



East Bethel Community Development
 2241 221st Ave. NE • East Bethel, MN 55011
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PLANNED UNIT DEVELOPMENT

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

APPLICATION FEE: \$700 **ESCROW: \$1,000*** **PARK DEDICATION FEE APPLIES**
 ALTERNATE FEES: AMENDMENT APPLICATION FEE: **\$300** AMENDMENT ESCROW: **\$500***

SELECT ONE: NEW AMENDMENT

*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.

PARK DEDICATION FEES FOR COMMERCIAL LOTS	5% OF LAND OR CASH NOT TO EXCEED \$2,000 PER ACRE
PARK DEDICATION FEES FOR RESIDENTIAL LOTS	10% OF LAND OR CASH NOT TO EXCEED \$2,000 PER LOT

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: _____
 TOTAL FEE PAID: _____
 ESCROW APPLICATION SUBMITTED: _____

60 DAYS: _____
 120 DAYS: _____
 SL PF LU

SECTION 56 – PLANNED UNIT DEVELOPMENT (PUD)



1. - **Purpose.**

The primary purpose of the planned unit development (PUD) provisions is to allow flexibility and variation from conventional ordinance standards in exchange for higher standards of development design and creativity, architectural control, natural resource protection, landscaping, public parks, public and private open space protection, pedestrian access, and multi-use corridor opportunities. The PUD provisions are also intended to promote the efficient use of land and promote cost-effective public and private infrastructure systems.

Public benefit: The public benefits to the surrounding neighborhood and the city as a whole that are intended to be derived from the approval of a planned unit development include, but are not limited to:

- A. Preservation and enhancement of desirable site characteristics and open space.
- B. A pattern of development which preserves natural vegetation, topographic and geologic features.
- C. Preservation and enhancement of historic and natural resources that significantly contribute to the character of the city.
- D. Use of design, landscape, or architectural features to create a pleasing environment or other special development features.
- E. Provision of a variety of housing types in accordance with the city's housing goals.
- F. Elimination of blighted structures or incompatible uses through redevelopment or rehabilitation.
- G. Business and commercial development to enhance the local economy and strengthen the tax base.
- H. To assure the development of a complex unit of associated uses is planned as a single entity and to effectuate the policies and standards of the comprehensive plan.

2. - **Conditional uses.**

- A. Electric power and communications transmission lines.

3. - **Rules and standards.**

- A. A PUD may be excluded from certain requirements when specifically approved as part of the PUD. Such exclusions shall only be granted for the purpose of creating better overall design and an improved living environment and not solely for the economic advantage of the applicant.
- B. The granting of a PUD does not alter in any manner the underlying zoning district uses. Building permits shall not be issued which are not in conformity with the approved PUD.
- C. A PUD may be applied to the B-1, B-2, B-3, PBD, and I zoning districts.
- D. A PUD is required in the city center zoning district and environmental overlay district.
- E. A PUD is not permitted in the R-1, R-2, RR, and A residential zoning districts unless otherwise designated on the official City of East Bethel zoning map adopted as part of the zoning ordinance.

4. - **Development standards.**

The development standards for a PUD shall be guided by the underlying zoning district and established with PUD approval with the exception of the following standards:

- A. *Minimum area for a PUD.* The minimum total area required for a PUD shall be three acres of contiguous upland (excluding wetlands). Tracts of land less than three acres may qualify only if the applicant can show that the minimum lot area requirement should be waived because a PUD is in the public interest and that one or both of the following conditions exist:
 - 1) Unusual physical features of the property itself or of the surrounding neighborhood are such that development under the standard provisions of the normal district would not be appropriate in order to conserve a physical or terrain feature of importance to the neighborhood or community.
 - 2) The property is adjacent to or across the street from property that has been developed under the provisions of this section and will contribute to the amenities of the neighborhood.
- B. *Commercial and industrial sites.* All commercial and/or industrial sites shall at a minimum have two principal buildings or two principal uses on site to qualify as a PUD. All commercial and/or industrial sites that have two or more principal buildings must be processed as a PUD.
- C. *Open space.* A primary function for a PUD is to encourage development that preserves and enhances the natural characteristics and valuable natural resources of a site and not force intense developments that use all portions of a given site to arrive at the maximum intensity or density allowed. In evaluating each individual proposal, the recognition of this objective will be a basic consideration in granting approval or denial. All open space shall be labeled as such and as to its intent or designed functions.
- D. *Relationship to adjacent areas.* The design of a PUD shall take into account the relationship of the site to the surrounding areas. The perimeter of the PUD shall be so designed to minimize any undesirable

impact of the development on adjacent properties and, conversely, to minimize any undesirable impact of adjacent land use and development characteristics on the PUD.

