



East Bethel Community Development
 2241 221st 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: _____

SITE PLAN PROCESS & CHECKLIST

Application Fee: \$500 Escrow: \$1,000*

*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 221st Ave NE | East Bethel, MN 55011

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

The application for a **SITE PLAN REVIEW** 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
(No public hearing required. Majority vote of the Planning Commission)
- 3) CITY COUNCIL
(No public hearing required)

The following information is required to be submitted in support of the Site Plan Review thirty (30) days prior to the scheduled Planning Commission meeting date:

- Completed application, fee(s)/escrow(s), location map, and narrative
- Certificate of Survey
- Legal description** of property (located on deed)
- SITE PLAN** (3 sets of plans 24" x 36"; 1 set of plans 11" x 17") shall be drawn to scale of not more than one inch equals fifty feet (1" = 50') and include the following information:
 - Boundaries with dimensions and angles and ties to section lines
 - Existing buildings on the site and within one hundred (100) feet
 - Proposed buildings, additions, or demolitions
 - Existing and proposed curbs, curb cuts and driveways, curb and driveway cross-sections
 - Existing and proposed parking and loading facilities, parking lot cross-sections
 - Trash and waste storage facilities
 - Pedestrian circulation system with cross-section
 - Screening (fences, walls, landscaping, and berms) with construction details
 - Tabulation of pertinent site data to aid in evaluating compliance with zoning requirements
- LIGHTING PLAN** shall include the following information:
 - Location of all exterior lighting
 - Illumination pattern and data on lighting fixtures
 - Details of light fixtures
 - Relationship to lighting on abutting properties
- GRADING AND DRAINAGE PLAN** shall include the following information:
 - Existing and proposed topography
 - Existing and proposed drainage facilities
 - Delineation of topography of subject property with contour intervals of not more than two (2) feet and supplemental of one (1) foot in extremely flat areas
 - Calculations to determine sizing of pipes, structure, and water storage areas
 - Erosion control measures

- Drainage easements

UTILITIES PLAN shall include the following information:

- Existing and proposed sanitary sewer and water systems
- Elevations, gradients, and sizing of all components
- Utility easements

LANDSCAPE shall include the following information:

- Location, size, and species of all proposed plant materials
- Plant schedule
- Planting details
- Existing plants to be removed

SIGN PLAN shall include the following information:

- Site plan locating all free standing and wall signs
- Diagrams of sign copy with dimensions and color
- Dimensions of all signs including sign structures and mounting systems
- Height of all signs
- Sign illumination system
- Structural plans showing materials, fabrication, and mounting system

BUILDING PLAN shall include the following information:

- Elevation drawings, sections or illustrations indicating the architectural treatment of all proposed buildings and structures
- Floor plans of all proposed buildings and structures
- Type of use, number of employees, users, or occupants expected
- Type, location and treatment of exterior mechanical devices, such as vent exhaust fans, air conditioners, and elevators
- Type of exterior building materials
- Material board with exterior colors of all building materials

VARIANCES must be clearly shown

Any other information City Staff may request

Additional Notes

- The City Council meets on the first (1st) and third (3rd) Wednesday of the month.
- The Planning Commission meets on the fourth (4th) Tuesday of the month.
- Make sure you give yourself enough time to receive approvals from all reviewing agencies.
- If the site plan process 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.

CITY

- Mark Vierling, City Attorney
1809 Northwestern Ave. S.
Stillwater, MN 55082
Tel (651) 967-7344
MVierling@eckbergglammers.com
- Hakanson Anderson
Attn: Craig Jochum – City Engineer
3601 Thurston Ave.
Anoka, MN 55303
Phone: 763-427-5860
craigjj@haa-inc.com

HIGHWAY/TRANSPORTATION

- 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
jane.rose@co.anoka.mn.us
- 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
www.dot.state.mn.us

JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

- Anoka Conservation District
Attn: Becky Wozney
1318 McKay Dr NE, Ste 300
Ham Lake, MN 55304
Tel (763) 434-2030, ext. 14
becky.wozney@anokaswcd.org
- MN Dept of Natural Resources
Attn: Area Hydrologist
1200 Warner Road
St. Paul, MN 55106-6796
Phone: 651-259-5802
- MN Dept of Natural Resources
Attn: Ecological Services
1200 Warner Road
St. Paul, MN 55106-6796
Phone: 651-259-5755
- Watershed Management Organization – Upper Rum River
Attn: Calvin Bahr
Phone: 612-306-1483
ckbahr@q.com
- Dennis Rodacker
Board of Water & Soil Resources
Phone: 651-296-6736
dennis.rodacker@state.mn.us
- U.S. Army Corps of Engineers
Attn: Rachel A Nuetzel
180 Fifth St East, Ste 700
St. Paul, MN 55101
Phone: 651-290-5282
rachel.a.nuetzel@usace.army.mil
- Watershed Management Organization - Sunrise
Attn: Leon Mager, Vice Chair
19511 E. Tri Oak Cir
Wyoming, MN 55092
Phone: 763-434-9652
LAM3@ISD.net

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	January 23, 2018	February 22, 2018	April 23, 2018
January 28, 2018	February 27, 2018	March 29, 2018	May 28, 2018
February 25, 2018	March 27, 2018	April 26, 2018	June 25, 2018
March 25, 2018	April 24, 2018	May 24, 2018	July 23, 2018
April 22, 2018	May 22, 2018	June 21, 2018	August 20, 2018
May 27, 2018	June 26, 2018	July 26, 2018	September 24, 2018
June 24, 2018	July 24, 2018	August 23, 2018	October 22, 2018
July 29, 2018	August 28, 2018	September 27, 2018	November 26, 2018
August 26, 2018	September 25, 2018	October 25, 2018	December 24, 2018
September 23, 2018	October 23, 2018	November 22, 2018	January 21, 2019
October 28, 2018	November 27, 2018	December 27, 2018	February 25, 2019
November 18, 2018	December 18, 2018	January 17, 2019	March 18, 2019

Planning Commission meetings are held on the 4th Tuesday of the month.

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