

Pre-Application Information Packet

1. Project Overview

- a. Project Information
 - Name of Project:
 - Developer:
 - Civil Engineer:
 - Architect:
 - Contractor:

- b. Preferred Timeline:
 - Construction Start Date:
 - Site Improvements:
 - Footings/Foundation:
 - Walls:
 - Roof:
 - Certificate of Occupancy:

2. Review and Approval Process – Community Development/Planning

- a. [Submittal Requirements Found Here](#)
 - Note: Preliminary Plat builds to Final Plat
 - Preliminary Plat should not be a separate plan set

- b. [Deadlines](#)
 - Fourth Thursday for Next Fourth Thursday
 - 30 Day Review Window [assuming plans without need for revision]

- c. Staff Review
 - 3 Weeks for Initial Plans, 2 Weeks for Revised Plans
 - Electronic Plan Review (ProjectDox) and ePermits
 - Numbering Scheme

- d. PC/CC Review
 - Sketch Plan
 - Preliminary Plat
 - Final Plat

- e. Lower Rum River Watershed Management Organization (LRRWMO)
 - Application Approved by City First (Len Linton – llinton@cityoframsey.com)
 - Application due to City of Anoka
 - AFTER Preliminary Plat Review

- f. Other Required Permits?
 - NPDES (MPCA Construction Stormwater)
 - Water Supply (MDH)

Sanitary Sewer (Metropolitan Council)

- g. Other Requirements (Prior to Plat Release)
 - [Development Agreement](#) (Subject to Change)
 - [Development Fees](#)
 - [Financial Guarantees/Letters of Credit](#) (Note Auto-Renewal Clause)
 - Marketable Title
 - Engineer's Estimate of Required Improvements

3. Construction Administration Process – Engineering

- a. [Pre-Construction Meeting Requirements](#)
- b. Construction Schedule and Contractors [involve in process as soon as they are known]
 - Grading
 - Utilities
 - Concrete
 - Paving
 - Landscaping

4. Other?

- a. Weekly meetings (starting at pre-plat)
- b. All City agendas are available here: www.cityoframsey.com/agendas
- c. Meetings available live here: www.cityoframsey.com/meetings
- d. Utilities:
 - Connexus – Streetlight plan required with pre-plat
 - CenturyLink – Required for telephone
 - CenterPoint – Gas
 - Comcast – Internet