5. - **Procedure and administration.**

- A. *Pre-application meeting.* Prior to submission of any plan for consideration of the planning commission and city council, the applicant shall meet with city staff to discuss the contemplated project relative to community development objectives for the area in question to learn what procedural steps and exhibits shall be required. In the event the proposed development of the land is not in conflict with such community development objectives, the applicant may proceed to concept plan review.
- B. *Concept plan review.* Before submitting an application for preliminary plan review, the applicant shall submit a concept plan of the proposed PUD to be reviewed by the planning commission and city council. The concept plan review allows the applicant to receive general, non-binding feedback from the planning commission and city council before the applicant prepares and submits a more detailed application for preliminary plan review.
- C. *Preliminary plan review.* The applicant for a PUD shall apply for preliminary plan review. The planning commission shall make a recommendation to the city council to approve or deny the preliminary plan and the council shall take final action on the application. City council approval of the preliminary plan indicates that the applicant can proceed to final plan review. The application for preliminary plan review shall be accompanied by supporting information as listed below or as deemed necessary by the city to fully explain the property, the applicant, and the proposed development. The application may include further information as the applicant deems appropriate for preliminary plan review of the proposed PUD. The city may require additional information depending on the complexity of the proposal. The supporting information and an application form shall be submitted in a format as directed by the city and, at a minimum, shall contain the following:
- 1) A written statement describing the proposed PUD and the market which it is intended to serve. The statement shall also demonstrate the proposed PUD relationship to the city's comprehensive plan and how the proposed PUD is to be designed, arranged, and operated to permit the development and use of neighboring property in accordance with the applicable provisions of the city. The statement shall also include the public decisions necessary for implementing the proposed plan including the present and possible new zoning classifications required for development.
 - 2) A legal description of the entire area within the PUD for which final plan review approval is sought.
 - 3) A preliminary plat prepared in accordance with the city's subdivision regulations.
 - 4) A preliminary plan drawing to scale of not less than one inch equals 50 feet (or scale as requested by the city) containing at a minimum the following information:
 - a) Proposed name of the development;
 - b) Property boundary lines and dimensions of the property and any significant topographical or physical features of the site;
 - c) The location, size, use, and arrangement, including height in stories and feet, and total square feet of ground area coverage and floor area of proposed buildings including model homes and existing buildings that will remain, if any. Also, all required setback lines shall be depicted;
 - d) Location, dimensions of all driveways, entrances, curb cuts, parking stalls, loading spaces, and access aisles, and all other circulation elements including bike and pedestrian, and the total site coverage of all circulation elements;
 - e) Location, designation, and total area of all common private open space and facilities;
 - f) Location, designation, and total area proposed to be conveyed or dedicated for public open space including parks, playgrounds, school sites, and recreational facilities;
 - g) The location, use, and size of structures and other land uses on adjacent properties; and
 - h) Where applicable, tabulation indicating the number of residential dwelling units and expected population, and tabulation indicating the gross square footage, if any, of commercial and industrial floor space by type of activity.
 - 5) A preliminary landscape plan showing groundcover materials and the areas to be landscaped with the location, size, and species of all trees, shrubbery, and groundcover.
 - 6) A preliminary grading, drainage, and site alteration plan for the development illustrating changes to existing topography and natural site vegetation and all appropriate protection measures taken during construction.
 - 7) A preliminary lighting plan illustrating the location, types of devices, and photometric data.
 - 8) A preliminary signage plan illustrating the sizes, location, and overall program.
 - 9) A traffic flow plan and analysis.
 - 10) Solid waste disposal procedures and provisions.

- 11) The applicant shall have a property interest in the site which shall consist of a fee simple title, or an option to acquire a fee simple title within a specified time period, or a leasehold interest in excess of 30 years, or a substantial interest in a joint venture agreement, real estate investment trust, or other real estate syndication that can obtain a fee simple title or marketable title subject to certain restraint which will not substantially restrict its development within a reasonable time. All mortgages including purchase money mortgages, easements restricting land use, and liens and judgments that may affect the site shall be documented. The applicant shall supply proof of existing ownership consisting of an abstract of title, certified currently, a current certificate of title, or an attorney's title opinion based thereon, together with any unrecorded documents whereby the applicant acquired a legal or equitable property interest.
 - 12) Any other information that may have been required by the city staff, planning commission, or city council in conjunction with the approval of preliminary plan review.
- A. [D1.] *Final plan review.*
- The applicant shall have secured final plan review approval by the city council within one year following the date of approval of the preliminary plan review. If application for final plan review approval is not received within one year, the preliminary plan review will be considered abandoned and a new application for preliminary plan review must be submitted. The city council shall make final determination on approval of the final plan review.
- The application for final plan review shall be accompanied by development plans of the proposed PUD and supporting information as listed below or as deemed necessary by the city. All material shall be submitted together in a format as directed by the city.
- 1) A final site plan, grading plan, utility plan, landscaping plan, lighting plan, building elevations, sign plan, and all applicable data as aforementioned in this section as deemed necessary depending upon the complexity of the proposal. One transparent Mylar copy of the final development plans, should they be approved, shall be filed with the city within 60 days of such approval.
 - 2) A final plat in accordance with the requirements of the city's subdivision ordinance.
 - 3) A legal submission component including any deed restrictions, covenants, agreements, bylaws, or proposed homeowner's association or other documents or contracts controlling the use or maintenance of property. Where such information is lacking, the city council may require a bond or similar guarantee to insure that areas held common by persons residing in the development will be developed and maintained.
 - 4) A final construction staging plan indicating the geographical sequence and timing of development for the plan or portions thereof, including the date of beginning and completion of each stage.
 - 5) Any other information necessary to fully represent the intentions of the final plan.
- A. [D2.] *Fees.* The required application fee shall accompany applications for sketch plan, preliminary plan, and final plan review. The applicant shall pay fees as set forth by the city council.
- E. *Public hearing and notices.* All applications for review of a PUD proposal, except sketch plan review, require a public hearing and shall be noticed and processed according to the standards and procedures for zoning ordinance text and map amendments as established in Section 4. Applications and Procedures.
- F. *Development agreements.* A development agreement shall be executed reflecting all terms and conditions of the approved PUD plans and financial requirements.

6. - Criteria for granting a PUD.

