

## 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](#)
  - 6 week prior to the next PC meeting, ex. 12/19 submittal for 01/26 PC
  - 30 Day Review Window [assuming plans without need for revision]
  
- c. Staff Review
  - 2 Weeks for Initial Plans, 1 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](mailto: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)
  - [Commercial/Industrial Development Fees](#)
  - [Residential 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](http://www.cityoframsey.com/agendas)
- c. Meetings available live here: [www.cityoframsey.com/meetings](http://www.cityoframsey.com/meetings)
- d. Utilities:
  - Connexus – Streetlight plan required with pre-plat
  - CenturyLink – Required for telephone
  - CenterPoint – Gas
  - Comcast – Internet