



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: \_\_\_\_\_

**MINOR MINING PERMIT  
 PROCESS & CHECKLIST**

**Application Fee: \$500      Escrow: \$1,000      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>
NAME: _____	<input type="checkbox"/> SAME AS PROPERTY OWNER
PHONE: _____	NAME: _____
ADDRESS: _____	PHONE: _____
CITY/STATE/ZIP: _____	ADDRESS: _____
EMAIL: _____	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

# 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 application for a **MINOR MINING PERMIT** is processed in three separate review steps:

- 1) CITY STAFF  
(Applicant is required to meet with City Staff **prior** to submittal of the application.)
- 2) PLANNING COMMISSION  
(Public hearing and recommendation to the City Council)
- 3) CITY COUNCIL  
(No public hearing required)

**Application for permits; procedures; contents of applications for minor permit**

- (a) An application for a minor mining or excavation permit (1,000 to 5,000 cubic yards) shall be processed in accordance with the same procedures and requirements specified in the city zoning ordinance, set forth in Appendix A to this Code, relating to conditional use permits. An application for a minor mining permit shall be accompanied by three large-scale copies and 13 reduced-scale (not less than 11 inches by 17 inches) copies of detailed written and graphic materials fully explaining the proposed land excavation operation. The scale of such materials shall be the minimum necessary to ensure legibility. The request shall be considered as being officially submitted when all the following information has been provided:
  - (1) The name and address of the applicant.
  - (2) The name and address of the owner of the land.
  - (3) The address and legal description of the land involved.
  - (4) The purpose of the excavation or grading.
  - (5) A description of the type and amount of material to be excavated or graded from the premises.
  - (6) The highways, streets, or other public ways in the city upon and along which any material is to be hauled or carried.
  - (7) An estimate of the time required to complete the excavation or grading.
  - (8) A site plan showing present topography at two-foot intervals and also including boundary lines for all properties, watercourses, wetlands and other significant features within 300 feet.
  - (9) A site plan showing the proposed finished grade and landscape plan. Erosion control measures shall be provided on such plan. Final grade shall not adversely affect the surrounding land or the development of the site on which the excavation is being conducted. Topsoil shall be of a quality capable of establishing normal vegetative growth.
  - (10) A security statement demonstrating the proposed activity will in no way jeopardize the public health, safety and welfare or is appropriately fenced to provide adequate protection.
  - (11) A statement that the application will comply with all conditions prescribed by the city or its officers or agents.
  - (12) A written right-of-entry given to the city and/or its officers to enter the land for the purpose of determining compliance with all applicable conditions imposed on the operation.
- (b) The application shall not be accepted unless all information requirements are complied with. A fee for such application shall be paid to the city at the time the application is submitted based upon the schedule established by city council resolution and filed in the office of the city clerk-treasurer.
- (c) The provisions of sections [26-170](#) through [26-183](#) shall apply to minor mining activities as recommended by the planning commission and deemed appropriate by the city council. As a minimum prerequisite to the granting of a permit, or after a permit has been granted, the city council may require the applicant to whom such permit is issued, or to the owner or user of the property on which the excavation/grading is located to:
  - (1) Properly fence the excavation.
  - (2) Slope the banks and otherwise properly guard to keep the excavation in such condition as not to be dangerous from caving of sliding banks.
  - (3) Properly drain, fill in or level the excavation, after it has been created, so as to make the same safe and healthful.
  - (4) Keep the excavation/grading within the limits for which the particular permit is granted.

- (5) Remove excavated/graded materials from the excavation, away from the premises upon and along such highways, streets or other public ways as the city shall order and direct.
  - (6) Retain and store topsoil from the site in question and to utilize such materials in the restoration of the site.
  - (7) Restore the site to a leveled finish grade that is seeded or sodded with grass so as not to be a source of, or aggravation to, stormwater drainage conditions in the area.
- (d) All minor excavation/grading operations shall be completed within 90 days of the issuance of the permit. Upon completion, the permit holder shall notify the city in writing of the date of completion. The city engineer shall inspect the project following completion to determine if the applicant has complied with the conditions imposed as part of the permit. If additional time is needed for completion, the permit holder may apply to the city, and upon a satisfactory showing of need, the city may grant an extension of time. Such extension shall be for a definite period. Extensions shall not be granted in cases where the permit holder fails to show that good faith efforts were made to complete the excavation/grading operation within 90 days. In the event that a request for an extension is denied, the permit holder shall be allowed a reasonable time to comply with the other provisions of this article relating to rehabilitation of the site. What constitutes such reasonable time shall be determined by the city engineer after inspecting the premises.

(Ord. No. 166, § 6, 1-3-2001; Ord. No. 201, § 3, 12-7-2005)

**Sec. 26-170. Excavation or mining in groundwater table**

Unless a city approved wetland pond/lake fed by groundwater is to be created, mining operations shall not occur below the level of the groundwater table elevation as submitted in the engineer's soils report.

(Ord. No. 166, § 7, 1-3-2001)

**Sec. 26-171. Standards; extraction site location**

Operations permitted under this section shall not be conducted within:

- (1) One hundred feet of an existing street or highway right-of-way;
- (2) Fifty feet of the right-of-way on an existing public utility;
- (3) One hundred feet of the boundary of any zone where such operations are not permitted; or
- (4) One hundred feet of the boundary of an adjoining property not in mining use; or as directed by the city council.

**Submitted Subsequent to city council approval**

- Agreement for signature if Minor Mining Permit is approved by City Council

**Additional Notes**

- The City Council meets on the first (1st) and third (3rd) Wednesday of the month.
- The Planning Commission meets on the fourth (4<sup>th</sup>) Tuesday of the month.
- Make sure you give yourself enough time to receive approvals from all reviewing agencies.
- If the minor mining 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@eckbergglammers.com">MVierling@eckbergglammers.com</a></p> <p><input type="checkbox"/> Hakanson Anderson 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>
<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.