The planning commission may recommend, and the city council may act to approve or deny, a preliminary or final plan for a PUD in any district. The planning commission, in making a recommendation, and the city council, in acting upon a plan, shall consider the following factors; however, nothing herein shall be meant to guarantee approval of such PUD:

- A. The consistency of the proposed PUD with the city's comprehensive plan;
- B. The proposed uses compliance with the standards and criteria of the zoning ordinance and subdivision regulations;
- C. The extent to which the proposed PUD is designed to form a desirable and unified environment within its own boundaries in terms of relationship of structures, patterns of circulation, visual character, and sufficiency of drainage and utilities;
- D. The extent to which the proposed uses will be compatible with present and planned uses in the surrounding area;
- E. The impact of the proposed uses on the health, safety, and general welfare of the occupants of the surrounding area;
- F. The burden or impact created by the PUD on parks, schools, streets, and other public facilities and utilities;
- G. The sufficiency of each phase of the PUD to ensure its construction and operation is feasible without dependence upon any subsequent phase;

G. [H.] The impact of the PUD on environmental quality, property values, scenic views, and preservation of significant natural resources and amenities of the surrounding area; and

H. [I.] That any exceptions to city ordinances, policies, or regulations are justified by the design or development of the proposed use.

7. - Final plan revisions.

- A. Minor changes in the location, placement, and heights of buildings or structures may be authorized by the city if required by engineering or other circumstances not foreseen at the time the final plan review was approved.
- B. Approval by the city council shall be required for changes such as rearrangement of lots, blocks, and building tracks or any other significant changes as determined by the city. These changes shall be consistent with the purpose and intent of the approved final plan review.

8. - Method of amending a PUD.

Any desired change involving density, use, building type, enlargement, or intensification of the use not specifically allowed by a particular PUD, or any request for a variance from the specific terms of a previously passed PUD, shall require that an application be filed for an amendment and all procedures shall then apply as if a new plan was applied for.

9. - Method of cancellation of a PUD.

Any existing approved PUD shall be deemed to be canceled if the owner of the land involved in the permit applies for and receives a rezoning with respect to said property prior to the time that there is any physical implementation of the matters covered by the previously approved PUD. In addition, an existing PUD shall be deemed to be automatically canceled in the event that a final plat, if the same is required in connection with the application, is not filed with Anoka County as required by and in accordance with the terms of the city subdivision regulations within 120 days following final approval of the PUD by the city council. The PUD shall expire and be considered null and void one year after it has been issued if no construction has begun or if use has not been established. In all other situations, an existing PUD shall be canceled and revoked, short of expiring according to its own terms, only upon the event of the city acting in accordance with law and due process, taking some rezoning action that supersedes the PUD. City council has the authority to set a completion date of construction activities with a PUD.

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

ARTICLE II. – CONCEPT PLAN



Sec. 66-40. - **Required.**

It is mandatory that subdividers prepare a concept plan depicting the subdivision proposal. On the basis of the concept plan, city council shall informally advise the subdivider as promptly as possible of the extent to which the proposed subdivision generally conforms to the design standards of this article and to other sections of this chapter. Concept plan review does not convey any legal development rights to the applicant.

(Ord. of 10-17-2007, § 3)

Sec. 66-41. - **Information required.**

The concept plan shall include seven large-scale copies and one reduced-scale copy (11 inches by 17 inches) of detailed written materials, plans, and specifications to include the following information:*

**NOTE: One/two additional large scale copies shall be provided for each of the following, if applicable:*

Project is adjacent to a county road or county state aid highway (1)

Project is adjacent to state highway (1)

Project lies within a shoreland or floodplain overlay district (1)

- (1) General location and site description.
 - a. Name and address of developer/owner.
 - b. Date of plan preparation and dates of revision.
 - c. Scale of plan (engineering scale only) - one inch equals 100 feet.
 - d. North arrow indication.
 - e. Legal description.
 - f. Property location map illustrating the site location relative to adjoining properties and streets.
 - g. Scale drawing (engineering scale only) illustrating property boundaries.
 - h. Proof that the person is a qualified applicant pursuant to section 66-11.
 - i. Current and proposed land use and zoning.
 - j. Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined by the comprehensive plan and this chapter.
 - k. Additional information as required by the zoning administrator.
- (2) Resource inventory. A resource inventory, mapped at a scale of one inch to 100 feet or less shall include:
 - a. Topographic contours at two-foot intervals.
 - b. Soil type locations and identification of soil type characteristics such as hydric soils, depth to bedrock, depth to water table, and suitability for wastewater disposal systems, if applicable (county soil survey information).
 - c. Hydrologic characteristics including surface watercourses, floodplains, delineated wetlands, natural swales, and drainageways.
 - d. Site vegetation including:
 1. Cover type (pasture, woodland, etc.).
 2. Woodland area boundaries.
 3. Individual trees having a diameter at breast height of 18 or more inches.
 4. Vegetative type descriptions (deciduous, coniferous, or mixed) by plant community, relative age, and condition.
 - e. Current land use and land cover (cultivated areas, paved areas, etc.), all buildings and structures on the land, and all encumbrances such as easements or covenants.
 - f. Transportation systems including:
 1. Adjoining streets.
 2. Functional classifications.
 3. Current and projected traffic volumes.
 4. General conditions.
 5. Provisions for alternative modes of transportation.
 - g. Neighborhood context. General outlines of existing neighborhoods, presence of areas of significant natural environmental areas, land uses, buildings, streets, and natural features such as water bodies or wooded areas, roads, driveways, and property boundaries within 300 feet of the tract. This information shall be presented on an aerial photograph at a scale of no less than one inch to 200 feet.

- (3) Concept subdivision plan. One or more of the subdivision concept plans, drawn at a scale of one inch to 100 feet or less, meeting the intent of this chapter and including at least the following information:
 - a. Open space areas indicating which areas are to be protected and defined by the purpose of the open space.
 - b. Boundaries of areas to be developed and proposed general street and lot layout.
 - c. Number and type of housing units and/or approximate size and location of commercial and industrial buildings as may be applicable.
 - d. Areas proposed for stormwater management.
 - e. Street and alternative modes of travel systems which are consistent with the comprehensive plan that interconnect neighborhoods.
 - f. Location of utility trunks intended to serve the site.
 - g. Total area of wetlands and uplands on site.
- (4) Application fee and deposit or escrow security to pay for review costs of city staff and consultants.

