and review.**

- A. 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:
 - 1) The legal description of the property;
 - 2) Shoreland, floodplain, and wetland designations;
 - 3) Existing and proposed final grades utilizing two foot contour intervals;
 - 4) A tree survey showing all trees having a diameter of six inches or greater and a tree preservation plan;
 - 5) A landscaping and site restoration plan;
 - 6) A drainage plan that is acceptable to the city engineer;
 - 7) An erosion control plan; and
 - 8) 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.
- A. [B.] 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.
- B. [C.] 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.

6. - **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, shorelands, public waters, and other natural features to the maximum extent possible.
 - F. The plan shall provide for adequate drainage, stormwater 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.

7. - 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, stormpond, or other appropriate facility subject to review and approval by the city engineer.

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

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 Amount
Type of Land Use Application	
Tax Increment Financing	\$12,000
Preliminary Plat	\$5,000
Major Mining Permit	\$1,500
Admin. Subdivision, Comp Plan Amendment, Metes and Bounds Split, Minor Mining Permit, Site Plan Review, Vacation, Zoning Map Amendment	\$1,000
Final Plat	\$1,000 + \$50/Lot if new road
Environmental Review	\$650
Concept Plan Review, Conditional Use Permit, Conditional Use Permit Amendment, 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.

Escrow Payer Signature: _____ Date: _____

Community Development Staff: _____ Date: _____

East Bethel Community Development

2241 221st Ave NE | East Bethel, MN 55011

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

Application Deadlines for 2020

Planning staff has ten (10) business days to deem an application complete. The submittal dates pertain to applications deemed complete by Planning staff. These dates do not pertain to Subdivisions applications.

Application Deadline To be submitted by 4pm (30 days prior to PC meeting)	Planning Commission Meeting
Friday, December 27, 2019	January 28, 2020
Monday, January 27, 2020	February 26, 2020
Friday, February 21, 2020	March 24, 2020
Friday, March 27, 2020	April 28, 2020
Friday, April 24, 2020	May 26, 2020
Friday, May 22, 2020	June 23, 2020
Friday, June 26, 2020	July 28, 2020
Friday, July 24, 2020	August 25, 2020
Friday, August 21, 2020	September 22, 2020
Friday, September 25, 2020	October 27, 2020
Friday, October 23, 2020	November 24, 2020
Friday, November 20, 2020	December 22, 2020

Planning Commission meetings are held on the 4th Tuesday of the month, unless a holiday falls on that day.

City Council meetings are held on the 2nd and 4th Mondays of the month, unless a holiday falls on that day.

Changes to meeting dates will be posted on the East Bethel City website.

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.

CITY

- City Attorney**
Eckberg Lammers
1809 Northwestern Ave. S.
Stillwater, MN 55082
(651) 967-7344
www.eckberglammers.com/

- City Engineer**
Hakanson Anderson
Attn: Craig Jochum
3601 Thurston Ave.
Anoka, MN 55303
763-427-5860
www.haa-inc.com/

HIGHWAY/TRANSPORTATION

- Traffic Engineering Manager**
Anoka County Highway Department
1440 Bunker Lake Blvd.
Andover, MN 55304
763-862-4231
www.anokacounty.us/307/Highway-Department

- Development Review Coordinator**
MN Dept of Transportation
Metro Division, Waters Edge
1500 West County Road B-2
Roseville, MN 55113
651-234-7500
metrodevreviews.dot@state.mn.us

JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

- Anoka Conservation District**
Attn: Wetland Specialist
1318 McKay Dr NE, Suite 300
Ham Lake, MN 55304
763-434-2030, ext. 14
<https://www.anokaswcd.org/>

- Area Hydrologist**
MN Dept of Natural Resources
1200 Warner Road
St. Paul, MN 55106-6796
651-259-5802
<https://www.dnr.state.mn.us/>

- Ecological Services**
MN Dept of Natural Resources
1200 Warner Road
763-200-2581
<https://www.dnr.state.mn.us/>

- Board of Water & Soil Resources**
651-296-6736
<http://www.bwsr.state.mn.us/>

- U.S. Army Corps of Engineers**
180 Fifth St East, Suite 700
St. Paul, MN 55101
651-290-5282
<https://www.mvp.usace.army.mil/>

- Sunrise Watershed Management Organization**
19511 E. Tri Oak Cir
Wyoming, MN 55092
763-434-9652
LAM3@ISD.net

- Upper Rum River Watershed Management Organization**
19900 Nightingale St. NW
Oak Grove MN 55011
651-259-5755
<http://www.urrwmo.org/>