(Ord. of 10-17-2007, § 3(3-1))

Sec. 66-42. - Procedure for filing and review of application.

The following procedure shall be observed for filing and review of application:

- (1) Preapplication meeting. An applicant must meet with city staff to discuss a proposed development and investigate the city requirements for pursuing a development application.
- (2) An application for a concept plan, along with the associated information and fee established by city council, shall be submitted to the zoning administrator.
- (3) The zoning administrator shall submit copies of the concept plan and associated information to other staff, committees, consultants, or agencies as appropriate.
- (4) The zoning administrator shall forward the concept plan submission to the city's advisory boards, planning commission, and city council for their consideration at regularly scheduled meetings to solicit informal review and comment on the project's acceptability in relation to the city's comprehensive plan and development regulations. Such meetings should be attended by the applicant.
- (5) Concept plan review does not convey any legal development rights to the applicant.
- (6) The planning commission shall hold a public hearing on the proposed concept plan. Notice of the public hearing shall be published in the official newspaper designated by city council at least ten days prior to the hearing. Written notification of the hearing shall be mailed at least ten days prior to the hearing to all owners of land within 350 feet of the boundary of the property in question in sewer districts, and 1,000 feet in RR and A districts. Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this chapter, provided a bona fide attempt has been made to comply with the notice requirements of this chapter.
- (7) The planning commission shall take public testimony at their public hearing and evaluate the requested concept plan against the premature subdivision criteria of section 66-16, the performance standards of this chapter, the performance standards of the city's zoning ordinance, set forth in Appendix A to this Code, and any other city requirements. The planning commission shall make findings and offer a recommendation for either concept plan approval or denial. The planning commission may offer a recommendation of approval with conditions necessary to satisfy city regulations.

(Ord. of 10-17-2007, § 3(3-2))

Sec. 66-43. - Determination of requirement for environmental review documents.

- (a) The zoning administrator may review the concept plan and may determine if an environmental assessment worksheet (EAW), environmental impact statement (EIS), or alternative urban area-wide review (AUAR) is required pursuant to Minnesota Rules. If such documents are required, the zoning administrator may notify the developer of the requirement.
- (b) An escrow deposit in addition to the standard requirements shall be submitted by the applicant to cover city costs for reviewing and administering an EAW.

(Ord. of 10-17-2007, § 3(3-3))

Secs. 66-44—66-74. - Reserved.

ARTICLE III. – PRELIMINARY PLAT



Sec. 66-75. - **General provisions.**

- (a) After the completion of the concept plan process, the owner or developer shall file with the city an application for preliminary plat. The preliminary plat stage is the point in the process that all information pertinent to the proposed development is furnished by the developer for review by city staff and consultants, city advisory committees, city council, any other applicable agencies, and the public. The information provides a basis for approval or denial of the application. The information submitted in the application shall address both existing conditions and changes that will occur during and after development. The preliminary plat is a plan of how property will be subdivided and developed.
- (b) Additional information or modifications may be required by the zoning administrator, city staff and consultants, city advisory committees, or city council, and additional information may be requested during the review process. In certain cases, some information required by these standards may not be appropriate or may need to be modified in order to provide an adequate basis for making a decision.

(Ord. of 10-17-2007, § 4)

Sec. 66-76. - **Information required.**

Preliminary plat information is typically furnished on plan sheets. However, some information is more appropriately submitted in other forms. The plat and associated information shall be submitted in a form that is legible, organized, and understandable. The preliminary plat application shall consist of maps and accompanying documents. An owner or applicant shall submit seven large-scale copies (one inch equals 100 feet or less) and one reduced-scale copy (11 inches by 17 inches), and plans and specifications along with any written materials, including the following information:*

*NOTE: One or two additional large scale copies shall be provided for each of the following, if applicable:

Project is adjacent to a county road or county state aid highway (1)

Project is adjacent to a state highway (2)

Project lies within a shoreland or floodplain overlay district (1)

- (1) *Certificate of survey.* A certificate of survey prepared by a licensed land surveyor identifying the following:
 - a. Scale (engineering only) at one inch equals 100 feet or less.
 - b. North arrow indication.
 - c. Existing parcel boundaries to be platted with dimensions and area.
 - d. Existing legal description.
 - e. Easements of record.
 - f. Delineated wetland boundary, to include the ordinary high water (OHW) level of any lakes or department of natural resources (DNR) waters. Floodplain as shown on Federal Emergency Management Agency (FEMA) FIRM map.
 - g. All encroachments.
 - h. Existing building structures and improvements within the parcel to be platted and those 350 feet outside the boundaries of the subject parcel.
 - i. Location, widths, and names of all public streets, rights-of-way, or railroad rights-of-way showing type, width, and condition of the improvements, if any, which pass through and/or are within 500 feet.
 - j. The outside boundary of the subject property is to be clearly marked with survey monuments.
- (2) *Resource inventory.*
 - a. Topographic contours at two-foot intervals.
 - b. Soil type locations and identification of soil type characteristics such as hydric soils, agricultural capability, depth to bedrock, depth of water table and suitability for wastewater disposal systems, if applicable (county soil survey information).
 - c. Hydrologic characteristics, including surface watercourses, floodplains, delineated wetlands, natural swales, and drainageways. Ordinary high water level and 100-year storm elevations of adjoining watercourses, lakes, wetlands, streams, etc., at the date of the survey and approximate high and low water elevations. An applicant that is proposing any new development will be required to submit a Minnesota Routine Assessment Method for Evaluating Wetland Functions (MNRAM) form filled out for each wetland if located on the subject property, and for all wetlands downstream that

receive stormwater from the proposed development. This MNRAM form will need to be filled out by a consultant trained in wetland science.

- d. Tree inventory identifying vegetation of the site according to general cover type (pasture, woodland, etc.), defining boundaries of significant tree stands and individual significant trees as defined by section 66-11. Vegetative types shall be classified as generally deciduous, coniferous, or mixed, and described by plant community, relative age, and condition.
 - e. The presence of any areas identified by the city as significant natural environmental areas on the official map either within the development or within 350 feet of the tract. The distance of any proposed disturbances or improvements to those identified communities. Plans for the protection and mitigation of impacts of any development on identified significant natural communities during construction/disturbance or improvement.
 - f. Neighborhood context. General outlines of existing buildings, land use, and natural features such as water bodies or wooded areas, roads, driveways, and property boundaries within 350 feet of the tract. This information may be presented on an aerial photograph at a scale of no less than one inch to 200 feet.
- (3) *Preliminary plat.*
- a. The proposed name of the plat which name shall not duplicate the name of any plat theretofore recorded in the county.
 - b. Date of application, name, address, phone number, and applicable license or registration number of all owners, developers, agents, applicants, engineers, surveyors, planners, attorneys, or other principals involved in the development of the plat. Changes in the principals involved as outlined above will be furnished to the city in writing within 30 days. Failure to provide such notification of the change in the principals may lead to voiding of the preliminary plat.
 - c. Proof that the person is a qualified applicant pursuant to section 66-11.
 - d. Existing comprehensive plan guiding and zoning designation within or abutting the proposed plat. Any zoning changes needed, or reference to any zoning or similar land use actions that are pertinent to the proposed development.
 - e. Total acreage of the land to be subdivided and total upland area.
 - f. Boundary line survey and legal description.
 - g. North arrow and graphic engineering scale of one inch equals 100 feet.
 - h. Existing covenants, liens, or encumbrances.
 - i. Proposed lot lines, dimensions, and the gross and buildable acreage of all lots. When lots are located on a curve in a road or cul-de-sac, the lot width at the building setback line shall be shown. Proposed lot and block numbers.
 - j. Building pad, minimum building setbacks shown on each lot indicating dimensions of the setbacks. Location and width of bufferyards where the subdivision adjoins a collector or arterial street.
 - k. Layout of streets showing right-of-way widths, centerline street grades, and approximate radii of all curbs, proposed contours within the entire plat, and names of streets. The name of any street heretofore used in the city or its environs shall not be used, unless the proposed street is an extension of an already named street, in which event the name shall be used. Street names shall follow city policy and be approved by the city street superintendent.
 - l. Access, right-of-way widths, driveways, and street classifications shall be consistent with the comprehensive plan.
 - m. Parks, trails, or other areas intended for public use of common ownership.
 - n. Any additional information as requested by the zoning administrator.
 - o. Dates of plan preparation and revision dates.
- (4) *Preliminary grading, drainage, and erosion control plan.* The developer shall submit a preliminary grading, drainage, and erosion control plan, which includes the entire subdivision boundary, utilizing a copy of the current certificate of survey as a base for the site in question, prepared by a licensed engineer, depicting the following information:
- a. In general, all sheets shall include the following:
 - 1. North point indication.
 - 2. Scale with bar graph.
 - 3. Date of preparation.
 - 4. Proposed name of subdivision.
 - 5. Proposed name of all streets.
 - 6. Name of the plan preparer, engineer, surveyor, and owner.
 - 7. Seal or signature of the preparer and licensed engineer.
 - b. Each plan set shall have a title sheet that includes the sheet index, project name, vicinity map, and other information as required by this chapter.

- c. All plans shall be prepared on 24-inch by 36-inch paper.
 - d. The plan set shall include an overall plan sheet, with corresponding sheet numbers, that provide an index to each separate sheet.
 - e. Scale (engineering only) one inch equals 100 feet or less.
 - f. The location, dimensions, and purpose of all proposed and existing easements and rights-of-way.
 - g. Plans shall also meet all requirements of the city engineering manual.
 - h. Location of natural features, including, but not limited to, tree lines, delineated wetlands, SNEAs, watercourses, ponds, lakes, streams, drainage channels, ordinary high water (OHW) level, and 100-year storm elevations, bluffs, steep slopes, slope in excess of 15 percent, etc.
 - i. The delineation of all wetlands in accordance with criteria established by the Wetlands Conservation Act 1991, as may be amended, the Army Corps of Engineers, and/or state department of natural resources.
 - j. Wetland mitigation plan consistent with the criteria established by the Wetland Conservation Act 1991, as may be amended.
 - k. Plan for the protection and mitigation of impacts from development on identified significant natural communities.
 - l. Existing contours at two foot intervals shown as dashed lines for the subject property and extending 100 feet beyond the outside boundary of the proposed plat.
 - m. Proposed grade elevations at two-foot intervals shown as solid lines.
 - n. Proposed plan for surface water management, ponding, drainage, and flood control consistent with the recommendations and standards of the city stormwater management plan.
 - o. Provision for groundwater management including subsurface drains, disposals, ponding, and flood controls.
 - p. Location of all existing storm sewer facilities including pipes, manholes, catchbasins, ponds, swales, and drainage channels within 100 feet of the subject property. Existing pipe grades, rim and invert elevations, and normal and high water elevations must be included.
 - q. If the subject property is within or adjacent to a 100-year floodplain, flood elevation and locations must be shown. Proposed fill, levees, channel modifications, and other methods to overcome flood or erosion hazard areas in accordance with chapter 34, pertaining to floods, and by use of the 100-year flood profile and other supporting technical data in the flood insurance study.
 - r. Spot elevations at drainage break points and directional arrows indicating site, swale, and lot drainage.
 - s. Lot and block numbers, building style, building pad location, and elevations at the lowest floor and garage slab for each lot.
 - t. Locations, grades, rim, and invert elevations of all proposed stormwater facilities, including ponds, proposed to serve the subject property.
 - u. Phasing of grading.
 - v. The location and purpose of all oversize, nontypical easements.
 - w. All soil erosion and sediment control measures to be incorporated during and after construction must be shown. Locations and standard detail plates for each measure shall be in accordance with city standards and included on the plan.
 - x. All revegetation measures proposed for subject property must be included on the plan, including seed and mulch types and application rates.
 - y. Drainage plan, including the configuration of drainage areas and calculations for two year, ten year, and 100-year storm events.
 - z. Layout of proposed streets, sidewalks, and trails as applicable, showing centerline gradients, section widths, and typical cross sections.
 - aa. Date of plan preparation and dates of all revisions.
 - bb. For subdivisions which shall disturb one or more acres of land, the subdivider shall submit a notice of intent (NOI) to the state pollution control agency (MPCA) for a stormwater program permit.
- (5) *Preliminary street and utility plan.* The developer shall submit preliminary street and utility plans utilizing a copy of the current certificate of survey as a base for the site in question, prepared by a licensed engineer, depicting the following information:
- a. In general, all sheets shall include the following:
 - 1. North point indication.
 - 2. Scale with bar graph.
 - 3. Date of preparation.
 - 4. Proposed name of subdivision.
 - 5. Proposed name of all streets.
 - 6. Name of the plan preparer, engineer, surveyor, and owner.

7. Seal or signature of the preparer and licensed engineer.
 - b. All plans shall be prepared on 24-inch by 36-inch paper.
 - c. The plan set shall include an overall plan sheet, with corresponding sheet numbers, that provide an index to each separate sheet.
 - d. The location, dimension, and purpose of all proposed and existing easements and rights-of-way.
 - e. Plan and profile sheets shall be prepared for all streets, sanitary sewer, water main, and storm sewer.
 - f. Street cross sections shall be provided with all final plans. Cross sections shall be provided at a maximum interval of 100 feet.
 - g. Plan scales shall be as follows:
 1. Plan and profiles: horizontal scale (engineering only) one inch equals 50 feet.
 2. Plan and profiles: vertical scale (engineering only) one inch equals five feet.
 3. Street cross sections: horizontal scale (engineering only) one inch equals ten feet.
 4. Street cross sections: vertical scale (engineering only) one inch equals five feet.
 - h. Plans shall also meet all requirements of the city's engineering manual.
 - i. Location and size of existing sanitary sewers, storm sewers, water mains, culverts, or other underground facilities within the subject property and to a distance of 100 feet beyond the outside boundary of the proposed plat. Data such as grades, invert elevations, and location of catchbasins, manholes, and hydrants shall also be shown.
 - j. Locations and routing of proposed sanitary sewer lines, stormwater lines, and water mains. Identification of gravity, force main, and alternative service lines.
 - k. Water mains shall be provided to serve the subdivision by extension of an existing community system. Service connections shall be stubbed ten feet into each lot and all necessary fire hydrants shall also be provided. Extensions of the public water supply system shall be designed so as to provide public water in accordance with the standards of the city.
 - l. Sanitary sewer trunk, laterals, and service connections shall be illustrated in accordance with the standards of the city with regard to location, size, and service type, subject to final review and approval of city council.
 - m. The location of hydrants and valves for all proposed water mains.
 - n. All other utilities shall be located and designed in accordance with the requirements of the city engineer.
 - o. Submit storm sewer design flow calculations with the utility plans.
 - p. Date of plan preparation and dates of all revisions.
- (6) *Determination of requirement for environmental review documents.*
- a. The zoning administrator may review the preliminary plat and may determine if an environmental assessment workshop (EAW), environmental impact statement (EIS), or alternative urban area-wide review (AUAR) is required pursuant to Minnesota Rules.
 - b. If such documents are required, the zoning administrator may notify the developer of the requirement.
 - c. An escrow deposit, in addition to the standard requirements, shall be submitted by the applicant to cover city costs for reviewing and administering an EAW.
- (7) *Additional information required.*
- a. Evaluation by the applicant that the subdivision would not be determined to be premature pursuant to the criteria outlined by the comprehensive plan and this chapter.
 - b. Phasing plan. All preliminary plats shall include a phasing plan that includes:
 1. A phasing plan identifying the sequence of development and approximate areas, number of lots in each phase, total area and buildable area per phase, serially numbered with a description of each phase. Information shall be provided regarding the number of dwelling units, proposed improvements, and common facilities for each. Each phase of a preliminary plat shall be consistent with growth management criteria of the city.
 2. Any trail/sidewalks within the approved phase of the preliminary plat shall be constructed along with streets and utilities and shall be clearly marked on a site map which shall be an attachment to all sales agreements for individual lots.
 3. Site grading shall be coordinated with the phasing plan to avoid premature disruption of land or long-term storage of excess materials.
 4. Each phase of developer improvements as specified in the final plat and development agreement shall be completed prior to initiating any subsequent phase. Developer improvements shall be limited to those specifically illustrated and/or enumerated in the final plat and development agreement.

- c. Documents outlining the content of proposed conservation easements, restrictive covenants, deed restrictions, and establishment of homeowners associations for review. Where the plat is intended to include common open spaces, these documents shall address ownership and long-term maintenance of these open space areas.
- d. Information or easements showing how public and/or private utilities, drainage, and roads can be extended to serve adjacent property.
- e. Landscape and screening plans showing landscape plantings for street boulevards, subdivision entrances, and bufferyards, and specifying plan locations, varieties, sizes, ownership, maintenance responsibilities, and monument signs.
- f. Traffic study for the subdivision including pre- and post-development information regarding traffic generation, traffic distribution, capacity of existing streets, and level of service (LOS) on existing streets.
- g. Examples of housing product. Illustration of building footprint, floor plans, and building elevations proposed within the subdivision. Smoke easement documents for those areas adjacent to managed conservation areas to be filed with the final plat at the county.
- h. Other information deemed necessary for a complete application.

(Ord. of 10-17-2007, § 4(4-1))

Sec. 66-77. - Procedure for filing and review of application.

The procedure for the filing and review of application is as follows:

- (1) Preapplication meeting. The property owner/applicant shall meet with the zoning administrator/city staff to discuss the preliminary plat application. Through this meeting, the zoning administrator/city staff may summarize the city's review comments and offer suggestions pertaining to additional information or design changes that may assist in expediting the preliminary plat review.
- (2) The person applying for a preliminary plat approval shall submit to the zoning administrator a complete application and all other information required according to the deadline and meeting schedule established by the city. The application shall address the informational requirements of section 66-76 and issues identified through the concept plan review procedure.
- (3) A complete preliminary plat application shall include:
 - a. A graphic and written description of the information requirements outlined in section 66-76.
 - b. Applications shall be accompanied by a fee and processing escrow established by city council.
- (4) The zoning administrator shall refer copies of the preliminary plat to other staff, committees, consultants, or agencies as appropriate.
- (5) Upon receipt of a complete application, the zoning administrator shall have a report prepared and refer the application to the city advisory committees, the planning commission, and city council.
- (6) The application shall be reviewed by city advisory committees. The advisory committee's recommendations will be forwarded to the planning commission for their consideration of the application at a public hearing.
- (7) The planning commission shall hold a public hearing on the proposed preliminary plat. Notice of the public hearing shall be published in the official newspaper designated by city council at least ten days prior to the hearing. Written notification of the hearing shall be mailed at least ten days prior to the hearing to all owners of land within 350 feet of the boundary of the property in question in sewered districts, and 1,000 feet in RR and Ag districts. Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this chapter, provided a bona fide attempt has been made to comply with the notice requirements of this chapter.
- (8) The planning commission shall take public testimony at their public hearing and evaluate the requested preliminary plat against the premature subdivision criteria of section 66-16, the performance standards of this chapter, the performance standards of the city's zoning ordinance, set forth in Appendix A to this Code, and any other city requirements. The planning commission shall make findings and offer a recommendation for either preliminary plat approval or denial. The planning commission may offer a recommendation of approval with conditions necessary to satisfy city regulations.
- (9) The zoning administrator shall prepare a staff report of the findings and recommendations of the planning commission. The findings may include specific conditions of approval or findings related to denial of the plat.
- (10) The city council shall take action on the application within 120 days following delivery of a fully completed application in accordance with the regulations of this chapter, unless an extension is agreed to by the applicant. If city council approves the preliminary plat, it may impose additional conditions it considers necessary to protect the public health, safety, and welfare. If city council denies the preliminary plat, it must state in writing the reasons for the denial at the time it denies the request.

- (11) The city council shall take action on the application which shall include findings of fact, and shall be entered in the proceedings of city council and transmitted to the applicant in writing. The lack of a majority council vote to affirmatively approve a preliminary plat shall be a denial of the requested application.
- (12) If the preliminary plat is approved by city council, the subdivider shall submit a complete application for final plat in accordance with the approved phase plan within one year after approval, after which said approval or approval of the preliminary plat shall be considered void, unless a request for time extension is submitted in writing by the applicant and approved by city council.

(Ord. of 10-17-2007, § 4(4-2))

Secs. 66-78—66-97. - **Reserved.**

ARTICLE IV. – FINAL PLAT



Sec. 66-98. - Information required.

- (a) Approval of a preliminary plat by city council is an acceptance of the general layout, as submitted, and indicates that the developer may proceed toward final plat approval in accordance with city council approval of the preliminary plat, including conditions and the city growth management standards.
- (b) A complete application for final plat shall be submitted no later than one year after the date of approval of the preliminary plat, or a time as provided in the developer's agreement. Otherwise, the preliminary plat approval shall be considered void, unless an extension is requested in writing and, for good cause, is granted by city council.
- (c) The final plat application shall have incorporated all the conditions of city council approval of the preliminary plat. In all other respects, the final plat shall substantially conform to the preliminary plat. It may constitute only that portion of the approved preliminary plat which the developer proposes to record and develop at that time, provided that such portion conforms to all the requirements of this chapter.
- (d) Approval of the engineering specifications required by this chapter pertaining to water supply, drainage, domestic wastewater, potable water, street lighting, gas and electric service, grading, roadway standards, widths, and surfacing of streets, shall be completed by the zoning administrator and appropriate development contracts prepared prior to approval of the final plat by city council.
 - (1) *Revised preliminary plat.* The city may require seven large-scale (24-inch by 36-inch) copies, one reproducible reduction at 11 inches by 17 inches, and of supporting documents illustrating all changes and conditions that were required as part of preliminary plat approval. This revised preliminary plat will provide the historical record of the subdivision approval by which subsequent plats shall be considered.
 - (2) *Title restrictions.* The city may require one copy of any title declaration, conservation easements, deed restriction, restrictive covenant, or homeowners' association documents.
 - (3) *Final plat general information.* Seven large-scale (24-inch by 36-inch) copies, and one digital electronic copy in a format compatible with the city's computer system of the final plat and supporting documents, plus any additional copies deemed necessary by the zoning administrator, plus one reproducible copy reduced to 11 inches by 17 inches.
 - a. Name of the subdivision.
 - b. Location by section, township, range, county, and state, as well as descriptive boundaries of the subdivision based upon an accurate traverse giving angular and linear dimensions.
 - c. Scale (engineering only) of one inch equals 100 feet or less.
 - d. North point indication.
 - e. The location of monuments shall be shown and described. Pipe or steel rod shall be at the corners of each lot and at each intersection of street centerlines.
 - f. Location and accurate dimensions of all lots, outlots, provisions for alternative modes of transportation, streets, and other features. Lots and blocks shall be numbered.
 - g. A listing of the total area of each lot measured in gross square feet per lot and total area of the plat.
 - h. The exact location, widths, and names of all proposed streets and provisions for alternative modes of transportation to be dedicated.
 - i. The location and width of all easements to be dedicated.
 - j. Accurate outlines and legal description of land to be dedicated as parks, trails, ponds, or other public use shall be illustrated on the final plat and dedicated with the final plat.
 - k. Name and address of the registered surveyor of the plat with certification in the form required by Minn. Stats. § 505.03, as may be amended.
 - l. Statement dedicating all easements as follows: easements for installation and maintenance of methods for alternative modes of transportation, trails, utilities, and drainage facilities are reserved over, under, and along the areas designated as drainage and utility easements.
 - m. Statement dedicating all streets or other public rights-of-way as follows: streets and other public areas shown on this plat and not heretofore dedicated to public use are hereby so dedicated.
 - n. Final grading, construction plans shall be prepared and submitted in accordance with city standards.
 - (4) *Development contracts.*
 - a. The developer shall meet with city staff to finalize the terms of the development contract.
 - b. Upon finalization of the development contract, the city clerk-treasurer shall have the final copy of the contract signed by all appropriate parties.
 - c. Financial guarantees shall be posted with the city as outlined in the development contract.

- d. Final grading and utility plans shall be approved by the city engineer and made a part of the development contract. No grading allowed until final plat and development agreement is approved and the development agreement is signed and a financial security is in place with the city.
 - e. When the city has agreed to install improvements in a development, the developer shall furnish the city a financial statement satisfactory to the city. When the city has not undertaken improvement installation, it may, at its option, require the developer to furnish a financial statement satisfactory to the city.
- (5) *Additional final plat information.*
- a. Certification by a registered land surveyor, to the effect that the plat represents a survey made by him, and that monuments and markers shown thereof exist as located and geodetic details are correct.
 - b. Notarized certification by owner, and by any mortgage or lienholder or record, of the adoption of the plat, and the dedication of streets and other public areas.
 - c. Approval by signature of city and county officials concerned with the approval of the plat.
 - d. The form for approval of the council is as follows:
 - City of East Bethel, this _____ day of _____, 20 _____.
 - Signed _____ (Mayor)
 - Attest _____ (City Clerk-Treasurer)
 - e. Final smoke easement documents shall be filed with the final plat. The city council and city attorney must approve smoke easement agreements at final plat.

(Ord. of 10-17-2007, § 5(5-1))

Sec. 66-99. - Filing and review of application.

- (a) The final plat application shall be considered to be officially filed when city staff has received and examined the application and has determined that the application is complete.
- (b) The following requirements shall be met before city council consideration of the final plat:
 - (1) The final plat shall substantially conform to the approved preliminary plat and phasing plan.
 - (2) Completed development contract including all required financial securities and time frame for final plat and final grading.
 - (3) Conditions attached to approval of the preliminary plat shall be fulfilled or secured by the development agreement, as appropriate.
 - (4) All fees, charges, and escrow related to the preliminary or final plat shall be paid in full.
- (c) The city council shall act on the final plat by motion. The motion shall include findings of fact supporting the approval or denial, and shall be entered in the proceedings of city council. The lack of a majority council vote to affirmatively approve the final plat shall be a denial of the requested application.
- (d) Within 60 days upon receiving a complete final plat application, city council shall certify final plat approval or denial. If city council approves the final plat, it may impose conditions it considers necessary to protect the public health, safety, and welfare. If city council denies the final plat, it must state in writing the reasons for the denial at the time it denies the request.
- (e) No site work, including grading, shall be allowed until final plat approval and recording.

(Ord. of 10-17-2007, § 5(5-2))

Sec. 66-100. - Form and content.

The final plat shall be of the form and content as prescribed in the Minnesota Land Surveyors Association Plat Manual of Minnesota Guidelines, as may be amended.

(Ord. of 10-17-2007, § 5(5-3))

Sec. 66-101. - Recording.

If the final plat and development contract are approved by city council, the developer shall record the plat within 90 days after the date of approval. Otherwise, the approval of the final plat shall be considered void, unless the developer requests and receives an extension from city council. The city may record the development contract immediately upon receipt of signatures.

(Ord. of 10-17-2007, § 5(5-4))

Sec. 66-102. - Record plans.

The developer shall submit for review and approval all proposals to change the original plans. The developer shall obtain written approval by the city prior to changes to the plans. The developer shall submit the following:

- (1) One Mylar copy of the final plat.
- (2) Seven sets and one digital electronic copy in a format compatible with the city's computer system of record plans indicating all changes in the work, including accurate as-built locations, dimensions, elevations, grades, slopes, and all other pertinent information concerning the completed work. The record plans shall meet the requirements of the city engineering manual.

(Ord. of 10-17-2007, § 5(5-5))

Secs. 66-103—66-132. - Reserved.

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: _____

	Type of Land Use Application	Escrow Amount
	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/>